NDM GSO Forms: general process

	Student	Graduate Studies Manager	MSD Graduate School Team / MSD Board
General GSO form approval process	Download the appropriate form (use MSD versions where available)* Complete and sign student section(s) Arrange for your supervisor and college to sign their sections Send signed version to graduate.studies@ndm.ox.ac.uk	Checks form and sends to DGS for approval If nothing else is needed, sends the signed form to the MSD Graduate School team	MSD Graduate School team carries out final checks and then submits the form to the Board (meets weekly) Board reviews the form and makes a decision MSD Graduate School team emails student with the outcome copying in supervisors, college tutor and graduate studies as appropriate MSD Graduate School Team updates student systems with change

*https://www.ox.ac.uk/students/academic/guidance/graduate/progression?wssl=1

GSO.2 (MSD) and GSO.14 (MSD)

	Student	Graduate Studies Manager	MSD Graduate School Team / MSD Board
Stage 1	Download GSO.2 / 14 (MSD) form ↓ Complete and sign student section(s) ↓ Arrange for your supervisor and college to sign their sections ↓ Send signed version to graduate.studies@ndm.ox.ac.uk	Checks form and sends to DGS for approval ↓ Sends signed form to the assessors (copying in student and supervisor) along with an assessment form and guidelines for assessors	
Stage 2	Send copies of progress report to assessors ↓ Viva takes place	Keeps GSO form on hold until receives the assessment form and report (if applicable) from the assessors ↓ Collates all the paperwork into one PDF file (assessment form, report, GSO and TNA form) and sends this to the MSD Graduate School Team	MSD Graduate School team carries out final checks and then submits the paperwork to the Board (meets weekly) ↓ Board reviews the form and makes a decision ↓ MSD Graduate School team emails student with the outcome copying in supervisors, college tutor and graduate studies as appropriate ↓ MSD Team updates student systems