



DPhil

For Doctoral Students in:

Clinical Medicine

Clinical Medicine – Biomedical Data Science

Biomedical Sciences NIH-OU

2018

14/11/2018

Nuffield Department of Medicine

www.ndm.ox.ac.uk

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Dates of Full Terms

There are three terms per year and the University of Oxford uses the following names for its terms: Michaelmas (autumn), Hilary (spring) and Trinity (summer) – and each term consists of eight weeks.

Graduate students will normally be in residence for most of the year. The minimum period of residence for a DPhil is six terms.

Michaelmas 2018: Sunday 7 October – Saturday 1 December 2018

Hilary 2019: Sunday 13 January – Saturday 9 March 2019

Trinity 2019: Sunday 28 April – Saturday 22 June 2019

Michaelmas 2019*: Sunday 13 October – Saturday 7 December 2019

Hilary 2020*: Sunday 19 January – Saturday 14 March 2020

Trinity 2020*: Sunday 26 April – Saturday 20 June 2020

Michaelmas 2020*: Sunday 11 October – Saturday 5 December 2020

Hilary 2021*: Sunday 17 January – Saturday 13 March 2021

Trinity 2021*: Sunday 25 April – Saturday 19 June 2021

*provisional

Disclaimer

This handbook applies to students starting a DPhil course within the Nuffield Department of Medicine in October 2018. The information in this handbook may be different for students starting in other terms or years.

This student handbook is correct at time of printing. Students should be aware that the information contained in this guide may be amended, updated, or replaced by further information distributed to students during their studies. Changes may also be made to their programme of study. In all cases we will endeavour to minimise disruption for the student, and will provide information about any changes by letter or email as appropriate.

Useful Links

Medical Sciences Division (MSD) Graduate School Weblearn

site: https://weblearn.ox.ac.uk/portal/site/:medsci:department:grad_school

This provides access to guidance on all aspects of graduate student training and progression.

The University Student Handbook: www.ox.ac.uk/sites/files/oxford/StudentHandbook201819.pdf

NDM Current Student pages: www.ndm.ox.ac.uk/for-current-students

Graduate Supervision Reporting: www.ox.ac.uk/students/selfservice

Graduate progression (GSO) forms: www.ox.ac.uk/students/academic/guidance/graduate/progression

Please note that for some forms (e.g. GSO.2 and GSO.14) the Medical Sciences Division has its own versions which differ in the information required from the other divisions of the University. Please ensure to always download the latest version of these forms.

1. Introduction

1a. Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching, and the largest of the four academic divisions in the University of Oxford, the others being Humanities, Social Sciences, and Mathematical Physical and Life Sciences. It comprises over 5500 academics and staff, 1400 graduate students and 1600 undergraduates.

1b. Medical Sciences Graduate School

The postgraduate programmes offered by the Nuffield Department of Medicine (NDM) are part of the wider Medical Sciences Graduate School. All decisions relating to funding and scholarships, examination regulations and supervision codes of conduct are approved by the Director of the School as well as the Medical Sciences Divisional Board (often referred to simply as the Board). It is therefore important to be aware of the documentation and forms requiring Board approval before certain milestones in your student career can be reached. Details of the regulations and sources of information are available from the Medical Sciences Notes of Guidance on Weblearn. These will be referred to throughout the handbook.

Please note, the Director of the Graduate School is the current Director of Graduate Studies within the NDM, Rob Gilbert.

1c. Nuffield Department of Medicine

The Nuffield Department of Medicine (NDM) is a large multi-disciplinary department that links high quality clinical research with medical application. The underpinning motivation behind all research carried out by NDM is the pursuit of academic excellence and the positive impact of research on the health and wellbeing of the global community. NDM is committed to fostering research that moves beyond academia, from bench to bedside.

The Department is structured around several scientifically autonomous sub-divisions, in Oxford and abroad. These clinical medicine Institutes, Centres and Divisions (collectively and individually, Unit/s) are supported by a central administrative team.

The interim Head of Department for the NDM is Professor Chris Conlon.

1d. Key contacts

Your supervisors will be able to provide guidance and encouragement throughout your studies. Your supervisors will bear overall responsibility for the direction of your work. It is crucial that you contact your supervisors early on in order to establish communication with them. Every student in the Medical Sciences Division requires at least two supervisors; the details of the supervisory team vary depending on the nature of the project, the structure of the lab or group, and so on.

The Director of Graduate Studies (DGS), Professor Rob Gilbert, oversees graduate studies in the NDM and can provide additional advice and support particularly where differences of opinion arise between the

supervisor and student. Rob is also the Disability Lead for the Department.

gilbert@strubi.ox.ac.uk / 01865 287535.

The Graduate Studies Manager (GSM), Ms Letitia Derrington, will be able to deal with general enquiries about the Department, the course, and progress milestones.

graduate.studies@ndm.ox.ac.uk / 01865 287982.

The **Deputy Director of Graduate Studies** is Professor Julian Knight. Julian is a clinician and has a particular role supporting and advocating for clinician graduate students within the Department.

Due to the scale of the NDM there are also **Assistant Directors of Graduate Studies** in the different Units and programmes, as follows:

Centre for Cellular and Molecular Physiology	Professor Robert Gilbert
Chinese Academy of Medical Sciences / WIMM	Professor Tao Dong
Big Data Institute	Professor Cecilia Lindgren
Experimental Medicine	Professor Ellie Barnes and Associate Professor Philippa Matthews
Human Genetics	Professor Julian Knight
Jenner Institute	Professor Teresa Lambe
Ludwig Institute Cancer Research	Professor Sarah de Val
Structural Biology	Professor Jonathan Grimes
Structural Genomics Consortium	Professor Panagis Filippakopoulos
Target Discovery Institute/ NIH Programme	Professor Sarah Rowland-Jones
Tropical Medicine	Professor Brian Angus

If you have a routine enquiry or need a standard progression form processing (see below), please first of all contact your local Assistant DGS, or the Graduate Studies Manager. If you are unsure who to contact, please contact the Graduate Studies Manager, Letitia Derrington.

The Medical Sciences Graduate School Office at the John Radcliffe Hospital maintain on course student records and issue letters directly to students in relation to arrangements for or the results of assessments and examinations.

graduate.studies@medsci.ox.ac.uk / www.medsci.ox.ac.uk/support-services/graduate-school

2. Progression of your studies

2a. Registration

All students must complete their registration by the end of the first week of term in order to confirm their status as a member of the University. They are required to attend their College in person as part of the registration process.

It is recommended that registration is completed as far as possible before arrival in Oxford. This can be completed via Student Self Service: www.ox.ac.uk/students/selfservice

Registration is an essential part of being a student of the University. Students need to register to attend their course, use their university email account, obtain a University Card (Bod Card), be eligible to take examinations and gain access to other Student Self Service facilities.

All students may contact the Student Information and Advisory Service at student.information@admin.ox.ac.uk if difficulties are encountered whilst registering.

2b. Matriculation

Matriculation is the ceremony that marks your formal admission to the University. Attendance is compulsory unless you are a graduate of Oxford, Cambridge or Trinity College, Dublin.

Matriculation ceremonies are held at the beginning and end of each Michaelmas Full Term and at the end of each Hilary and Trinity Full Term. You should contact your College to make arrangements for Matriculation.

NB: For students on the DPhil in Biomedical Sciences: NIH-OU course who wish to begin their studies at the NIH, please contact the Graduate Studies Manager regarding Matriculation. Special arrangements can also apply for students based in the Tropical Medicine Network who are sited overseas.

2c. Sub Fusc Dress Requirements

The required dress for Matriculation, Examination and Graduation is known as *sub fusc*. Students should wear the appropriate gown (your College can advise), a mortar board or soft cap, and their preferred items from the following list:

1. One of:
 - a. Dark suit with dark socks, or
 - b. Dark skirt with black tights or stockings, or
 - c. Dark trousers with dark socks or dark hosiery
2. Dark coat if required
3. Black shoes
4. Plain white collared shirt or blouse
5. White bow tie, black bow tie, black full-length tie, or black ribbon.

Ministers of religion may wear clerical dress, with a gown over, when attending ceremonies. If a head dress/scarf is worn for religious reasons, a black scarf should be worn. Members of the University serving

in HM Forces are permitted to wear dress uniform together with a gown. The uniform cap must be removed when in the Sheldonian Theatre. Please note there are further requirements for Graduation, about which the College can advise.

2d. Residency

Full-time students holding the status of Probationer Research Student are required to pursue their studies in Oxford but may be dispensed from residence in exceptional circumstances, on the grounds that it is necessary for the student's work that he or she should be allowed to live or study at some place other than Oxford. The residence requirement is six terms for the DPhil.

Applications from DPhil students for dispensations from the residence requirement (GSO.8 form) can be considered only if it is essential for the work on the thesis to be carried out away from Oxford. The maximum number of terms for which such dispensation may be granted by the Medical Sciences Board is three.

Note to NIH OxCam and Tropical Medicine Network students: Your College may ask you to apply for this dispensation but it should not be needed for your courses as the NIH laboratories and NDM Overseas Units are covered under the 'well-found lab' clause in the Examination Regulations. If you are asked about residence dispensation by your College, please contact the Graduate Studies Manager who will be able to assist.

2e. Training Needs Analyses

Students are required to complete a training needs analysis (TNA), in consultation with their supervisors, at various points during their studies. The purpose of completing the TNA form is to help students assess their skill level and identify training that is required. Students should complete the TNA form at the following points during their studies:

- During the first term after admission
- Transfer of Status
- Confirmation of Status

TNA forms can be completed online using Graduate Supervision Reporting (accessed via student Self Service): www.ox.ac.uk/students/selfservice

Please ensure to always use the latest versions of the GSO and TNA forms

GSO and TNA forms

2f. Transfer to DPhil status

All research students are admitted to the status of Probationer Research Student (PRS) in the first instance. Before the fourth term from admission has been completed, it is necessary to apply for transfer to DPhil status (GSO2.MSD form). This is an application which should be considered carefully by the student in consultation with his/her supervisor.

The transfer to DPhil status is a procedure meant to assist the student – to ensure that the students’ work is progressing as it should, and to look into any early issues that may have arisen. Many students have noted how helpful the procedure is and how interesting it was to discuss their research with the assessors.

The procedure for transfer to DPhil status is as follows:

- Students are required to submit an application to the Divisional Board, **via the NDM Graduate Studies Manager**, on the University form (GSO2.MSD). These items should be accompanied by two copies of a report on progress to date on the research work and future plans, although this can be sent separately. The report should not be more than 3,000 words in length – including an abstract, introduction, results, discussion, a detailed timetable leading to submission and a methods section. Students may add appendices up to 2,000 words including figure legends, references and – if not included within the main report – a methods section.
- The GSO2.MSD form includes a section for comments from the supervisor and College, and signature by the DGS. Please contact your local Assistant DGS in the first place before the GSO2.MSD form is sent to the Graduate Studies Manager.
- Students must submit a Training Needs Assessment form (which forms part of the GSO2.MSD form)
- Students are required to undergo a formal oral assessment by two assessors appointed by the supervisor on the GSO2.MSD form. The appointed assessors will provide a report on the oral assessment. **The applicant’s supervisor cannot be an assessor and cannot attend the oral assessment.** However, within the NDM, the assessors will normally be the advisors that constituted the student’s thesis committee meeting at the start of the DPhil project (see below, Section 5a.i).
- At least one of the assessors must have supervised a DPhil to completion at Oxford. One of the assessors should be from outside the applicant’s Department. Please note that this is not an examination, and *sub fusc* is not required.

If the Divisional Board is satisfied with the information provided above then the student will be transferred to DPhil status.

A student whose first application for transfer to DPhil status is not approved will be permitted to make one further application, following the procedures laid down above, and will be granted an extension of time of one term if this is necessary for the purposes of making a second application.

[Download the latest GSO.2 MSD form](#)

2g. Confirmation of DPhil status

Students should normally apply for confirmation of status in the eighth term from their admission as a research student, and no later than their ninth term from admission. The Board strongly advises students to apply for confirmation of status a minimum of one term before they intend to submit their thesis.

Students should submit the GSO14.MSD form, which will include details of the thesis as well as statements from the student’s supervisors and College and from the DGS (as for transfer, contact your local Assistant DGS in the first instance). This paperwork should be accompanied by a full contents list for the thesis, and include the milestones of any remaining work to be undertaken, and dates for the submission of draft chapters to the supervisor(s) for comment. Students should also submit a Training Needs Assessment form.

The GSO14.MSD form, when completed, should be submitted to the Graduate Studies Manager who will process the next steps.

Students will be required to deliver a formal, oral presentation of their work. The presentation will be attended by the two assessors listed on the GSO14.MSD form, who will be deemed to have the appropriate expertise to comment on the content of the project, and at least one of whom must have supervised a DPhil to completion in Oxford. **Neither assessor may have acted in a supervisory capacity to the student**, and this includes the student's supervisor(s), College Adviser, DGS or Assistant DGS. Assessors should normally be internal to Oxford however they can be external to the Department. However, within the NDM, the assessors will normally be the advisors that constituted the student's thesis committee meeting at the start of the DPhil project (see below, Section 5a.i) and who assessed the student's transfer of status. Following the presentation the assessors will conduct an interview with the student. Please note that this is not an examination and *sub fusc* is not required.

The assessors will report to the Board on the student's suitability for confirmation of DPhil status. This report will be based on the information provided in the supervisor's statement, the College statement and in the supplementary statement from the student in conjunction with their presentation and interview. In cases where confirmation of status is not recommended the assessors will attach a short written report detailing where the work submitted falls below the standard required. In these cases, students may be required to submit further work to satisfy the assessors, or may be required to make a second attempt at the confirmation process.

[Download the latest GSO.14 MSD form](#)

2h. Applying for the appointment of examiners

Having transferred to DPhil status within the first four terms and then, secondly, confirmed DPhil status in the eighth or ninth term, students are permitted to submit a thesis for examination.

The procedure will be as follows:

- At least six weeks before a thesis is to be submitted for examination a student should download the GSO.3 form and the accompanying guides to submission and the examination. If the thesis title has changed, it is the student's responsibility to notify the Board using the section provided within the form.
- Students are advised to meet with their supervisor to discuss suitable examiners prior to completing the GSO.3 form. The Medical Sciences Board will appoint two examiners, one internal and one external, neither of whom may have served in a supervisory capacity for the student.
- The GSO.3 form should be completed by the student, the supervisor and the College and signed by a DGS (again, contact your Assistant DGS in the first place) before being sent to the Graduate School Assistants, **via the Graduate Studies Manager**. It is strongly advised to hand the form in **at least six weeks prior to the submission of the thesis**. The examiners have to be approved by the Medical Sciences Divisional Board and the examiners' formal acceptance received before a thesis can be sent out. In accepting an invitation to examine, the examiners are deemed to have accepted the University's procedures and conditions regarding the examination, in particular those relating

to copyright and confidentiality. These clauses, amongst other things, protect you and your work. A thesis will not be sent out until the University has a written acceptance to examine. This process of Board approval and letter writing usually takes four to six weeks.

- Therefore, please bear in mind, the thesis will not be sent out to the examiners until these preliminaries have been completed. **Under no circumstances whatsoever should a supervisor or student send examiners any copy of the thesis.** Provisions have now been made for electronic copies of a thesis to be made available to examiners through an approved route (see below).
- Please read the GSO.25a ***Notes of guidance for research examinations for students submitting their thesis*** for further information.

[Download the latest GSO.3 and GSO.20a documents](#)

2i. Examination

A thesis is examined by two examiners, normally appointed by the Board on the recommendation of the supervisor.

Supervisors are asked to suggest the names of two internal and two external examiners to the Board and, as far as possible, to consult with the student to check if he or she has any reasonable objection to any of those proposed. Examiners should be of high academic standing in the appropriate field and, where possible, should themselves possess a higher degree although the latter is not an absolute requirement. The nominated external examiners should be normally based within the United Kingdom. Examiners based in other countries can however be considered if a good reason is given for their nomination. **Please note that examiners expenses over £200 will have to be met by the student's Unit.**

The Medical Sciences Board reserves the right to appoint examiners it considers suitable in the event of failure to reach agreement. The names of reserve internal and external examiners are sought because (particularly in the Long Vacation) considerable delays are avoided if (should the first invitee decline) a reserve can be invited without further consultation with supervisor and student. The student is required to attend the oral examination in Oxford. **Neither examiner will be the student's supervisor.**

2j. Preparation and Submission of thesis

The word limit for DPhil theses in the NDM is 50,000 words (excluding bibliography, appendices, diagrams and tables). Candidates must state the approximate number of words in their thesis within the GSO.3 form. If a thesis exceeds the permitted length, the Board may decline to appoint examiners or decline to forward the thesis to examiners already appointed, and may return it to the candidate for revision. If the examiners find that a thesis exceeds the permitted length, they should report the fact to the Board and await further instructions.

A set of scientific papers that concern a common subject does not constitute an acceptable thesis, and such integrated theses will not be accepted by the Medical Sciences Board.

The thesis must be typed or printed in English on one side of the paper only, with a margin of 1.25 to 1.5 inches (32 to 38 mm) on the left-hand side of each page. Double spacing should be taken to mean a distance of 0.33 inch or 8 mm between successive lines of text. Footnotes should normally be placed at the

bottom of each page. Where they are given at the end of each chapter or at the end of the thesis, two separate unbound copies of footnotes should also be presented, for the convenience of the examiners. The pages of the thesis must be numbered. Each copy should have an abstract included.

The abstract of the thesis should concisely summarise its scope and principal arguments, in about 300 words. It should be printed on one side only, of A4 sized paper. Each copy of the abstract should be headed with the title of the thesis, the name and College of the candidate, the degree for which it is submitted, and the term and year of submission. One copy of the abstract prepared at the time of the examination should be bound into each of the examiners' copies of the thesis. Subsequently, when the examination is completed, candidates should also arrange for a copy of the abstract to be bound into the library copy of the thesis, and should submit with the library copy a separate, unbound copy of their abstract, which may be published.

The thesis must be submitted to the Examination Schools. The candidates must submit two copies of their thesis, which must be securely and firmly bound in either hard or soft covers. Loose-leaf binding is not acceptable. Candidates are responsible for ensuring that the examiners' copies are securely bound. Theses that do not meet this requirement will not be accepted.

In addition to submission of a hard copy, it is also possible to submit an electronic (PDF) version of a thesis via an easy-to-use web portal (<https://student.rtds.ox.ac.uk>). Students are strongly encouraged to submit an electronic copy for the ease of the examiners but should note that the legal submission (e.g. to meet a submission deadline) is that of the hard copy.

Following successful completion of the examination process the thesis must be deposited in the Bodleian Libraries, and in the Oxford Research Archive, before students will be granted permission to graduate from the programme (known as Leave to Supplicate). Full information about both processes can be found in the GSO20a.

In general, the Medical Sciences Board is of the opinion that theses should be readily accessible as contributions to knowledge. The Board accepts that it may sometimes be necessary to restrict access to a thesis temporarily, e.g. while a patent is being taken out, and that bodies such as research councils make specific provision for such a course of action in their standard conditions of research studentships, but the Board wishes to be consulted as early as possible (i.e. normally before a student is admitted as a student for a higher degree) if a sponsor or other person wishes to impose long-term restriction on access to a proposed thesis, or the exclusion any material from a thesis on grounds of confidentiality.

[Download the latest GSO.3 and GSO.20a documents](#)

2k. The Oral or viva voce Examination

Students are expected to hear from their internal examiner about the date of their *viva* within a month of receiving formal notification from the Examination Schools about the examiners. If students have not heard within a month or receiving this formal notification (not from the date of the submitted thesis) then students may get in touch with the Examination Schools who will in turn contact the internal examiner. **On no account should students contact the examiners themselves** except in response to the examiners, to agree a date for the *viva*. Examiners are requested to carry out the viva and complete the report within

three months of receipt of the thesis. Students are respectfully reminded that examiners are often a national or international authority on the subject, and their timetable is likely to be a crowded one.

If students wish to ask for an early *viva*, then the application setting out the reasons for this request must be made using the appropriate form at the same time as submission of the form for the appointment of examiners. If the Board concerned accepts this request then the examiners will be invited on the basis that they conduct the *viva* within a period specified. The date given, however, cannot be earlier than one month after the date on which the thesis is received at the Examination Schools or after the date on which the examiners have agreed to act, whichever is the later. If the examiners concerned cannot meet the request, then the Board will decide how to proceed, but it is a student's responsibility to be available for examination at the time arranged by the examiners, and not vice-versa. For example, examiners cannot be expected to meet a request for an early *viva* if a thesis is not submitted on the date promised by the student.

For the *viva* itself, which is a formal examination of the University, students are expected to wear *sub fusc* as defined in section 2c.

In exceptional circumstances, normally affecting the ability of the external examiner to take part in an Oxford-based oral examination, or if the student, for good reason, is unable to attend in person, application may be made to the Board for special permission to hold the examination using audio-visual communication with the external examiner. This must be approved by the Proctors before taking place. Students are advised to speak to their supervisors, and the Director of Graduate Studies/Graduate Studies Manager as a matter of urgency if this situation arises.

2k.i. Minor Corrections

If examiners indicate that minor corrections are required, and the list of corrections is not received within 2 weeks of the *viva*, then the student should contact the Examination Schools, their supervisor or the Director of Graduate Studies. Students will have one month to complete these corrections from receipt of that list.

2k.ii. Major Corrections

In some cases, although the examiners deem the thesis to be of sufficient potential to merit the qualification of DPhil, they may require substantial amendments to the thesis before they can award the degree. In this case students will have six months to make these corrections and resubmit.

2l. Reports of Examiners

When the examination for a research degree has been completed, the examiners forward their report (through the Graduate School Assistants) to the Medical Sciences Divisional Board. It is for the Board to decide whether the student will be given leave to supplicate.

Reports will usually be considered by the Chair or Vice-Chair of the Graduate School Committee acting on its behalf (with subsequent report to the Board).

Please read the GSO.20a Notes for Guidance for Research Examinations carefully.

[Download the latest GSO.20a](#)

2m. Extension of Time and Suspension of Status

A DPhil student is expected to submit within 12 terms of starting the course. If, for good reason, a student is unable to work on their thesis for a significant period of time, they may apply for a suspension of status for **not more than 6 terms**. They can also apply for an extension of time not less than one month before your maximum submission date.

Application for an extension of time is made through the GSO.15 form. Application for a suspension of status is made through the GSO.17 form. Both forms are available here:

[Download the latest GSO.15 and GSO.17 forms](#)

Both these and any other exceptional circumstances requests should be made, as with standard progression forms (GSO.2 MSD, GSO.14 MSD, GSO.3) by submitting the relevant form(s) via the Graduate Studies Manager.

3. Policies and Guidelines

3a. Student Representation

The DPhil student body will elect two representatives each year who will sit on the Departmental Graduate Studies Committee and the Divisional Joint Consultative Committee. These representatives will also act as Chairs for the NDM Student Committee. Confirmation of the representatives, once elected, can be found on the NDM Graduate Studies Committee page: www.ndm.ox.ac.uk/ndm-graduate-student-committee

3b. NDM Student Committee (NSC)

The NSC is led by research students, for research students. All research students can notify their NDM Institute/Centre/Unit's, or any, member of the NSC of an issue they wish to have raised. The NSC provides a forum for students to communicate more effectively with the departmental administration with the objective of improving service delivery for students.

The NSC was established in TT2017 and is still recruiting members. Its current composition is:

Constituency	Student rep	Locations included in this constituency Student rep location in bold.
Big Data Institute (BDI)	Vacancy	BDI Building (Old Road Campus)
Centre for Cellular and Molecular Physiology (CCMP)	Juliana Lee	Henry Wellcome Building for Molecular Physiology (HWBMP)

Constituency	Student rep	Locations included in this constituency Student rep location in bold.
Centre for Translational Immunology (CAMS/CTI)	David Cao	NDM Research Building (NDMRB)
Centre for Tropical Medicine and Global Health (TROPMED)	Vacancy	NDM Research Building (NDMRB) COMRU Cambodia EOCRU Indonesia KIMORU DR Congo KWTRP KEMRI-Wellcome Trust Research Programme (Kenya) LOMWRU Lao PDR MOCRU Myanmar MORU Mahidol Oxford Tropical Medicine Research Unit (Thailand) OUCRU Nepal OUCRU Oxford University Clinical Research Unit SMRU Thailand
Division of Structural Biology (STRUBI)	Micah Lee	Henry Wellcome Building for Molecular Physiology (HWBMP) Harwell Research Complex
Doctoral Training Centre students in NDM (DTC)	Vacancy	Any NDM building
Experimental Medicine (ExpMed)	Vacancy	John Radcliffe Hospital Peter Medawar Building for Pathogen Research Churchill Hospital Old Road Campus Nuffield Orthopaedic Hospital Weatherall Institute of Molecular Medicine (WIMM)
Jenner Institute (Jenner)	Andrés Noe Tayyaba Komal Julia Marshall	Old Road Campus Research Building (ORCRB)
Ludwig Institute for Cancer Research Oxford Branch (LICR/Ludwig)	Sarah Andrews	Old Road Campus Research Building (ORCRB) TDI (NDMRB)

Constituency	Student rep	Locations included in this constituency Student rep location in bold.
MSc in International Health and Tropical Medicine (MSc IHTM)	Li Ann Ong Mona Ibrahim	The Peter Medawar Building for Pathogen Research (Level 50)
NDM students in other departments	Joseph Roney	All non-NDM departments Pharmacology Department
NIH-Oxford Programme students (NIH)	Lauren Wedekind	Students can be based anywhere in University of Oxford. Henry Wellcome Building for Molecular Physiology (HWBMP)
Respiratory Medicine Unit (RMU)	Ryan Hoyle (Chair)	NDM Research Building (NDMRB) John Radcliffe (Level 7) Medawar Building
Structural Genomics Consortium (SGC)	Sabrina Mackinnon	Old Road Campus Research Building (ORCRB)
The Target Discovery Institute (TDI)	Peter Jianrui Liu	NDM Research Building (NDMRB)
Translational Gastroenterology Unit (TGU)	Vacancy	John Radcliffe (level 5) Peter Medawar Building
Wellcome Centre Human Genetics (WHG)	Sarah Briggs	Henry Wellcome Building for Molecular Physiology (HWBMP) Clinical Department of the Churchill Hospital (Richard Doll Building)
Weatherall Institute of Molecular Medicine (WIMM)	Vacancy	Weatherall Institute of Molecular Medicine (WIMM)

Regularly in attendance: Darren Nash (Associate Head of Department), Rob Gilbert (Director of Graduate Studies) and Letitia Derrington (Graduate Studies Manager)

More information on the NSC can be found on their committee page: www.ndm.ox.ac.uk/ndm-graduate-student-committee

If you are interested in joining the committee please contact the Graduate Studies Manager.

3c. Teaching Opportunities

Students should not teach in their first year of graduate study. If they wish to teach in subsequent years then they must complete relevant training beforehand (this training can be done in the first year).

Divisional training in teaching skills comprises the standard route but students wishing to teach on courses provided by the Biochemistry Department should have completed the Department's own training.

To access specific teaching opportunities students can take a variety of routes:

- Their College Advisor or own Supervisor may be able to provide opportunities to give tutorials on their behalf.
- If students would like to provide tutorials to undergraduates reading for Biomedical Sciences (BM) they should contact [Kirstie Vreede](#) in the Medical Sciences Teaching Centre.
- If students are interested in teaching Year 2 BMS students should consult Weblearn before making contact, so they know what options are available, and what they contain in terms of subject content.
- If students would like to teach in the classes provided for Biochemistry undergraduates in Mathematics and Statistics, Biological Chemistry or Biophysical Chemistry then they should contact [Gill McLure](#) in the Department.

Further information on teaching opportunities can be found in Appendix 2 of this handbook.

3d. Research Practices

3d.i. Ethical Clearance

All students conducting research involving human participants are expected to apply for Ethical Clearance. Full information regarding how to do so can be found here: www.admin.ox.ac.uk/curec

3d.ii. Data Protection and Confidentiality Policy

NDM DPhil students are bound by the Data Protection policies of the Units where they are working. Students should discuss data protection and confidentiality policies with their supervisors, and ensure that they are aware of the policies that govern their research. Further information about Data Protection and Confidentiality can be found on the University website: www.admin.ox.ac.uk/councilsec/compliance/dataprotection/policy

3d.iii. Health and Safety Inductions

NDM Students should attend a Health and Safety induction for each Unit where they will be working. The inductions are set up by your supervisor or Unit Administrator and are usually completed within the first month of your degree. If you have any issues with inductions or building access, please contact the Graduate Studies Manager in the first instance.

3d.iv. University Policy on Conflict of Interest

The University has a policy to address conflicts of interest so as to ensure that its activities and those of its staff and students are seen to be conducted to the highest standards of ethics and integrity. The policy can be found on the University Research Support website: www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/

4. Academic Integrity: Good practice in citation and the avoidance of plagiarism

You should familiarise yourself with [The University's code of conduct concerning academic integrity](#). While the code's principles relate specifically to the conduct of research, **all graduate students** are advised to make themselves aware of the document's contents and also of the information concerning [Research Integrity and Ethics](#).

Within its definition of misconduct in research, the code of conduct refers to plagiarism and it is important for **all** research students within the Medical Sciences Graduate School's subject areas to be aware of and to follow good practice in the use of sources and making appropriate reference. Plagiarism is **presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement**. Intentional or reckless plagiarism is a disciplinary offence and may incur severe penalties, including failure of your degree.

You will need to exercise judgement in determining when reference is required and when material may be taken to be so much a part of the 'general knowledge' of your subject that formal citation would not be expected. The basis on which such judgements are made is likely to vary slightly between subject areas as may also the style and format of making references and your supervisor, or course organiser where appropriate, will be in the best position to advise you on such matters; in addition, these may be covered, along with other aspects of academic writing, in your induction training. As an NDM student, you must take the online course '[Avoiding Plagiarism 1: Oxford University certification course](#)'

By following the citation principles and practices in place in your subject area, you will develop a rigorous approach to academic referencing and avoid inadvertent plagiarism. Cases of apparently deliberate plagiarism, while happily infrequent in the University, are taken extremely seriously, and where examiners suspect that this has occurred, they bring the matter to the attention of the Proctors. Your attention is drawn to the Student's Handbook incorporating the Proctors' and Assessor's Memorandum, sections 5.4, Plagiarism, in particular:

"The University reserves the right to use software applications to screen any individual's submitted work for matches either to published sources or to other submitted work. In some examinations, all candidates are asked to submit electronic copies of essays, dissertations etc. for screening by 'Turnitin'. Any matches might indicate either plagiarism or collusion. Although you are encouraged to use electronic resources, you must remember that the plagiarism regulations apply to on-line material and other digital material just as much as to printed material..."

....If University examiners believe that material submitted by a candidate may be plagiarised, they will refer the matter to the Proctors. The Proctors will suspend a student's examination while they fully investigate such cases (this can include interviewing the student). If they consider that a breach of the disciplinary regulations has occurred, the Proctors are empowered to refer the matter to the Student Disciplinary Panel. Where plagiarism is proven, it will be dealt with severely: in the most extreme cases, this can result in the student's career at Oxford being ended by expulsion from the University."

Your attention is also drawn to regulations [3, 4, 5 & 6 in the Proctors' Disciplinary Regulations for University Examinations](#)
[Find out more](#) about what constitutes plagiarism and how to avoid it.

5. Support and Advice

5a. Support for study

5a.i. Supervision

Upon arrival in the Department, each student should be allocated at least two supervisors; a primary supervisor within the Department and a second supervisor who will give additional support independently or in conjunction with, the first.

Each student will also have a Thesis Committee, consisting of two other academics who can provide a reference point for the student and guidance where needed additional to the core support given by the direct supervisory team. The Thesis Committee should meet once in the student's first term at Oxford, to discuss the project, and at this meeting the student and the two advisors who are members of the Thesis Committee will be joined by the supervisor(s). The Thesis Committee will meet again for transfer of status, but this time without the supervisor; and a final time for confirmation of status, again without the supervisor(s) being present. However, a Thesis Committee can additionally meet whenever might be useful for a student and/or their supervisor(s).

5a.ii. Responsibilities

Student:

Overriding responsibility

The University expects the student to accept his or her obligation to act as a responsible member of the University's academic community. The student is also expected to take ultimate responsibility for his or her research programme and to develop an appropriate working relationship with his or her supervisor(s).

The research programme

In relation to the research programme, it is important for the student:

- to programme and undertake work according to an agreed timetable, and to keep relevant records of all aspects of the work in such a way that they can be accessed and understood by anyone with a legitimate need to see them;
- to take responsibility for the development of subject-specific research training and personal and professional skills, and to make positive use of the University's teaching and learning facilities, and opportunities for this development;
- to seek out and follow the regulations applying to the research programme, and to seek clarification, where necessary, and to be familiar with other regulations and policies relating to him or her, including health and safety, intellectual property, data handling and research integrity;
- to raise problems or difficulties with the relevant authority so that appropriate guidance may be offered;
- to carry out research with proper regard to good health and safety practices, and to be aware of the need for adequate health insurance and health precautions when travelling abroad;
- to understand the demands of a research degree and to devote sufficient time to study to make satisfactory progress and to complete each stage of the degree by the deadlines set out in the Examination Regulations;

- to work towards a suitable standard of written and spoken English for transfer and confirmation and for the final submission of the thesis.

It is for the student to ensure that competing demands on his or her time are minimised and to ensure that his or her supervisor is aware of, and approves, commitments (e.g. paid work, conferences) or time away that might impinge on the student's work.

Working with the supervisor

In order to make the most effective use of supervision, the student should endeavour to develop an appropriate working pattern, including an agreed and professional relationship with the supervisor(s). To facilitate this, the student should discuss with the supervisor the type of guidance and comment which he or she finds most helpful, and agree a schedule of meetings. The student should also be aware of his or her joint responsibility with the supervisor to ensure that regular and frequent contact is maintained, and to be encouraged to take the initiative to maintain contact when necessary

In working with supervisors or other academic staff, students should also:

- recognise the demands made on a supervisor's time and the need to prepare adequately for meetings and to observe deadlines;
- accept the importance of constructive criticism within the supervisory relationship, and seek a full assessment of the strengths and weaknesses of any work;
- give full weight to any suggested guidance and corrective action proposed by the supervisor in the event of problems;
- co-operate with the supervisor to produce detailed parallel reports on progress at the end of each term via the Graduate Supervision System;
- discuss their skills training needs with the supervisor, both informally during regular supervisory contacts and formally at particular times as detailed in subject handbooks;
- make appropriate use of any guidance available relating to the student's career after successful completion of a research degree, for example, the Careers Service;
- inform the supervisor as soon as possible of any circumstance which might lead to interruption of study;
- where the student feels that there are good grounds for contemplating a change of supervision arrangements, discuss this with the existing supervisor, or, if this presents a difficulty, discuss this with the DGS or other appropriate officer or advisor, or with a college advisor.

Submission and completion

The requirements in relation to submission are set out in full in the [Examination Regulations](#), however in particular it is essential for the student:

- to ensure that his or her written English is of the necessary standard for the submission of a thesis;
- to be prepared to defend the subject of the thesis in fluent English at the viva;
- to allow sufficient time for writing up and to pay particular attention to final proof reading;

- to decide when he or she wishes to submit the thesis for examination, having provided the supervisor with sufficient time to comment on the final draft and having taken account of the supervisor's opinion;
- to be aware of the necessary steps in the examination process and the timescales required.

Supervisor:

Agreeing to supervise

In agreeing to supervise a research student, the supervisor must recognise and accept the responsibilities both to the student and to the relevant department, faculty and division implicit in the supervisory relationship.

Prior to arrival and first meeting

Where possible, the supervisor should assign the student some directed reading before arrival. This might be of a general background nature so as to put the student in a position to discuss the topic with the supervisor soon after arrival, or it might form the start of a survey of current literature. The supervisor is required to meet the student not later than the second week of Full Term.

The initial term

The supervisor should ensure, in co-operation with the student, that the main framework for the student's work is established as speedily as possible during the first term.

This may include all or some of the following:

- the means by which the research student and supervisor(s) will communicate and how *and when* they will arrange regular meetings and monitor progress;
- where there is a co-supervisor or a supervisory team, the supervisor should co-ordinate advice and guidance, and ensure that respective responsibilities are clear both to academic colleagues and to the student;
- where a student undertakes research as part of a team or group, the supervisor should make clear the way in which the student's own contribution fits into the work of the remainder of the group.
- work to establish a clear project proposal with a good prospect of completion within the required time scale, and to identify the initial stages and early objectives of the project, taking account of the sponsor's requirements where appropriate;
- where completion of an initial research training course is required, identification of the structure, timetable and requirements of the course;
- preliminary identification by the student and supervisor(s) of the skills, knowledge and aptitudes (including [English for Academic Purposes](#)) which are likely to be required for the successful completion of the research programme, and arrangements for supporting their acquisition or development;
- identifying appropriate resources to support the research project and how these are to be accessed (including consumables, staffing and working facilities);
- where the student's research forms part of a funded research programme, the supervisor should ensure that sufficient financial support will be available for the duration of the student's period of

study: if there is any doubt, he or she should agree with the student an alternative fallback project at an early stage;

- to ensure that appropriate health and safety training is undertaken by the student;
- to advise at an early stage on experimental design and the effective collection and storage of data;
- to draw to the student's attention the need to consider any ethical issues which may arise during their studies and any requirements for ethical approval (for further information see: www.admin.ox.ac.uk/curec/);
- to identify the advisors who will constitute the student's Thesis Committee and normally act in assessment of their transfer and confirmation of status.

Supervisory meetings

The University does not stipulate (beyond the use of the term 'regularly') the number of meetings between research student and supervisor, which may be expected each term, since this will vary widely according to the subject, the individual, and the stage of the research reached. However, each department/faculty has been asked (via divisional codes of practice for supervision) to recommend a minimum frequency of formal supervisory contact for resident students and to state this on departmental websites. While variation from this figure is permissible, the onus will be on the student and supervisor jointly to agree to deviate from the recommendation. **Within the NDM, students should meet with their supervisors at least once a fortnight, on average, across a year.** The number of meetings held is reported termly to the DGS and it is **not acceptable** for students to have had no or very few meetings with a supervisor during a term. The University does not set down a common format for recording the outcomes of supervisory meetings, although it endorses the view that both supervisors and students should keep some record.

The University states that supervisors should:

- meet with the student regularly in accordance with divisional and departmental/ faculty guidelines *and as agreed with the student*;
- request written work as appropriate and in accordance with the plan discussed with the student and return submitted work with constructive criticism within a reasonable time;
- be accessible to the student at appropriate times when advice is needed and respond to requests for advice within a reasonable timescale;
- assist the student to work within a planned framework and timetable, (in particular by conducting regular reviews of the student's progress);
- monitor the student's ability to write a coherent account of his or her work in good English;
- avoid unnecessary delays in the progress of the research;
- pursue opportunities for the student to discuss his or her work with others in the wider academic community (including the presentation of research outcomes where relevant) at University, national and international level.

Progress reports

It is the responsibility of the supervisor to provide the student with regular information as to the student's progress (to ensure that the student feels properly directed and able to communicate with the supervisor), and, where problems arise, provide guidance and assistance as to necessary corrective action.

The completion of the termly supervision report, to which both student and supervisor now contribute via [Graduate Supervision Reporting](#), is mandatory for supervisors. Departments/faculties are responsible for taking any action required in cases of non-submission by supervisors. The discussion of the contents of the report should be viewed as part of a regular termly review of progress. Each report should also state the nature and extent of recent contact with the student, and, if there has been none, state why this is so (see above). At the end of the first term, the supervisor and student should review, not only academic progress, but also how well the student has adjusted to his or her new work environment, how well the environment is meeting his or her needs, and plans to remedy any deficiency. *The supervisor should alert the Director of Graduate Studies to any problems experienced in supervising the student.* Any student who has not satisfied his or her supervisor on at least one occasion in an academic year that he or she is making progress will be liable to have his or her name removed from the register.

Cover for absence

The supervisor should avoid absence on leave or on business away from the student's supervisory context without appropriate temporary supervision having been arranged. (Leave will not normally be approved without such arrangements being in place.) Heads of department/faculty are told to take this requirement into account when managing requests for sabbatical leave.

Other responsibilities

The supervisor is expected to:

- have reasonable familiarity with institutional, national and international expectations relating to research environments, research supervision and research training (see especially the relevant section of the [UK Quality Code](#));
- engage in continuing professional development to equip them to supervise research students, and to meet requirements for continuing professional development;
- assist the student with the preparation, timetable and submission of material relating to applications for transfer of status, for re-admission after completion of a preliminary research training or other course, and for confirmation of status, and to provide appropriate feedback, especially where the student has failed to meet the required standards;
- comment on thesis draft(s). **It is unacceptable for supervisors to not comment on a thesis.**
- advise the student on the timing of the submission of the thesis and to consult with the student in order to make recommendations for the appointment of examiners;
- encourage the student to obtain knowledge and information about career opportunities and to alert the student, where necessary, to other services provided within the University and elsewhere.

Health and safety

Supervisors of all students should consider carefully the safety implications of their students' research. Those supervising students 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 students' research. In the event of an accident, inadequate supervision may render the supervisor liable to prosecution. Supervisors should also ensure that their students are aware that in the event of injury to other persons as a result of their negligence, the student could be subject to civil claims for damages. Advice on the legal responsibilities for safety may be obtained from the [University Safety Officer](#). For their part, students must carry out research with proper regard to good health and safety practices. Supervisors and students should be aware of the need for adequate health insurance and health precautions when travelling abroad. In case of doubt, reference should be made to the University Medical Officer.

Director of Graduate Studies (DGS):

- To act as the first point of contact where differences of opinion arise between supervisor and student.
- To ensure that students are aware of all University requirements and that relevant administrative matters (transfer & confirmation of status, appointment of examiners etc.) are completed in good time.

Departmental Graduate Studies Committee:

- Provides general advice on the organisation, development and delivery of NDM DPhil and MSc programmes and on the facilities and framework of support for NDM graduate students.
- Responds, with feedback from student representatives, to communications and consultations from other parts of the University on any aspect of NDM graduate studies.
- All local Assistant DGSs for NDM Units are members of the Graduate Studies Committee.

College Advisor:

- To provide support to the student independent of the Department.
- To deal with matters relating to hardship.
- Provide additional support to the student experiencing any problems or difficulties in the NDM/NDM Unit, and/or with the supervisor or
- Provided additional support for any matters relating to issues other than work/study.

The responsibilities of supervisors and students are set out in full in the University's Memorandum of Guidance for Supervisors and Research Students, reproduced in the Examination Regulations and published online at: www.admin.ox.ac.uk/examregs

5a.iii. Graduate Supervision Reporting (GSR)

Students, supervisors and DGS will be asked to complete their supervision report each term. Access to the Graduate Supervision Reporting (GSR) is provided via student self service: www.ox.ac.uk/students/selfservice.

It is strongly recommended to complete a self-assessment report every reporting period. If you have any difficulty completing this you must speak to your supervisor or Director of Graduate Studies. Your self-assessment report will be used by your supervisor(s) as a basis to complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead. GSR will alert you by email when your supervisor or DGS has completed your report and it is available for you to view.

Use this opportunity to:

- Review and comment on your academic progress during the current reporting period
- Measure your progress against the timetable and requirements of your programme of study
- Identify skills developed and training undertaken or required (within the self-assessment report for taught programmes, and via the TNA form in GSR for research programmes)
- List your engagement with the academic community
- Raise concerns or issues regarding your academic progress to your supervisor
- Outline your plans for the next term (where applicable)

Students and supervisors are reminded that having a positive student-supervisor relationship is an important factor in student success. Research suggests that one of the strongest predictors of postgraduate completion is having expectations met within the student-supervisor relationship.

5a.iv. OTTER Timesheets for International Students

The University is responsible for ensuring that all students on a Tier 4 visa are in attendance on their course throughout the year. OTTER is an automated system created within NDM for monitoring points of contact between students and supervisors. Students receive a reminder each month with a link to fill in their timesheet. Once filled in, the supervisor must approve the timesheet. A detailed SOP for student OTTER is available here: www.ndm.ox.ac.uk/otter-sop

5b. Libraries

5b.i. Knowledge Centre

The Knowledge Centre on the Old Road Campus site has a range of books and journals in the fields of public health, cancer services and diabetes. The computer suite provides access to all the electronic journals and databases available on the University network. There is a space for quiet study and group discussion, in addition advice and help can be sought from the outreach librarians.

5.b.ii. Cairns Library

This is the largest branch of the Health Care Libraries and is situated in the John Radcliffe Hospital, a short walk away from Old Road Campus. Further information about the libraries can be accessed at www.bodleian.ox.ac.uk/medicine

5.b.iii. Radcliffe Science Library

The Radcliffe Science Library is the main science reference library of the University of Oxford. It supports the teaching and research needs of the science departments across the University. The Library subscribes to many journals published overseas, most of which are in English. It holds strong collections of books and journals in the biological sciences, computing science, experimental psychology, history of science,

mathematics, medicine and the physical sciences. Good provision is made of scientific reference books, bibliographies, dictionaries and encyclopaedias. Scientific doctoral theses submitted for degrees at Oxford are deposited in the library. There is a considerable amount of older material, especially from the 19th century contained in the library. Further information is available here: www.bodleian.ox.ac.uk/science

5c. Skills Training

Training is open to all Graduate Research Students. The Department, and Division, seeks to equip all Graduate Research Students with a comprehensive set of transferable and research skills. The aim is to maximise each researcher's potential, enabling participants to see beyond the day-to-day demands of their own research. Students build the foundation for a successful career through communication, networking and team-building as well as through excelling in their own research area. As a guide, the Research Councils recommend that graduate students spend 10 days a year on additional skills training.

Provision of skills training by the Medical Sciences Division can be found at: www.medsci.ox.ac.uk/study/skillstraining

Provision of skills training provided by the wider University can be found at: www.skillstoolkit.ox.ac.uk

5.d. Language Skills

The University Language Centre offers a number of courses in various languages to students. Students may register for a variety of courses on English for Academic Studies at very low costs to the student. These courses are open to all non-native speaking members of the University.

For more information please visit the Language Centre's website: www.lang.ox.ac.uk/index.html

5.e. Oxford SU

All postgraduate students are members of the Oxford SU, and almost every graduate common room (MSR/GSR) is also affiliated to the Student Union. There is no longer a Graduate Union in Oxford, since it merged with Oxford SU in 1994. The Student Union provides a range of services for postgraduate students and to Graduate Common Rooms. This includes representation on University Committees and publications tailored to postgraduate students' concerns and needs, such as the Graduate Guide, the Student Parent Handbook and the Living Out 12.

6. Medical Support

6.a. Student Counselling Service

The University has a professionally staffed confidential Student Counselling Service for assistance with personal, emotional, social and academic problems. The Service is free to all matriculated undergraduate and graduate members of the University. Appointments can be made by visiting the office at 3 Worcester Street, Oxford or email counselling@admin.ox.ac.uk

All students are reminded that contacting the Service using email cannot be guaranteed to be entirely confidential. An appointment will be made for all students as soon as possible but the waiting time for a first appointment can be longer than five working days at busy periods such as the beginning of Michaelmas and Hilary terms.

The Student Counselling Service is not designed to be an emergency service. Anyone who feels in a state of 'crisis' should contact a doctor.

For more information please visit the Counselling Service website www.ox.ac.uk/students/welfare/counselling

6.b. Fitness to study

The University has established a common framework across departments, divisions and colleges for cases where questions arise as to whether a student is fit to study or to return to study after a period of leave for medical, psychological, or emotional problems. Most cases are dealt with under college procedures but there is also the Fitness to Study Panel, to which serious and difficult fitness to study cases can be referred if all normal procedures at college or University level have been exhausted or are inappropriate.

6.c. Students with disabilities

It is important that the University is aware of any disabilities they have so that we are able to give the best advice about the full range of support available. Disability is defined in the Equality Act (2010) as a physical or mental impairment which has a substantial and long-term (12 months or more) adverse effect on a student's ability to carry out normal day-to-day activities, including study. This can include dyslexia and other specific learning difficulties, mental health conditions such as depression or anxiety, physical or sensory impairments, long term health conditions such as cancer or HIV and Autism spectrum conditions, including Asperger's syndrome.

Students can disclose a disability at any time by contacting the Disability Advisory Service (DAS) – details below. DAS will then be able to discuss specific requirements based on their assessed need. Whilst the University already makes anticipatory reasonable adjustments where possible, please note that some support arrangements can take time to implement. It is therefore advised that students contact DAS as soon as possible, ideally at or approaching the start of a course.

The Disability Advisory Service can be contacted by Email: disability@admin.ox.ac.uk or Telephone: 01865 280459. Further information can also be found on their website: www.ox.ac.uk/students/welfare/disability

6.d. Maternity and Paternity Arrangements

For the University Policy on Student Maternity, Extended Paternity, Adoption and Shared Parental Leave, please click [here](#).

6.d.i Maternity Leave

DPhil students are automatically entitled to suspend their studies for up to 3 terms (1 year) of maternity leave. Terms of maternity leave do not have to be taken consecutively when sharing parental leave, but do have to be taken within 12 months of the birth and any unused terms may not be taken at a later date.

Students who hold Research Council or other sponsoring body awards must align their periods of University and funding body leave. Where there is a conflict of interest between the two policies, the sponsoring body's policy will be followed.

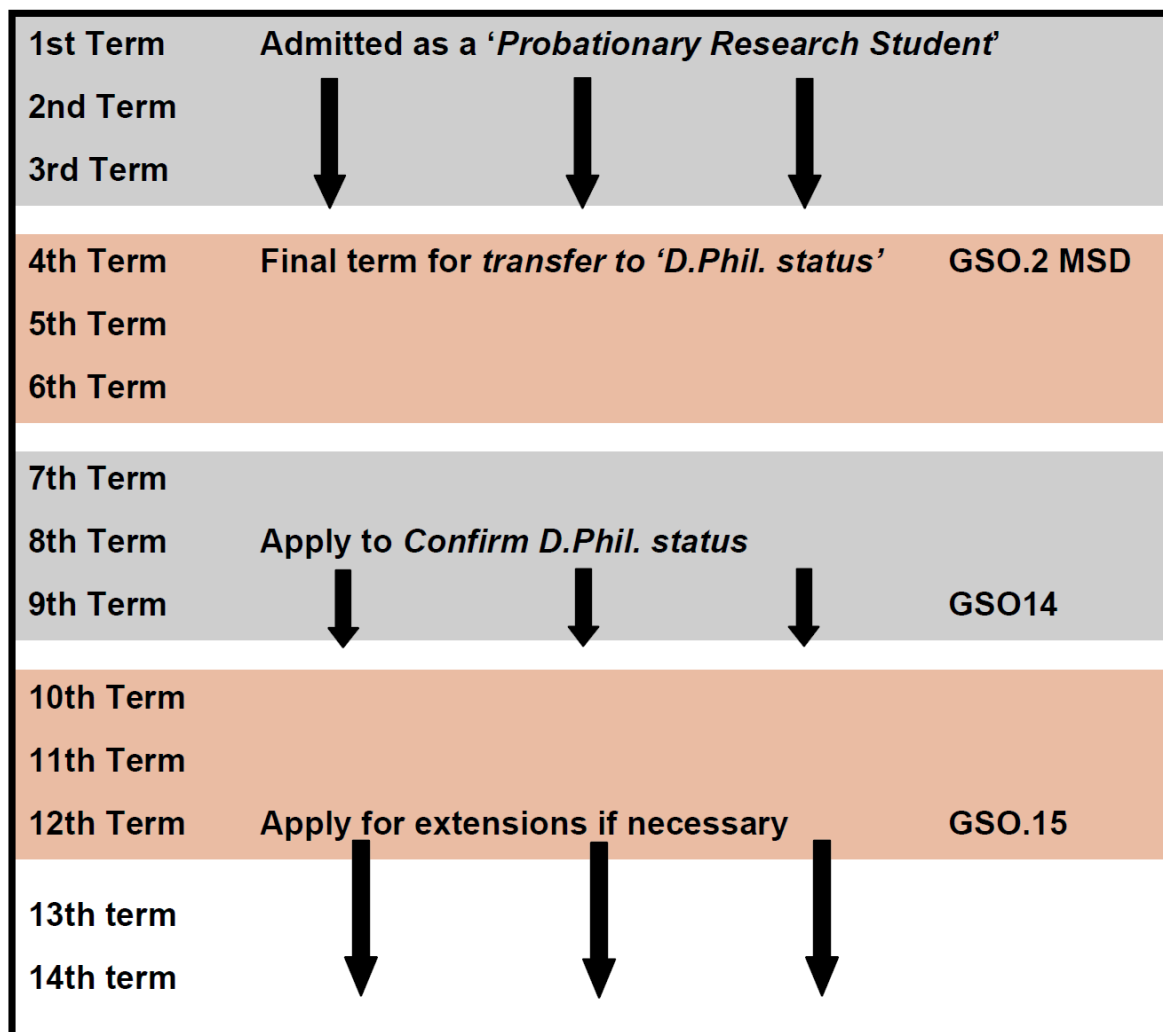
Students based in NDM whose sponsor does not allow for payment of stipend during maternity leave are entitled to up to two terms' stipend from the Department.

Students should contact the Graduate Studies Manager for more information.

6.d.ii Paternity Leave

DPhil student fathers may take up to 2 weeks' (10 working days) leave at any time during a partner's pregnancy or within 3 months of the birth (paternity leave). This leave is not taken as a suspension of status and the submission date is not adjusted.

A DPhil Student's Career*



Appendix 2: Teaching Opportunities

Want to teach?

Teaching opportunities for Postdoctoral Researchers and senior Postgraduate Students in the Faculty of Physiological Sciences

Members of the Faculty are involved in the teaching of basic medical sciences to students enrolled mainly on the following two undergraduate programmes:

Pre-clinical Medicine	Director of Pre-clinical Studies: Dr Jeremy Taylor (DPAG)
Biomedical Sciences	Course Director: Dr Robert Wilkins (DPAG)

For more information about these programmes, see weblearn.ox.ac.uk/portal/hierarchy/medsci

Demonstrating in practical classes

Postgraduates and post-docs are actively encouraged to get involved. The relevant contacts are:

DPAG	Teaching co-ordinator: jeremy.taylor@dpag.ox.ac.uk
Dunn School of Pathology	Pathology course organiser: david.greaves@path.ox.ac.uk
Pharmacology	Chair of Teaching committee: rebecca.sitsapesan@pharm.ox.ac.uk

Project Supervision

Supervising Lab-based Research Projects: students undertake a research project as part of their Finals (FHS) and it is common for a post doc or senior graduate student to be the day to day supervisor. For further details, see:

<https://weblearn.ox.ac.uk/portal/site/:medsci:med:medfhs>

Tutorial Teaching

Tutorial teaching for Medical students in Years 1 and 2 and for Biomedical Sciences students in Year 1 is organised by individual Colleges. Tutors normally teach an entire 'paper' or 'thread', which includes quite a wide range of topics. You could be employed by a College either as a College Lecturer or an 'External Tutor'. If you would like your details to be circulated to Colleges, please e-mail kirstie.vreede@medsci.ox.ac.uk

Tutorial teaching for 2nd year students following the Biomedical Sciences programme is allocated centrally. If you would be interested in teaching within this scheme, please contact kirstie.vreede@medsci.ox.ac.uk stating which option(s) you would be able to provide teaching for. Names and details of the options can be found at

<https://weblearn.ox.ac.uk/portal/hierarchy/medsci/bms>

3rd-year students: tutorials are at research level and cover the wide range of topics taught within the five Advanced Options. They require the setting and marking of an advanced essay. Please contact the relevant Option Organiser (below) to discuss what topic(s) you would plan to offer. You should then contact jeremy.taylor@dpag.ox.ac.uk who will authorise you to offer tutorials directly to Year 3 students on the online booking system (see https://webapps.dpag.ox.ac.uk/Tutorial_Bookings/index.cgi)

Advanced (Year 3) Options:	Neuroscience	trevor.sharp@pharm.ox.ac.uk
	Molecular Medicine	clive.wilson@dpag.ox.ac.uk
	Cardiovascular, Renal & Respiratory Biology	pawel.swietach@dpag.ox.ac.uk
	Infection & Immunity	quentin.sattentau@path.ox.ac.uk
	Signalling in Health & Disease	grant.churchill@pharm.ox.ac.uk

Training and Development

The Medical Sciences Division runs a two-part Teaching Skills course 2-3 times each term. For more information, see: https://weblearn.ox.ac.uk/portal/hierarchy/medsci/pgr_teaching. This site also contains a Divisional Teaching Register and details of other teaching opportunities.

For general queries, or queries about Faculty Membership, contact:
Kirstie Vreede, Assistant Registrar, Faculty of Physiological Sciences Undergraduate Studies Office, MSTC
Phone: (2)85782 E-mail: kirstie.vreede@medsci.ox.ac.uk
Please check that your Supervisor/Head of Lab is happy for you to undertake undergraduate teaching.