NUFFIELD DEPARTMENT OF
CLINICAL NEUROSCIENCES

UNIVERSITY OF OXFORD

Graduate Student Handbook

2020-2021

Contents

Welcome to NDCN

Welcome to the Nuffield Department of Clinical Neurosciences. You are joining one of the most vibrant and dynamic environments for brain and nerve research anywhere in the world. Our work, which aims to tackle some of the most important and difficult problems in medicine, encompasses the normal function of the nervous system and how it changes in disease. Through world class translational research programs, we aim to improve the diagnosis and treatment of brain and nerve disorders. Whether your work is in a molecular and cellular lab, based on imaging, or is directly working with patients, there are many opportunities to get exposure to neuroscience in the broadest sense, in a highly interdisciplinary environment. I hope you enjoy your time in NDCN and look forward to meeting you.

Professor Kevin Talbot, Head of Department

We would also like to welcome you to the Nuffield Department of Clinical Neurosciences.

We have a thriving graduate programme and currently have over 100 D.Phil. and M.Sc. students conducting research projects in a wide range of Neuroscience related topics. We look forward to interacting with you during your time in the department.

If you have any questions or queries, please do not hesitate to get in touch using the email address: graduate@ndcn.ox.ac.uk

Dr Stephanie Halford, DGS

Vicky Anderton, Academic Administration Manager

Introduction

You are enrolled on either the D.Phil. in Clinical Neurosciences or M.Sc. by Research programme in the Nuffield Department of Clinical Neurosciences (NDCN). Although we also host students on several other courses which include Biomedical Imaging (EPSRC & MRC CDT) - Clinical Neurosciences (FMRIB); Interdisciplinary Biosciences (BBSRC DTP) - Clinical Neuroscience; Systems Biology (EPSRC CDT) - Clinical Neurology and Neuroscience; DPhil Neuroscience; DPhil Ion Channels and Disease; DPhil Cancer Science; DPhil Biomedical and Clinical Sciences and DPhil Biomedical Sciences (NIH Ox-Cam).

NDCN is one of the departments within Oxford University's Medical Sciences Division (MSD, www.medsci.ox.ac.uk) (see **Figure 1** for Organisation).

NDCN was formed in 2010 by bringing together the Department of Clinical Neurology (DCN), the Nuffield Laboratory of Ophthalmology (NLO), the Nuffield Department of Anaesthetics (NDA) and the Wellcome Centre for Integrative Neuroimaging (WIN) (previously the Oxford Centre for Functional Magnetic Resonance Imaging of the Brain (FMRIB)) each with their own recognised history and world-leading programmes in basic, translational and clinical research. In 2015 a new Division, the Centre for the Prevention of Stroke and Dementia (CPSD), was created. In April 2020 the number of divisions was increased to six when the MRC Brain Network Dynamics Unit (BNDU) joined NDCN. The organisation of NDCN is shown in **Figure 2**.

The Department has over 450 staff and 120 students housed in locations across the John Radcliffe Hospital site and in the South Parks Road science area. The West Wing also includes the in- and out-patient facilities for the clinical Departments of Neurology, Neurosurgery, Neuroanaesthetics, Ophthalmology and ENT, which are closely integrated with NDCN. This provides the perfect setting to share facilities, expertise and knowledge, as well as to realise our translational goals.

This handbook will give you the information you need to get started and guide you through the requirements of the D.Phil. and the MSc programmes. It contains general information about the programmes and useful contact details.

For more information about the Department, please visit: www.ndcn.ox.ac.uk
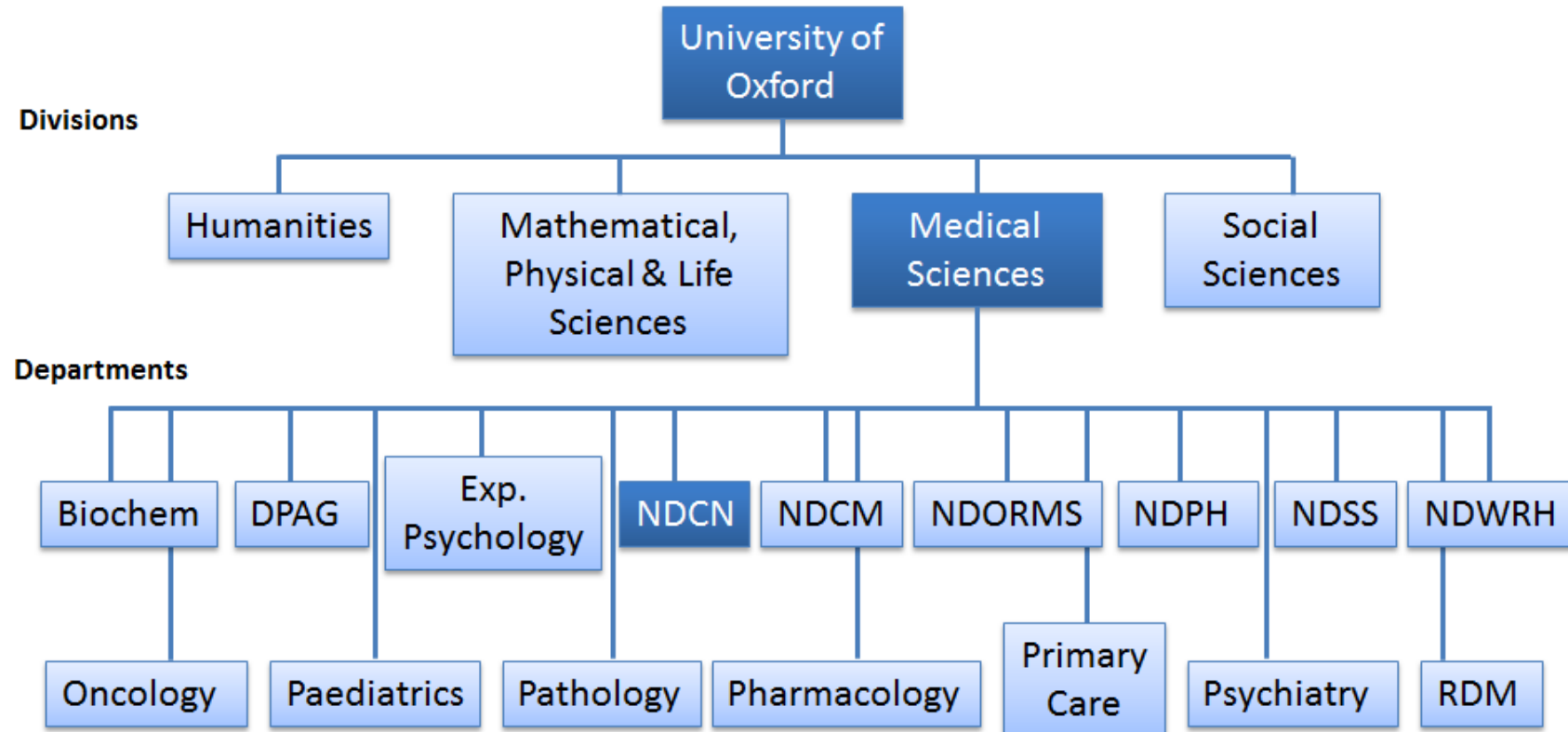
Figure 1. Organisation of University Divisions and Departments

Key: Biochem: Biochemistry; DPAG: Department of Physiology, Anatomy & Genetics; Exp.Psychology: Department of Experimental Psychology; NDCN: Nuffield Department of Clinical Neurosciences; NDCM: Nuffield Department of Clinical Medicine; NDORMS: Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences; NDPH: Nuffield Department of Population Health; NDSS: Nuffield Department of Surgical Sciences; NDWRH: Nuffield Department of Women's & Reproductive Health; Oncology: Department of Oncology; Paediatrics: Department of Paediatrics; Pathology: Sir William Dunn School of Pathology; Pharmacology: Department of Pharmacology; Primary Care: Department of Primary Care Health Sciences; Psychiatry: Department of Psychiatry; RDM: Radcliffe Department of Medicine

General Information

Contact details

Departmental address
Postal Address: Level 6, West Wing, John Radcliffe Hospital, Oxford OX3 9DU

Web address: www.ndcn.ox.ac.uk

General email address: enquiries@ndcn.ox.ac.uk

Phone number
West Wing Level 6 Reception: +44 (0)1865 234829

Location
Most researchers are based on Levels 5 and 6 of the West Wing, the Wellcome Centre for Integrative Neuroimaging (WIN) near Car Park 1 and the Wolfson Building

There are also staff based at these locations (see **map** at the end of the booklet):

- Levels 1 and 3 of the West Wing
- The Weatherall Institute of Molecular Medicine (WIMM)
- The Nuffield Division of Anaesthetics (Level 2 of the Main Hospital)
- The Kadoorie Centre (Level 2 of the Main Hospital)
- South Parks Road science area – OMPI

Facilities
The Facilities team, run by Tiphaine Bouriez-Jones, is on hand to help you with issues related to the working environment across all of our sites.

Room bookings
To book a seminar room on Level 6 of the West Wing, email: facilities@ndcn.ox.ac.uk, phone 234829, or go to reception and book it in person.

Post and pigeonholes
On Level 6 there are pigeonholes for staff and research groups.

Department Closures
The Admin department (including reception on Level 6) usually closes between Christmas and New Year, over the Easter weekend and does not open on any bank holidays.
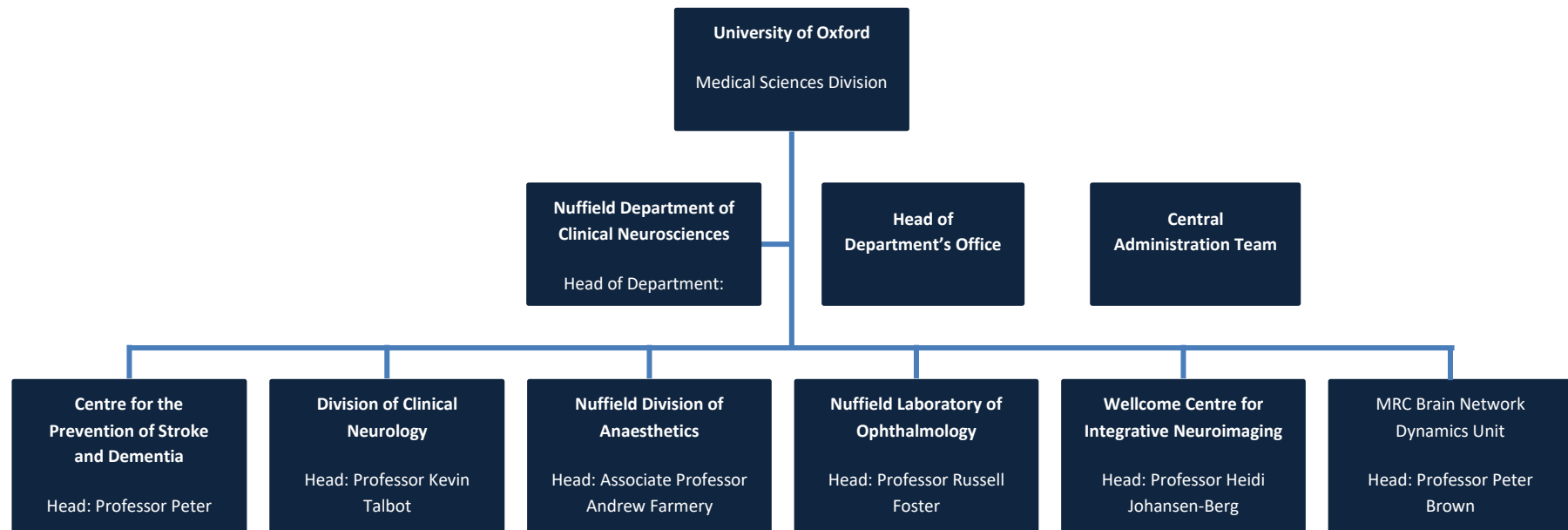
Figure 2. Organisation of NDCN

Departmental Contacts

Please feel free to visit any of the NDCN support staff in person, or contact us using the emails in the table below. All staff have their own personal email addresses, but we encourage use of the generic emails as they are monitored by more than one person.

Head of Department Office

Head of Operations	hodoffice@ndcn.ox.ac.uk
Staff Development Officer	staff-development@ndcn.ox.ac.uk
Events Co-ordinator	events@ndcn.ox.ac.uk
Communications and Public Engagement Officer	communications@ndcn.ox.ac.uk
PAs to Senior Staff	pa@ndcn.ox.ac.uk

Administration Areas

Manager	Generic emails	What email should be used for
Head of Administration & Finance	scott.thomson@ndcn.ox.ac.uk	
Finance Manager	accounts@ndcn.ox.ac.uk	Accounts payable, expense claims, Barclaycards or payment request forms
	finance@ndcn.ox.ac.uk	Accounts receivable (invoicing other organisations), GL reports, budget planning & forecasting
	orders@ndcn.ox.ac.uk	Purchasing
Human Resources Manager	recruitment@ndcn.ox.ac.uk	Recruitment up to the point when the employee starts
	hr@ndcn.ox.ac.uk	HR during employment
Research Manager	research.applications@ndcn.ox.ac.uk	Research grant applications up to the point when the award is active
	research.awards@ndcn.ox.ac.uk	Research management post award set-up
Academic Administration Manager	undergraduate@ndcn.ox.ac.uk	Undergraduate teaching
	graduate@ndcn.ox.ac.uk	DPhil and MSc
Facilities Manager	facilities@ndcn.ox.ac.uk	Facilities

Athena SWAN

Our Department is a dynamic and friendly place to work, with a thriving and collaborative research culture, active staff and student societies, and significant opportunities for personal and professional development.

Since 2015 NDCN has held an Athena SWAN Silver Award (this has just been renewed until 2024). The Athena SWAN Charter recognises and celebrates work undertaken to address gender equality in the workplace. We support equality of opportunity, provide access to targeted support for staff members who face additional barriers, and promote a healthy and inclusive working culture within the Department. We value diversity and maintain a working, learning and social environment in which the rights and dignity of all staff and students are respected.

See www.ndcn.ox.ac.uk/about/working-in-our-department for more information.

Departmental Graduate Team

Dr Stephanie Halford
Senior Research Scientist & Director of Graduate Studies

Vicky Anderton
Academic Administration Manager

For contact details see https://www.ndcn.ox.ac.uk/team

or email graduate@ndcn.ox.ac.uk

Graduate Studies Committee

Education Committee's Policy on Research Degrees and Policy and Guidance on Postgraduate Taught Courses (www.admin.ox.ac.uk/edc/policiesandguidance) makes clear that it is essential that departments have in place a body and/or person responsible for ensuring that procedures relating to graduate students at departmental level are followed appropriately and monitored regularly. The responsible body is typically a Graduate Studies Committee, but many of the day-to-day tasks are carried out by a Director of Graduate Studies (DGS) on behalf of the Head of Department. The DGS normally chairs the departmental Graduate Studies Committee.

The NDCN graduate committee consists of representatives from each of the six divisions, a student representative, the Director of Graduate Studies and is supported by the Academic Administration team.

Mission

The Graduate Studies Committee has a remit to ensure that NDCN graduate study programmes are run and managed to the highest standard delivering teaching and research excellence. The committee is responsible for ensuring that University policies and procedures are adhered to and that appropriate departmental policies and procedures are developed as required.

Terms of Reference

- To ensure that students are admitted in accordance with university and departmental policy
- To ensure that supervisors carry out their academic and pastoral responsibilities in accordance with university and departmental policy
- To ensure that students carry out their studies in accordance with university and departmental policy
- To administer all student funding available to NDCN students e.g. department funds and divisional funds etc.
- To monitor student progression and identify trends which may need addressing. In such cases, the committee will implement remedial action to reverse negative trends
- To monitor recruitment and advise on best practice to ensure the highest standard of students are attracted to NDCN
- To recommend student number targets
- To ensure that the estate of the department is fit for purpose for student study
- To ensure that students adhere to any legal requirements relating to their study e.g. Health & Safety, Data Protection, Good Clinical practice etc.
- To monitor the development of new graduate studies programmes

Life as a Graduate Student in NDCN

In this section you will find all the information to help guide you through your time as a graduate student in NDCN.

Single Sign-On (SSO)

Your Oxford Single Sign-On (SSO) account entitles you to use all University resources provided by IT Services and many others run by other parts of the University. It is called a Single Sign-On account as you can access multiple services with a single login and it is sometimes called simply your SSO account. Your SSO account comprises:

- your SSO username (also sometimes called your *Oxford username*) e.g. abcd1234
- your SSO password which you choose yourself

A Single Sign-On account is created automatically for you. You need to activate your account to set it up and change the password at least once a year.

For new students, your SSO username and activation code will be sent by email to the address held for you on the University record four days after your returned Card Form has been processed. Please ensure the University has a working email address for you.

For more information see:

https://www.it.ox.ac.uk/welcome/sso

Term dates

Michaelmas	October - December
Hilary	January - March
Trinity	April – June

Exact dates are given in **Appendix 1**

Supervision

All supervisors in the department must adhere to the Code of Practice for Supervisors produced by the Medical Sciences Division (this can be found on the MSD Graduate School Canvas site, https://canvas.ox.ac.uk/courses/22105). The most important points are listed below:

All students in the Medical Sciences Division must have at least **two** supervisors. A variety of different models for the supervisory team can work well, depending on the project and the needs of the student. A student should have had a second supervisor appointed by the end of their first term if not identified at the time they started their studies.

Make clear the expectations regarding the student's working hours and vacation arrangements.

The completion of Training Needs Analysis (TNA) form is now required whereby students identify the training needed, this is signed off by the supervisor and the training undergone is monitored. TNA form submission is required for transfer and confirmation of status (see section on Milestones).

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. Also, to complete the termly Graduate Reporting System (GSR) report.

Supervisors (particularly in the sciences) are responsible for all aspects of safety of students under their control, and in particular for the safe conduct of all experiments carried out in the course of their students' research.

Supervision

Welfare

Graduate students who have personal, academic or administrative problems and who are uncertain of the proper way to resolve these problems have several possible courses of action open to them. It is usually best to talk to your supervisor and/or the DGS/NDCN academic administration team in the first instance.

We are all here to help and support you so please ask if you are struggling with something.

People and organisations to which you can turn for support are:

- Your **Supervisor**, who can consult the appropriate authorities on your behalf.
- The **Director of Graduate Studies** (DGS) (Dr Stephanie Halford) or the Graduate Administrator (Vicky Anderton)
- The **Head of Department** (Professor Kevin Talbot)
- **In your College**, you can consult the Senior Tutor, Tutor for Graduates or your own College Advisor
- **In the Medical Sciences Division**, the Director of the Graduate School or a member of the Graduate School team
- **Peer supporters**, the Division of Medical Sciences has a team of trained peer supporters, they can be contacted using the email: msdpeers@medsci.ox.ac.uk

The Student Counselling Service at 11 Wellington Square acts in strict confidence and is experienced in helping students with a wide variety of physical and psychological disabilities relating to academic work (https://www.ox.ac.uk/students/welfare/counselling). Other useful sources of support are listed on the Health & Welfare pages of the University website (https://www.ox.ac.uk/students/welfare)

The Graduate Studies Office in the University Offices is a source of advice on forms, deadlines and other advice on the degree process (graduate.studies@medsci.ox.ac.uk).

The Educational Policy and Standards Committee (http://www.admin.ox.ac.uk/edc/) has oversight of all matters relating to the education of students within the University.

Health

For information on accessing medical advice and guidance for staying healthy while studying at the University visit https://www.ox.ac.uk/students/welfare/health?wssl=1

Illness

Students should always let their supervisor and the academic administration team know when illness has impacted progress and if appropriate should apply for suspension of status or deferral of a milestone.

Holidays & Working Hours

The normal expectation is that students should be working full-time. Interpretation of what this means will vary but supervisors should ensure in all cases that students do not feel obliged to work beyond the legal maximum which applies to employees of the University i.e. a maximum average working week of 48 hours. Supervisors should also ensure that, in the interests of equal opportunities, they are reasonably flexible regarding hours, e.g. to ensure study can be compatible with having dependent children. At the same time, hours should be by prior agreement, and arrangements should not be so flexible as to allow students to think that they can habitually miss days or turn up late.

The supervisor should make clear that the student is expected to take a reasonable amount of time off for holiday. Divisional policy is that students should receive a level of leave commensurate with employees of the University, i.e. 38 days of leave per annum inclusive of bank holidays.

Students should have sufficient free time to make the most of the wider University and College resources.

Visas

If you are the holder of a Student visa, lots of useful information can be found here: https://www.ox.ac.uk/students/visa/during

including what to do if your circumstances change and the options available to you while you are studying. We would strongly advise that you look at the Visa Obligations section as it is important that you observe these whilst on-course.

In order to satisfy Home Office requirements, you will be asked periodically to let the department know of the contact points (e.g. meetings, email exchanges, etc.) you have had during each term with your supervisors/department/college. NB. There should be a minimum of three of these per term.

Complaints Procedure

Details on how to make complaints in relation to your degree are available here:

https://www.ox.ac.uk/students/academic/complaints

Health and Safety

Supervisors are responsible for all aspects of safety of students under their control however all students must attend the departmental Health and Safety induction session (this is required for access to the department). You should also attend required safety courses for specific skills (e.g. radiation or animal handling). Researchers working with human tissue should be aware of the Human Tissue Act:
https://researchsupport.admin.ox.ac.uk/governance/human-tissue/training

The current University Safety Policies and the Department's Statement of Health and Safety can be found online:
www.admin.ox.ac.uk/safety/hs-mgement-policy

Finance

Funding

Students are now funded via a variety of sponsors and some are self-funded. For those funded by a research council, the department will directly administer all funds. This means that we will pay the stipend and combined university and college fees, and manage the funds allocated for fieldwork and exceptional consumables. Your stipend will be paid monthly directly into your bank account.

If you experience any difficulties in your research for financial reasons you should bring this to the attention of the Academic Administrator or Director of Graduate Studies without delay.

Course fees

Course fees cover your teaching as well as other academic services and facilities provided to support your studies. Unless specified, course fees do not cover your accommodation, residential costs or other living costs. You may have seen separate figures in the past for tuition fees and college fees, these have now been combined into a single figure.

Continuation fees

Graduate students who have reached the end of their standard period of fee liability (usually 9 terms) may be required to pay a college continuation charge for the fourth year of study:

https://www.ox.ac.uk/admissions/graduate/fees-and-funding/fees-and-other-charges/continuation-charges

Expense claims

From time to time, you may incur expenses from your own money, e.g. travel and conferences. To reclaim these expenses you should submit an expenses claim form https://www.admin.ox.ac.uk/finance/epp/forms/expensesandrelocation with original receipts attached to Reception, Level 6; the NDCN Admin Office, Level 3; or to Sue Field, WIN building.

NDCN student support fund

All first year students who are registered for a DPhil in Clinical Neurosciences are eligible for a grant of up to £2000 for use over the 3-year duration of their DPhil. Graduates who join the department from the Oxford Nottingham Biomedical Imaging CDT are eligible to claim up to £1000.

The terms and conditions of the fund allow students to claim for conference registration, travel and accommodation, attendance at relevant training courses and approximately £500 for IT purchases (to be made in the first year of a 3 year studentship and with supervisors' permission).

To make a claim you can either pay for your expenditure out of your own funds and then complete an expense form to claim the money back (accounts) or, contact the purchasing team to raise a purchase order (purchasing).

Further details and all the necessary forms can be found on the NDCN intranet https://sharepoint.nexus.ox.ac.uk/sites/NDCN/staff-intranet/finance/SitePages/Home.aspx

Travel

If you travel on University business and are eligible to take University travel insurance the process for applying for cover is changing. The new insurance application will be made online with submitted applications automatically routed for departmental authorisation. If you do not wish to apply for University travel insurance, the system can also be used to register travel details so that in the event of any crisis the University can provide support. The online application is similar to the current paper form and requires that the same information and supporting documentation be provided. All insurance applications after 30 September 2018 should be made through the online facility.

Contact Sally Beauchamp (hr@ndcn.ox.ac.uk) your department travel administrator if you have any queries.

Libraries and Information Technology

For information on all Bodleian Health Care Libraries please see
http://www.bodleian.ox.ac.uk/medicine

Electronic resources:

- Find books, e-books, journals & e-journals & bibliographic databases
  http://solo.bodleian.ox.ac.uk
- Remote access to online resources http://www.bodleian.ox.ac.uk/finding-resources/remote-access

Outreach services:

Your outreach librarian can offer help, advice and training on: literature searching, reference management, conducting systematic reviews, measuring research impact & open access publishing

Contact details:

Neal Thurley neal.thurley@bodleian.ox.ac.uk Cairns Library, Academic Centre, Level 3, John Radcliffe Hospital Tel: (01865) 222920

Further Training & Support:

- Bodleian iSkills programme for details of workshops and training sessions
  https://www.bodleian.ox.ac.uk/using/skills
- Support for disabled readers or readers with Specific Learning Difficulty
  http://ox.libguides.com/disabled-readers

Oxford LibGuides:
- Managing your references http://ox.libguides.com/reference-management
- Measuring impact using bibliometrics http://ox.libguides.com/bibliometrics
- Medical sciences: research resources http://ox.libguides.com/medsci
- Systematic Reviews http://ox.libguides.com/systematic-reviews

Tutorials:
- OvidSP – includes Medline, Embase & PsycINFO -
  http://www.ovid.com/site/support/training.jsp
- PubMed http://www.nlm.nih.gov/bsd/disted/pubmed.html

Communications, Events and Public Engagement

Newsletters & Intranet

You will automatically be subscribed to a weekly bulletin which is emailed to the whole department on a Monday morning. This contains important departmental information as well as administrative updates, training and events. If you would like something to be advertised in the weekly bulletin please email communications@ndcn.ox.ac.uk.

There is a departmental intranet (https://sharepoint.nexus.ox.ac.uk/NDCNIntranet) which contains useful administrative information.

Social Media

Contact communications@ndcn.ox.ac.uk if you would like to be set up on Workplace (Facebook for Work). This is an informal way to communicate with other members of the Department.

You may also wish to follow the department on Twitter: @NDCNOxford

Web pages

You are entitled to a profile page on the department's website (www.ndcn.ox.ac.uk). To set this up, email communications@ndcn.ox.ac.uk giving your name, single sign on (e.g. ndcn1234) and division (BNDU, DCN, CPSD, NLO, NDA, or WIN).

Thomas Willis Day
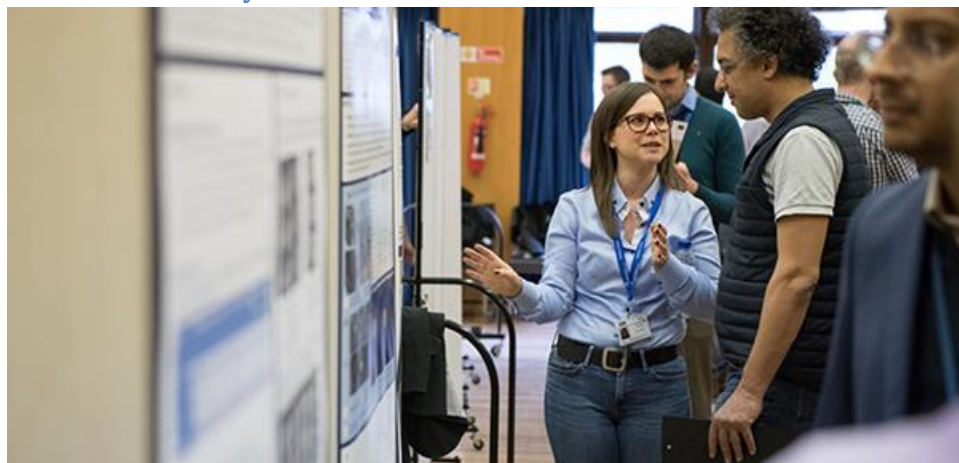
Our annual Thomas Willis Day, named after the 17th century English doctor, is a chance to celebrate the work of our Department, with a particular focus on our postgraduate students. The day starts with a poster competition where all current DPhil students are required to present a poster detailing an aspect of their research to a panel. Prizes are awarded to the best poster in each Year category. This is followed by the Thomas Willis Lecture and the

annual departmental prize-giving and drinks reception. Previous invited speakers: 2019 Joseph Takahashi; 2018 George Mashour; 2017 Allan Basbaum; 2016 Maiken Nedergaard; 2015 Maria Spillantini; 2014 Dennis Selkoe

Thomas Willis poster prize winners 2019: L-R: Previous Head of Department, Irene Tracey; Year One – Antigoni Katsikoudi; Year Two – Laurel Chandler; Year Three – Steve Middleton

Oxford Neuroscience Symposium
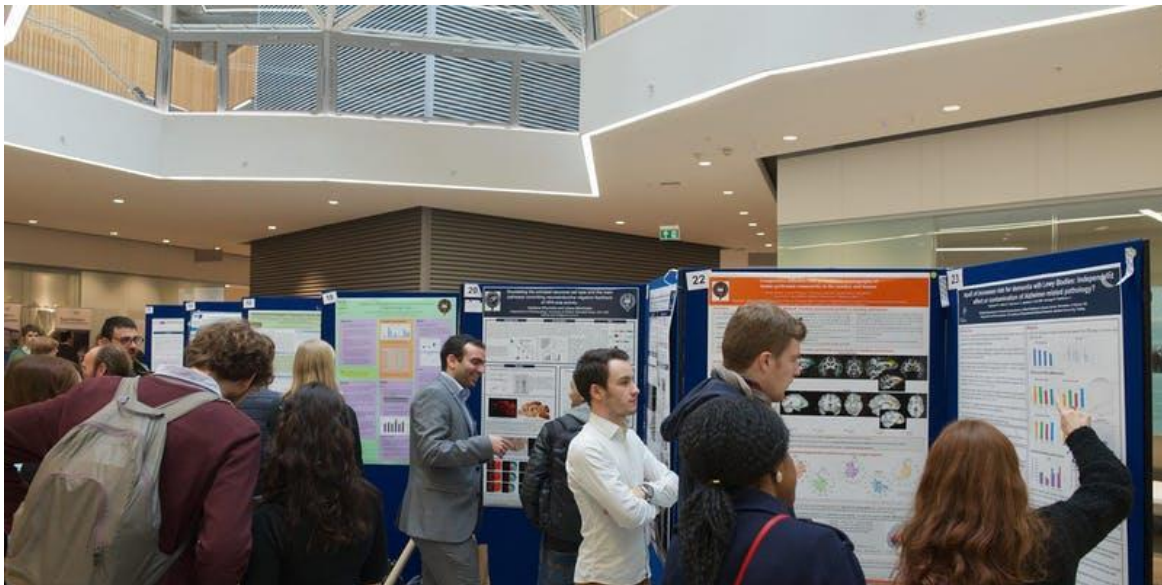
This event takes place annually in March and is the showcase for all the ground breaking research from across our Oxford Neuroscience community. See www.neuroscience.ox.ac.uk for more information.

MSD DPhil Day

The Medical Sciences DPhil Day is a student-organised symposium which showcases the biomedical and clinical DPhil research being carried out within the Medical Sciences Division at Oxford University. It takes place annually in July and is an excellent opportunity to share

your work and practice your presentation skills to an audience of your peers. Prizes are awarded for the best posters and short talks.

British Neuroscience Association

Annual membership of the British Neuroscience Association is provided by the department to all our DPhil students. Benefits of membership include access to information on funding, grants and travel bursaries, discounts on registration at a number of conferences and opportunities to network with senior neuroscientists and potential employers.

Departmental Seminars

The department organises seminars during term-time, usually on a Thursday lunchtime, given by our Associate Professors. These are compulsory for DPhil students to attend, so keep an eye on the weekly bulletin for more information.

Other Seminars

A weekly digest of all events taking place across the Division is sent out via email every Friday, listing the events for the following week.

To receive the digest, please email msd_events-subscribe@maillist.ox.ac.uk (Subject: Subscribe).

You can also subscribe to the Oxford Neuroscience mailing list to receive information about events and other items of interest: email neuroscience@medsci.ox.ac.uk

Public Engagement & Research Communication

Public engagement (including patient and public involvement) is central to NDCN's work. You can find more information on our website and intranet: www.ndcn.ox.ac.uk/public-engagement / https://sharepoint.nexus.ox.ac.uk/public-engagement

There are lots of opportunities to get involved, particularly during Brain Awareness Week in March. You may also wish to apply to be one of our Public Engagement Ambassadors. Email communications@ndcn.ox.ac.uk if you'd like to know more.

Email communications@ndcn.ox.ac.uk if you have a significant paper published or with information about anything which you think might be newsworthy.

Student Club

The NDCN student community is comprised of approximately 120 postgraduate students across the five divisions of NDCN. The club aims to facilitate a central point of communication for all students in the Department, organising regular academic and social events including guest speakers, coffee mornings and student talks, as well as implementing initiatives all aimed at improving inclusivity and increasing graduate support. Feedback and suggestions to the committee are always welcome.

The committee looks for new members every year, and encourage all who are interested to contact the current members:

Lampros Bisdounis, Sophie Clarke, Malina Graf, Gabe Rocha, Mandy Tseng, Hannah Willis and Sydney Yee

https://www.ndcn.ox.ac.uk/study-with-us/graduate-students/current-students/student-club

Email address: student.club@ndcn.ox.ac.uk

It is important that you have an opportunity to express your views during your D.Phil. A graduate student representative is appointed each year to represent your interests within the Department.

The graduate representative sits on the NDCN Graduate Studies Committee (GSC) and on the Medical Sciences Division's Joint Graduate Consultative Committee (MSD GJCC). If you have any concerns or feedback on the D.Phil. programme that you would like raised at the GSC or MSD GJCC, please contact the Student Club who will ensure that the matter is discussed:

Academic Progression

Progress towards submission of your thesis is monitored in a number of ways:

- your main supervisor who provides continuous guidance and/or ensures that you have access to suitably qualified scientific staff within the laboratory;
- a recognised co-supervisor or post-doctoral advisor who will be formally identified to supervise your project, either within your group/Department or in another Department;
- the Director of Graduate Studies who will monitor your academic progression and broader skills training;
- a college tutor who oversees general progress and can also offer advice independent of the Department

At the start of your studies you will meet with your supervisor(s) to discuss your research project, identify key milestones that need to be met during your D.Phil./M.Sc. and complete the D.Phil./M.Sc. Supervisor and Student meeting form. Together, you should complete the Training Needs Analysis (TNA) form and identify workshops and seminars to support progress. Termly reporting using the Graduate Supervision Reporting (GSR) system is crucial in keeping everyone informed. Your TNA form must be uploaded to GSR when you report on your progress during your first term

Graduate Supervision Reporting (GSR)

Graduate Supervision Reporting (GSR) is used by graduate students, supervisors, college advisors, and Course Directors/DGSs to review students' academic progress 4 times per year (once per term and another window during the Long Vacation). Access to GSR for students is via Student Self Service https://www.ox.ac.uk/students/selfservice. Students will be sent a GSR automated email notification with details of how to log in at the start of each reporting window, and who to contact with queries. Further information can be found at:

https://academic.admin.ox.ac.uk/student-systems/gsr-reporting-evision

It is strongly recommended that you 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 (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.

The student reporting window will open in 7th week, and will be open for three weeks. The supervisor reporting window will open in 10th week, and is only open for four weeks to encourage timely feedback. The reporting timeline is shown in **figure 3**.

The DGS will be able to add additional comments to a report where concerns have been flagged.

College advisors will be able to record how many meetings they have held with their students.

Research students will be able to complete the Divisional Training Needs Analysis (TNA) form in Student Self Service and add this to their GSR reports.

More nuanced flagging of concerns about academic progress (minor/major/severe) has been introduced.

Flagging concerns
Student concerns should relate directly to academic progress. If students are dissatisfied with any other aspects of provision e.g. their supervisory relationship or their working environment, they should raise these with the Director of Graduate Studies (or equivalent) in the first instance, and pursue them through the department's complaints procedure if necessary.

Supervisors should discuss any concerns about academic progress with the student before flagging a concern in GSR.

Directors of Graduate Studies should review all flagged concerns and take action as appropriate. A severe concern should result in a meeting with the Director of Graduate Studies and with the student and/or supervisor, as appropriate, without delay. Directors of Graduate Studies should briefly note any action being taken to resolve the matter.

Minor concerns – Satisfactory progress is being made, but minor issues have been identified where further action may be required to keep progress on track.

Major concerns – One or more factors are significantly affecting progress, and further action is required now to keep progress on track.

Severe concerns – Progress is being seriously affected by one or more factors, and a meeting with the Director of Graduate Studies should be held as soon as possible to discuss further action to get progress back on track."

Figure 3. GSR timelines

Milestones

All students, D.Phil. and M.Sc.(Res), are initially admitted as Probationary Research Students (PRS). There are two milestones that have to be completed by DPhil students, Transfer of Status and Confirmation of Status, Only Transfer of Status is required for M.Sc.(Res) students.

The process for each is outlined below and in **figure 4** and more information can be found at:

https://canvas.ox.ac.uk/courses/22105

Transfer of Status

Transfer of Status from PRS to D.Phil./M.Sc.(Res) takes place before the end of the 4th term[1] and is a mandatory requirement. This important assessment procedure is to ensure that the foundations for your research project are in place. It consists of a written report and a *viva* with two assessors.

Process:

1) **Before** the transfer viva has been arranged obtain a GSO.2 MSD form (please ensure that you download the GSO.2 **MSD** form and **not** the standard GSO2 form). Students who started their course *after* 1 October 2016 are required to complete and submit an updated Training Needs Analysis (TNA) form as part of the transfer of status.

2) Your supervisor is expected to nominate two assessors and to ensure that they are willing to act. (**Note**: the supervisor is **not** permitted to be an assessor and **may not** be present at the transfer interview). The assessors must then be approved by the Director of Graduate Studies; at least one assessor **MUST** have seen an Oxford student to completion.

3) Ensure that the form is completed and signed by yourself, your supervisor(s), and your College. Then forward the form to graduate@ndcn.ox.ac.uk who will arrange for the DGS/Head of Department to sign it.

4) An assessors' report form will be forwarded to the assessors along with a copy of the Guidelines for Transfer of Status Assessors in the Medical Sciences.

5) You need to prepare a 5,000 word maximum (500 word maximum for M.Sc.(Res)) (± 10%) written report outlining your project, including the abstract, introduction, methods, results, discussion, any appendices, and future plans, but excluding tables and references.

6) Please send a copy of your report directly to each assessor.

7) Arrange a suitable time for the *viva* with your two assessors. You will then undergo a formal appraisal with the assessors. Once the assessors' have completed their report

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[1] Students on programmes hosted by the Medical Sciences Doctoral Training Centre have two years (six terms) in which to transfer to D.Phil. status.

and returned it to graduate@ndcn.ox.ac.uk, all the paperwork will then be forwarded to the Medical Sciences Board for approval. **The transfer procedure is not complete until this approval has been gained; you will be notified in writing by the MSD Graduate School Office once the procedure is complete.**

The possible outcomes are:

1. Transfer to D.Phil./MSc.(Res) status without reservations
2. Transfer to D.Phil./MSc.(Res) status if a satisfactory written response to this report is obtained
3. Student should make a 2nd attempt to transfer to D.Phil./MSc.(Res) status in 1 term

If the outcome is (2) or (3) on your first attempt you will receive the assessors' written report explaining why you have fallen short of the standard required. You will be asked either to provide a written response within two weeks or to make a second attempt at transfer and will have an additional term to complete this (i.e. you will need to do this before the end of the following term).

After transfer from PRS to M.Sc. a student may apply for permission to supplicate for the M.Sc. degree at any time but not earlier than the 3rd and not later than the 9th term after the date of admission.

Confirmation of Status (for DPhil only)

The final milestone to complete as a D.Phil. student before you can submit your thesis is Confirmation of Status. Confirmation of Status was introduced to give departments an opportunity to monitor the direction and progress of a D.Phil. student's work in the period between transfer of status and submission of thesis. It is intended both to assess the progress of the research work and to support the work of a student and his or her supervisor(s) by ensuring that other members of the department with a responsibility for graduate students are aware of the state of the research in progress, and the likely timetable for submission.

This should ideally be completed in 8th term but **MUST** happen by the end of 9th term. It consists of a presentation followed by a *viva* with two assessors.

Process:

1) **Before** the Confirmation of Status examination a **GSO.14 MSD** form needs to be completed and must be signed by the student, supervisor(s) and College. The form should be sent to graduate@ndcn.ox.ac.uk who will arrange for the DGS/Head of Department to sign it. This should be accompanied by a detailed **Thesis Contents list** and a completed **TNA.**

2) Your supervisor is expected to nominate two assessors and to ensure that they are willing to act. (**Note**: the supervisor is **not** permitted to be an assessor and **may not** be present at the *viva*). The assessors must then be approved by the Director of Graduate Studies; at least one assessor **MUST** have seen an Oxford student to completion. If in any doubt they must check with Admin/DGS *before* completing the GSO.14 MSD and *before* arranging a date

3) An assessors' report form will be forwarded to the assessors along with a copy of the completed GSO.14 MSD form, a detailed thesis contents list and TNA.

4) Arrange a suitable time with your two assessors. The assessment should be in the form of a presentation to a group with a session afterwards with the assessors.

5) **After** the assessment the assessors **must** email the completed assessment form to: graduate@ndcn.ox.ac.uk**.**

6) It is then sent to the MSD Board for approval and the student is normally notified within 2 weeks of the outcome.

The possible outcomes are:
1. Confirmation of D.Phil. status without reservations
2. Confirmation of D.Phil. status with reservations – the student is required to submit a written response, complete a training course, or similar, as specified in the assessors report
3. Student should make a 2nd attempt to confirm D.Phil. status in 1 term

If the outcome is (2) or (3) on your first attempt you will receive the assessors' written report explaining why you have fallen short of the standard required. You will be asked either to provide a written response within two weeks or to make a second attempt at confirmation and will have an additional term to complete this (i.e. you will need to do this before the end of the following term).

Note: You will usually only receive an assessors report if the outcome is (2) or (3).

Please ask if you have any questions at all as this is an important milestone and we endeavour to make it as stress-free as possible.

Submission of thesis

For candidates admitted to the status of Probationer Research Student, it is the University's expectation that a D.Phil. thesis will be submitted within **twelve** terms (the work representing 'what may reasonably be expected of a capable and diligent student after three or at most four years of full-time study').

Candidates may apply for extensions of time beyond twelve terms, the maximum extension permitted for a D.Phil. student is 6 terms, making 18 terms in all. The MSD Board will require such applications to include a full explanation of the reasons for the request, as well as the support of the student's supervisor, college and department. As a general rule the Board will not normally approve an extension of more than 1 term at a time, and if more time is still required, a further application would have to be made.

Candidates who are in receipt of Research Council awards must ensure that they know the date by which they are expected to submit. It is essential for the award of studentships to future generations of graduate students that every effort is made to submit by this date, or, if there are good reasons for suspension of status or extensions of time, these are **always** approved by the Research Council concerned as well as by the faculty or department. Such approval is necessary within the required submission period **even if a student is no longer receiving financial support.**

As of Michaelmas term 2019, students should submit the examiners' copies of their thesis online only, via Research Theses Digital Submission portal. A quick reference guide for Research Thesis Digital Submission can be found here:

https://canvas.ox.ac.uk/courses/22105/pages/the-thesis-and-submission?module_item_id=221321

Hard copies of the thesis should no longer be submitted. Hard copies may only be requested by examiners from the Examination Schools, who will arrange for the thesis to be printed and sent.

Appointment of Examiners

The final form to be completed is a **GSO.3** form for the Appointment of Examiners. Notes on Guidance for Research Examinations' (**GSO.20a**) should be read before completing the form, which is now automated. The form should be completed by the student via the self-service system. It will then proceed through the automated system to the supervisor, the college and the DGS for signature. Finally, it will go to the Medical Sciences Board for approval. It is strongly advised to submit the form at least **six weeks prior** to the submission of the thesis. The examiners have to be approved by the Medical Sciences Board and then their formal acceptance received by the Examination Schools (who issue the formal invitations) before a thesis can be sent out.

Time specific *viva*

At the end of the GSO.3 form is section 8, Application for Time Specific Examination. Candidates may apply to the Board of the faculty or department concerned for the oral examination to be held not later than a certain date, provided that this date shall not be

earlier than one calendar month after the date on which the thesis has been received at the Examination Schools or after the date on which the examiners have agreed to act, whichever is the later. If the Board is satisfied that there are special circumstances justifying this application, it will ask the examiners to make arrangements to enable the oral examination to be held within the period specified.

In such cases the examiners, when invited to act, will be informed that the candidate has asked that the oral examination should be held not later than a certain date, and acceptance of the invitation to examine will be on the understanding that they would seek to meet this request. If it is not practical to meet the student's request, then the Board/department shall decide how to proceed.

Note: Students must ensure that they can be readily contacted by the Research Examinations Team so that, if examiners are unable to meet a request for a *viva* by a certain date, alternative arrangements can be discussed.

Where students wish to apply for a time-specific examination, the form should be submitted **BEFORE** the thesis so that the necessary approvals can be given in good time.

Viva Voce

It is the responsibility of the internal examiner to make all the arrangements for the *viva* examination. Your internal examiner should normally contact you to arrange a date for your viva within a month of receiving your thesis. If the Research Degrees Team do not receive a date for your *viva* within a month of sending out your thesis, they will contact your examiners. **On no account should you contact the examiners yourself except where you have to agree a date for the viva.**

The average length of time between submission and a viva is approximately eight weeks.

Deposit and consultation of thesis

Postgraduate Research students admitted on or after 1 October 2007 and who are granted leave to supplicate for the D.Phil. or M.Sc.(Res) programmes are required to deposit a print and a digital copy of their thesis. The print copy of the thesis should be delivered to the Examination Schools for deposit in the Bodleian (or other appropriate University library) where it is intended to be available for consultation. The digital copy should be deposited by the author in the Oxford University Research Archive (ORA) see http://www.admin.ox.ac.uk/examregs/ for details.

Exceptional circumstances

If you find yourself in exceptional circumstances and require appropriate adjustments to your study timescales and arrangements, following discussions with your supervisor and College Advisor, you will need to complete the appropriate form. Examples include deferral of milestones, extensions, suspensions, withdrawals and reinstatements.

Progression forms

All forms can be found at:

http://www.ox.ac.uk/students/academic/graduates/forms/

Forms for exceptional circumstances can also be found there.

Please download the forms from here as they are always the most up to date, some are now online and are accessed via the Student Self Service portal, these are:

GSO.2b: Defer Transfer of Status

GSO.3: Appointment of examiners

GSO.3c: Dispensation from consultation of the thesis

GSO.4: Change of mode of study

GSO.6: Change of title

GSO.8: Dispensation from residence

GSO.14b: Defer Confirmation of Status

GSO.15: Extension of time

GSO.29: Withdrawal

Useful Websites

Student self-service   www.ox.ac.uk/students/studentselfservice/

You will be able to register, view and update your personal and academic information throughout your studies at Oxford. You must register at the start of the course and each successive year.

You will be expected to use the Graduate Supervision Reporting (GSR) system to contribute to the termly reporting cycle by submitting a self-assessment report about your academic progress (see GSR section).

Students will also be able to complete a Training Needs Analysis form in Student Self Service.

You can log in to GSR from wherever you are, and it will work on mobile devices. When your reporting window opens, you will be sent an automated email notification, to remind you how to log in.

Canvas:	https://canvas.ox.ac.uk/courses/22105
University of Oxford	www.ox.ac.uk
NDCN	www.ndcn.ox.ac.uk
Medical Sciences Division	https://www.medsci.ox.ac.uk/
Graduate school web site	www.medsci.ox.ac.uk/study/graduateschool
Colleges	www.ox.ac.uk/admissions/graduate/colleges/college-listing
Examination Regulations	https://www.admin.ox.ac.uk/examregs/
Language centre	https://www.lang.ox.ac.uk

The Language Centre is located in central Oxford and is a hub for all students, academic and professional staff who want to improve their language skills. Course, timetable and fee information can be found at the above link.

D.Phil. Student Career
including submission and examination process

First Year — Admission as Probationer Research Student

Second Year — Transfer of Status (by end of 4th term)

Third Year — Confirmation of DPhil Status (by end of 9th Term)

Final Year

Discuss potential examiners with supervisor

Complete form GSO.3 'Appointment of Examiners' (approx. 6 weeks prior to submission)

Examiners approved and invited by Exam Schools (your thesis will not be dispatched until the examiners have responded to the formal invitation)

Write up thesis

Submit thesis to Examination Schools (by end of 12th term)

Thesis sent to examiners

Minimum of one calendar month

Viva Voce Examination

Figure 4 D.Phil. Student Career

Teaching Opportunities

Students should normally have completed their transfer of status before participating in any teaching activities and it is the University's explicit policy that no PGR student should be allowed to teach without some form of initial training. At the very minimum, students should undertake a 'Preparation for learning and teaching at Oxford' course, which is usually a half or full day in duration and is provided by divisions and departments/faculties. Students may also go on to complete the 'Developing learning and teaching' course, which gives students (usually over the course of one term) the opportunity to: be assigned a teaching mentor; participate in teaching seminars; and undertake a limited number of teaching hours (advice is a minimum of seven contact hours) in order to compile a teaching portfolio for accreditation with the Staff and Educational Development Association (SEDA). These courses are generally hosted in the department, faculty or division with support from the Centre for Teaching and Learning (http://www.ctl.ox.ac.uk). Before participating in any teaching, students should first seek agreement from their supervisor.

Project Supervision – Supervising Lab-based research projects: students undertake a research project as part of the Finals (FHS) and it is common for a post doc or senior graduate student to be the day to day supervisor. For further details contact kirstie.vreede@medsci.ox.ac.uk

Tutorial Teaching – Tutorial teaching for medical students in Year 1 and 2 is organised by individual colleges. You could be employed by a college either as a college lecturer or an 'external tutor' to provide tutorial teaching for students at that college. If you would like your details circulated to colleges, please email kirstie.vreede@medsci.ox.ac.uk

Training

The Medical Sciences Division (MSD) aims to provide a full training programme for students undertaking D.Phil. studies to ensure that you interact with people and experts outside the scope of your research project. Training is an essential part of your D.Phil. studies and is monitored at both Transfer and Confirmation of Status.

The majority of the initiatives and presentations provided by the MSD are optional and should be discussed with your supervisor. There are also Divisional and Departmental Seminars to attend and an Induction at the commencement of your studies.

Full details of the opportunities and courses available are provided on the MSD website:

https://www.medsci.ox.ac.uk/study/skillstraining

You can record evidence of your attendance at seminars, workshops, conferences, journal clubs, presentations or special events, in the back of this handbook. We suggest that you:

- Browse through the course catalogue and pick those recommended for your year of study
- Discuss suitable courses with your supervisor during your annual Training Needs Analysis
- Plan early as courses are run at different times of the year, and can get booked up
- Enrol via the website
- Make a note of any training you have completed in your training record

Please Note: Although Medical Sciences Skills Training courses are free for all DPhil students there is a £20 deposit that is refunded if you attend. Your place on a course will only be confirmed when payment has been received and if you are unable to attend the course and cancel at least two working days (Mon-Fri) before the course, your deposit will be refunded.

Compulsory courses

Avoiding Plagiarism, Research Integrity, and Information Security are mandatory courses that should be completed during your first term.

You will also need to complete a Training Needs Analysis (TNA) form which should be uploaded with your first Graduate Supervision Report (GSR).

The TNA form is available from the Medical Sciences Graduate School Canvas site: https://canvas.ox.ac.uk/courses/22105

Careers advice and information

The University Careers Service offers a range of services, including seminars and training courses aimed specifically at D.Phil. students. The core programme includes:

- Career planning for D.Phil. students

- Networking skills for D.Phil. students

- CV and cover letter skills for D.Phil. students

- Interview skills for D.Phil. students

All seminars and one-to-one sessions are bookable through the Careers Service website using their Career Connect service:

http://www.careers.ox.ac.uk/our-services/careerconnect/

The Careers Service also offers one-to-one advice sessions, which are held regularly in the Careers Service on Banbury Road, in the Science Area, the WIMM and the Old Road Campus. These are run by the dedicated Careers Advisor for Researchers.

A collection of profiles of people who have made the transition from academia to industry can be found here:

http://research-careers.org/

You can find out more about the services the Careers Service provides on their website: http://www.careers.ox.ac.uk

Useful Oxford Acronyms

Academic dress

Prescribed clothing to be worn on formal, official occasions, consisting of an appropriate gown/hood for the person's qualification and sometimes **sub fusc**.
See www.admin.ox.ac.uk/statutes/regulations/48-012.shtml for full details of what form of dress is appropriate on which occasions.

Battels

Charges made to a member of a college (student or fellow) for accommodation, meals etc.

Confirmation

Confirmation of status – needs to be completed in 8th/9th term. For DTC students the requirement is by the 8th week of the 10th term.

DGS

Director of Graduate Studies. Member of a department's academic staff responsible for overseeing all aspects of graduate students' applications and study; separate from their academic supervisor

D.Phil.

Doctorate of Philosophy. The PhD is known as the DPhil in Oxford.

Hilary

Hilary term, the second of the academic year's three terms - January to March

Michaelmas

Michaelmas term, the first of the academic year's three terms – October to December

MSD

Medical Sciences Division. One of the four academic divisions of the University

OUH

Oxford University Hospitals NHS Trust: one of the largest NHS teaching trusts in the country, comprising the **Churchill** and **John Radcliffe** Hospitals and Nuffield Orthopaedic Centre in Oxford, and Horton General Hospital in Banbury. It provides a wide range of general and specialist clinical services and is a base for medical education, training and research.

Oxbridge

Oxford and Cambridge Universities

PGR

Graduate student undertaking a course of postgraduate study via research, or such a course

Postgraduate

Student who has already completed (at least) one university degree and is studying for another, higher degree. Often referred to as a **graduate** or graduate student

Proctors

Two Proctors (Senior and Junior) are elected each year by colleges in rotation to serve for one year (cycle published in the **University Calendar**). The statutes provide that they shall generally ensure that the statutes, regulations, customs and privileges of the University are observed. They serve on the University's main committees and may receive papers and attend meetings of other committees. They have responsibilities under the statutes and regulations for aspects of student discipline, for ensuring the proper conduct of examinations and for dealing with complaints. They also carry out ceremonial duties at various ceremonies.

PRS

Probationary Research Students – all students are initially admitted as PRS

Supplicate

Ask for a degree to be conferred at an award ceremony

Transfer

Transfer of Status from PRS to D.Phil. or M.Sc (Res) student, should be completed by the end of 4th term. For DTC students, transfer is required by the end of a student's sixth term at Oxford.

Trinity

Trinity term, the third of the academic year's three terms – April to June

UAB

University Admitting Body

Viva (*viva voce*)

Oral examination, especially that at the end of a **DPhil** course.

Student conduct

Students at Oxford are subject to two separate (but complementary) sets of disciplinary regulations: the rules and by-laws of your college provided in your college handbook, or equivalent document, and the University's conduct regulations. Details can be found here:

https://www.ox.ac.uk/students/academic/conduct

Plagiarism

The University definition of 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. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.

Guidance can be found at www.ox.ac.uk/students/academic/guidance/skills/plagiarism

Conflict of Interest

The University has a Statement of policy and procedure on conflict of interest which can be found at:

https://researchsupport.admin.ox.ac.uk/governance/integrity/conflict/policy

Declaring a conflict of interest

We reproduce here the section on declaring a conflict of interest:

6.1. It is the duty of every member of staff or student to disclose any conflict of interest or any circumstances that might reasonably give rise to the perception of conflict of interest.

6.2. The general rule, with the exception of committee business (see paragraph 6.6), is that disclosure should be made at the time the conflict first arises, or it is recognised that a conflict might be perceived, in writing to the head of department (or equivalent). If the head of department (or equivalent) has an interest in the matter to be discussed, the declaration shall be made to the person at the next higher level of authority. In most cases this will be to the head of division. For University senior officers, the line of approval is noted in Council's Standing Orders.

6.3. Additional steps are required in certain circumstances. These are outlined in Appendix A (and relate to research students receiving support from a company in which their supervisor has a financial interest or where results or IP are related to company activity; biomedical/clinical research, as well as any other research carried out by staff or students who have financial interests in a company working in the same area; involvement in spinouts and other external ventures; and the sale, supply or purchase of goods/services).

6.4. Undergraduate students should discuss the relevant issues with their tutor or senior tutor, who, where appropriate, will consult with the head of department before an approach for dealing with the conflict is agreed.

6.5. Postgraduate students should have this discussion with their supervisor. Where the conflict of interest arises between the interests of the supervisor and the student, the student should discuss the matter with the senior tutor or tutor for graduates in their college, or the director of graduate studies in their department.

6.6. Committee chairs and members: in addition to individuals acting in accordance with the Policy, governance of the University must also be conducted with close regard to the risks of financial and non-financial conflicts of interest. At their first meeting of the academic year, each committee within the University should have a standing item on their agenda about conflict of interest. This item should cover what a conflict of interest is and how the members of the committee should declare such an interest if and when such a circumstance arises. It is also recommended that committees adopt the practice of including a similar statement to the following in each agenda:

'Members of [Name] Committee will be asked to declare any interest that could give rise to conflict in relation to any item on the agenda at the beginning of the item in question. All interests so disclosed will be recorded in the minutes of the Committee. If the chair of the meeting deems it appropriate, the member shall absent himself or herself from all or part of the Committee's discussion of the matter.'

6.7. It is recommended that divisions and departments also adopt a version of the paragraph above for all relevant meetings.

6.8. Many situations will require nothing more than a declaration and a brief written record of that declaration, which must be held in the department's records and which should be provided to the Conflict of Interest Committee on request.

Frequently Asked Questions

How long am I on the register as a graduate student?

Ordinarily, on admittance all students have four terms on the register holding „PRS" (Probationary Research Student) status. When a student transfers to **D.Phil.** status (no later than their 4th term) s/he is given another eight. When a student transfers to **M.Sc. (by Research)** status s/he is given another five. Therefore D.Phil. students have twelve terms (and M.Sc. by Research, nine terms) in total before they need to start applying for extensions. For some programmes, different time periods apply; for example, students on 4 year programmes in the Doctoral Training Centre have six terms on the register holding PRS. They should apply to confirm their D.Phil. status in their 9th term and not later than their 10th term; they have twelve terms on the register <u>in total</u> (including PRS status) before needing to apply for extensions.

Is there a residence requirement?

Yes. The University *minimum residence requirement* for **D.Phil.** is six terms (for M.Sc. three). Therefore, you *must* spend six terms (M.Sc. - three) in residence in Oxford. Students wishing to be dispensed from this requirement must apply to the University using form GSO.8. The minimum residence for a „term" is forty-two nights in Oxford within a specified period.

What is the minimum amount of time in which I can complete a D.Phil./MSc.?

D.Phil. - Six terms. M.Sc. by Research - Three terms.

For how many terms do I pay?

Ordinarily, D.Phil. students pay a *minimum* of six terms and a *maximum* of nine terms" fees. Exceptions apply for some programmes – e.g. students on 4 year programmes in the Doctoral Training Centre. M.Sc. by Research students pay a *minimum* of three terms and a *maximum* of six terms" fees.

Do I pay fees even if I finish my research before the ninth term (for D.Phil.), sixth term (for M.Sc. by Research)?

D.Phil. (and M.Sc.) students are liable for fees up to their maximum (see above) or up until the submission of their thesis (whichever is the sooner). A thesis submitted during a vacation is deemed to be submitted during the previous term. For example, a thesis submitted on Friday 5 October 2018, will be regarded as a Trinity Term 2018 submission. A thesis submitted on Monday 8 October 2018 will be regarded as a Michaelmas Term 2018 submission and the student is liable for fees for Michaelmas Term.

When does my registration with the University come to an end?

Once a student has transferred to D.Phil. or M.Sc. (by Research) status you are registered for the D.Phil. or M.Sc. until you are given leave to supplicate for the D.Phil. or M.Sc. by the Medical Sciences Board.

To whom and how should I pay my fees?
Your College will invoice you. The University invoices the College. However, for students with studentships, departments may organise the payment of fees.

What help can I get with funding?
Try your department and college. Also, for scholarships and funding information, see
http://www.ox.ac.uk/feesandfunding/graduates/

Hardship funds. The University's Committee on Student Hardship makes awards on the grounds of *unforeseeable* hardship and may provide help in the form of a grant or loan, depending on the applicant's circumstances

What/how many milestones do I undergo during my graduate career?
Besides regular monitoring undertaken by your supervisor and department, the University checks your progress twice – your transfer to D.Phil. status (or M.Sc. by Research) and, secondly, the confirmation of your D.Phil. status. **Please note:** a student *cannot* **submit a thesis** until their D.Phil. status has been confirmed.

How do I formalise a change in supervisor or the addition of a co-supervisor?
The Medical Sciences Board must approve any change in supervision arrangements. You will need to complete and submit a GSO.25 to the Academic Administration Team at graduate@ndcn.ox.ac.uk

How do I start to arrange my examination?
It is advisable to **apply for the appointment of examiners _at least six weeks_** before submitting a thesis to avoid delays in the examination process

When can I use 'D.Phil.' after my name?
You can only use D.Phil. after your name and Dr. before your name when you have had the degree formally conferred either in person or in absentia at a degree ceremony. Speak to your College about attending a ceremony. You cannot attend a ceremony until you have been given leave to supplicate by the Medical Sciences Board and you have submitted a hardbound copy of your thesis to the Examination Schools and an electronic copy to the Oxford Research Archive.

How do I go about getting/renewing my University card?
Your University Card will have been sent to your college once you signed and returned your student contract. You should collect it from your college on arrival. For University card matters, see http://www.admin.ox.ac.uk/card/

Where can I get a certificate to prove I am member of the University?
Once your University registration is complete an enrolment certificate will be available to print from Student Self Service confirming your enrolled status at the University of Oxford for the current academic year. This certificate may be used for council tax exemption, opening a bank account, by international students who need to register with the police, and to confirm your student status for other purposes e.g. to show a financial sponsor or a landlord when renting private property.

Appendix 1

Dates of Full Term 2020-24

Fixed dates

Year	Term	From	To
2020-21	Michaelmas 2020	Sunday 11 October	Saturday 5 December
	Hilary 2021	Sunday 17 January	Saturday 13 March
	Trinity 2021	Sunday 25 April	Saturday 19 June

Provisional dates

Year	Term	From	To
	Michaelmas 2021	Sunday 10 October	Saturday 4 December
2021-22	Hilary 2022	Sunday 16 January	Saturday 12 March
	Trinity 2022	Sunday 24 April	Saturday 18 June
	Michaelmas 2022	Sunday 9 October	Saturday 3 December
2022-23	Hilary 2023	Sunday 15 January	Saturday 11 March
	Trinity 2023	Sunday 23 April	Saturday 17 June
2023-24	Michaelmas 2023	Sunday 8 October	Saturday 2 December
	Hilary 2024	Sunday 14 January	Saturday 9 March
	Trinity 2024	Sunday 21 April	Saturday 15 June
2024-25	Michaelmas 2024	Sunday 13 October	Saturday 7 December
	Hilary 2025	Sunday 19 January	Saturday 15 March
	Trinity 2025	Sunday 27 April	Saturday 21 June

Appendix 2

Student cohorts

2020/21 intake

Name	**Surname**	Programme	Location	Supervisor	Supervisor
Setareh	**Alabaf**	DPhil Clinical Neurosciences	WW	David Beeson	Jackie Palace
Sophia	**Bellingrath**	DPhil Clinical Neurosciences	WW	Robert MacLaren	Dominik Fischer
Emily	**Boucher**	DPhil Clinical Neurosciences		Sarah Pendlebury	Peter Rothwell
James	**Bowness**	DPhil Clinical Neurosciences P/T		Helen Higham	Alison Noble
Patricia	**Cambalova**	DPhil Clinical Neurosciences		Martin Turner	Charlotte Stagg
Max	**Crane**	DPhil Clinical Neurosciences	WW	Gabriele De Luca	
Peyton	**Davis**	Dphil Clinical Neurosciences P/T		Helen Higham	
Matthew	**Downer**	DPhil Clinical Neurosciences		Peter Rothwell	Ramon Luengo-Fernandez
Marco	**Fabus**	DPhil Clinical Neurosciences	WIN	Katie Warnaby	Mark Woolrich
Joel	**Fundaun**	DPhil Clinical Neurosciences	WW	Annina Schmid	Georgios Baskozos
Isaac	**Grennan**	DPhil Clinical Neurosciences	BNDU	Andrew Sharott	
Connie	**Han**	DPhil Clinical Neurosciences	WW	Robert MacLaren	Peter Charbel-Issa
Kirolous	**Hanna**	DPhil Clinical Neurosciences	WW	Maria Leite	Georg Hollander
Huimin	**Hu**	DPhil Clinical Neurosciences	WW	David Bennett	
Arun	**Joseph**	DPhil Clinical Neurosciences P/T	WW	Andrew Farmery	
Jessica	**Myatt**	DPhil Clinical Neurosciences		Charlotte Stagg	Andrew Sharott
Elena	**Piotter**	DPhil Clinical Neurosciences	WW	Robert MacLaren	Michelle McClements
Lin	**Qiu**	DPhil Clinical Neurosciences	WW	Kyle Pattinson	Andrew Farmery
Archana	**Ramesh**	DPhil Clinical Neurosciences	WW	Arjune Sen	Jenny Taylor
Jasmine	**Reese**	DPhil Clinical Neurosciences	WW	Olaf Ansorge	Roman Fischer
Fernando	**Rodriguez Plazas**	DPhil Clinical Neurosciences	BNDU	Huiling Tan	Peter Brown
James	**Sermon**	DPhil Clinical Neurosciences	BNDU	Huiling Tan	Tim Denison
Ahmed	**Shalaby**	DPhil Clinical Neurosciences	WW	Susan Downes	Stephanie Halford
Kengo	**Shibata**	DPhil Clinical Neurosciences		Masud Husain	Sanjay Manohar
James	**Thomas**	DPhil Clinical Neurosciences		Alistair Webb	Peter Jezzard
Selma	**Tir**	DPhil Clinical Neurosciences	OMPI	Stuart Peirson	Russell Foster
Charlie (Yijia)	**Yan**	DPhil Clinical Neurosciences		Ben Seymour	Laurence Hunt
Florian	**Zirpel**	DPhil Clinical Neurosciences	OMPI	Zam Cader	Stuart Peirson
Ai Phuong	**Tong**	NIH-OxCam	BNDU	Peter Brown	Mark Woolrich
Jiali	**Zhang**	NIH-OxCam	WIN	Tim Behrens	

Alice	**Eddershaw**	DTP-Interdisciplinary Bioscience		Yin Dong	Ben Davis
Laura	**Steel**	DTP-Interdisciplinary Bioscience	OMPI	Stuart Peirson	Russell Foster
Andrei-Claudiu	**Roibu**	DTP-Interdisciplinary Bioscience	WIN	Steve Smith	
Amjad	**Ali**	DPhil Cancer Science	WW	Olaf Ansorge	
Jasper	**Hunt**	DPhil Neurosciences		Rogier Mars	Zoltan Molnar
Sebastian	**Klavinskis-Whiting**	MSc Neurosciences 1+3			
Anna	**Li**	DPhil OXION Channels		Yin Dong	
Sofija	**Paneva**	DPhil OXION Channels	WW	Sarosh Irani	Daniel Anthony
Hannah	**Brooks**	MSc by Research	WW	Olaf Ansorge	Chunxiao. Song

Location key:

OMPI:	Oxford Molecular Pathology Institute, Sir William Dunn School of Pathology, South Parks Road
MRC BNDU:	Medical Research Council Brain Network Dynamics Unit, Mansfield Road
Kadoorie:	Kadoorie Centre (Level 2 of the Main Hospital)
WIN:	Wellcome Centre for Integrative Neuroimaging
WW:	West Wing
WIMM:	Weatherall Institute of Molecular Medicine

2019/20 intake

Name	Surname	Programme	Location	Supervisor	Supervisor
Saoud	**Al-Khuzaei**	DPhil Clinical Neurosciences	WW	Susie Downes	Stephanie Halford
Halwan	**Bayuangga**	DPhil Clinical Neurosciences	WIN	Paddy Waters	Sarosh Irani
Jonathan	**Bedford**	DPhil Clinical Neurosciences	Kadoorie	Peter Watkinson	Gary Collins
Lampros	**Bisdounis**	DPhil Clinical Neurosciences	OMPI	Simon Kyle	Kate Saunders
Xi	**Chen**	DPhil Clinical Neurosciences	WIN	Mark Chiew	Karla Miller
Sophie	**Clarke**	DPhil Clinical Neurosciences	WIN	Irene Tracey	
Thijs	**De Buck**	DPhil Clinical Neurosciences	WIN	Peter Jezzard	
Bronwyn	**Gavine**	DPhil Clinical Neurosciences	WIN	Heidi Johansen-Berg	Jacinta O'Shea
Robert	**Hatch**	DPhil Clinical Neurosciences	Kadoorie	Peter Watkinson	Gary Collins
Ariel	**Kantor**	DPhil Clinical Neurosciences	WW	Robert Maclaren	
Daniel	**Kor**	DPhil Clinical Neurosciences	WIN	Karla Miller	
Seoyun	**Lee**	DPhil Clinical Neurosciences	WW	Laura Parkkinen	Ilaria Poggiolini
Hossein	**Rafipooraskestani**	DPhil Clinical Neurosciences	WIN	Saad Jbabdi	Hamed Nili
Gabe	**Rocha**	DPhil Clinical Neurosciences	WW	Zam Cader	
Veronika	**Samborska**	DPhil Clinical Neurosciences	WIN	Tim Behrens	Mark Walton
Beatriz	**Silveira De Arruda**	DPhil Clinical Neurosciences	MRC BNDU	Peter Brown	Hayriye Cagnan
Yan Kei (Katrina)	**Tse**	DPhil Clinical Neurosciences	OMPI	Simon Kyle	Colin Espie
Björn Friedhelm	**Vahsen**	DPhil Clinical Neurosciences	WW	Martin Turner	Elizabeth Gray
Christoph	**Wiest**	DPhil Clinical Neurosciences	MRC BNDU	Peter Brown	Huiling Tan
Yan	**Xu**	DPhil Clinical Neurosciences	WW	Kevin Talbot	George Tofaris
Ying-Qui	**Zheng**	DPhil Clinical Neurosciences	WIN	Steve Smith	
Federica	**Staurenghi**	MSc by Research	WW	Robert Maclaren	
Jiewon	**Kang**	ONBI	WIN	Saad Jbabdi	Mark Woolrich
Cristiana	**Tisca**	ONBI	WIN	Karla Miller	Aurea Martins Back
Xin You	**Tai**	Biomedical & Clinical Sciences /NIH-OU	WW	Sanjay Manohar	Masud Husain
Lucy	**Farrimond**	Biomedical & Clinical Sciences /NIH-OU	WW	Kevin Talbot	
Alex	**Waldman**	Biomedical & Clinical Sciences /NIH-OU	WW	Gabriele De Luca	

2018/19 intake

Name	**Surname**	Programme	Location	Supervisor	Supervisor
Bahaaeddin	**Attaallah**	D.Phil. Clinical Neurosciences	WW	M Husain	
Richard	**Burman**	D.Phil. Clinical Neurosciences	WW	A Sen	C Akerman
Pao-Sheng	**Chang**	D.Phil. Clinical Neurosciences	WW	I Leite	P Waters
Serena	**Dillon**	D.Phil. Clinical Neurosciences	WW	C Antoniades	S Prangnell
Evan	**Edmond**	D.Phil. Clinical Neurosciences	WW	M Turner	
Janev	**Fehmi**	D.Phil. Clinical Neurosciences	WW	S Rinaldi	D Bennett
Weikang	**Gong**	D.Phil. Clinical Neurosciences	WIN	S Smith	
Ioana	**Grigoras**	D.Phil. Clinical Neurosciences		C Stagg	
Mirae	**Harford**	D.Phil. Clinical Neurosciences	Kadoorie	P Watkinson	D Young
Mohamad	**Idris**	D.Phil. Clinical Neurosciences	WW	M Husain	
Antigoni	**Katsikoudi**	D.Phil. Clinical Neurosciences	WW	G Tofaris	O Ansorge
Saed	**Khawaldeh**	D.Phil. Clinical Neurosciences	WIN	M Woolrich	P Brown
Maria	**Maio**	D.Phil. Clinical Neurosciences	WW	M Husain	
Usama	**Pervaiz**	D.Phil. Clinical Neurosciences	WIN	S Smith	
Lara	**Prisco**	D.Phil. Clinical Neurosciences	WIN	K Warnaby	
Victoria	**Root**	D.Phil. Clinical Neurosciences	WIN	I Tracey	
Youssuf	**Saleh**	D.Phil. Clinical Neurosciences	WW	M Husain	
Marleen	**Schonfeld**	D.Phil. Clinical Neurosciences		C Stagg	
Zi Hui	**Su**	D.Phil. Clinical Neurosciences	WW	C Antoniades	
Bo	**Sun**	D.Phil. Clinical Neurosciences	WW	S Irani	P Waters
Sofia	**Toniolo**	D.Phil. Clinical Neurosciences	WW	M Husain	
Sydney	**Yee**	D.Phil. Clinical Neurosciences	WW	G De Luca	R Fischer
Thomas	**Smejka**	MSc by Research	WIN	H Johansen-Berg	

2017/18 intake

Name	Surname	Programme	Location	Supervisor	Supervisor	Supervisor
Jacob	Bakermans	Systems Biology (EPSRC CDT)	WIN	T Behrens	M Woolrich	
Ines	Barreiros	Interdisciplinary Biosciences (BBSRC DTP)	WIN	T Behrens	M Walton	
Michelangelo	Cao	D.Phil. Clinical Neurosciences	WIMM	D Beeson	R Webster	J Cossins
Laurel	Chandler	D.Phil. Clinical Neurosciences	WW	R MacLaren	K Xue	
Lewis	Fry	D.Phil. Clinical Neurosciences	WW	R MacLaren	A Barnard	
Oana	Gurau	D.Phil. Clinical Neurosciences	WW	C Butler	K Nobre	
Jostein	Holmgren	D.Phil. Clinical Neurosciences	WIN	K Warnaby	S Jbabdi	I Tracey
Amy	Howard	Biomedical Imaging (EPSRC & MRC CDT)	WIN	K Miller	S Jbabdi	
Robert	Hurford	D.Phil. Clinical Neurosciences	WW	P Rothwell	R Luengo-Fernandez	
Istvan	Huszar	Biomedical Imaging (EPSRC & MRC CDT)	WIN	P Jezzard	M Jenkinson	K Miller
Dearbhla	Kelly	D.Phil. Clinical Neurosciences	WW	P Rothwell		
Rick	Lange	Biomedical Imaging (EPSRC & MRC CDT)	WIN	S Smith	J Andersson	
Rahel	Lewin	D.Phil. Clinical Neurosciences	WW	G Tofaris	V D'Angiolella	
Christine	Lo	D.Phil. Clinical Neurosciences	WW	M Hu	M De Vos	
Aubretia	McColl	D.Phil. Clinical Neurosciences	WW	P Rothwell	S Pendlebury	
Iain	McGurgan	D.Phil. Clinical Neurosciences	WW	P Rothwell		
Solomon	Merepa	D.Phil. Clinical Neurosciences	WW	S Halford	S Sekaran	S Broadgate
Silvia	Messina	D.Phil. Clinical Neurosciences	WW	J Palace	M Jenkinson	
Sophia	Michael	D.Phil. Clinical Neurosciences	WW	S Irani	A Sen	
Moritz	Moeller	D.Phil. Clinical Neurosciences	MRC BNDU	R Bogacz	S Manohar	
Carolina	Reis	D.Phil. Clinical Neurosciences	MRC BNDU	P Brown	A Sharott	H Cagnan
Zeena-Britt	Sanders	D.Phil. Clinical Neurosciences	WIN	H Johansen-Berg	C Sampaio-Baptista	
Oliver	Sandy-Hindmarch	D.Phil. Clinical Neurosciences	WW	D Bennett	A Schmid	
Sophie	Schauman	Biomedical Imaging (EPSRC & MRC CDT)	WIN	P Jezzard	T Okell	M Chiew
Aislin	Sheldon	D.Phil. Clinical Neurosciences	WIN	H Bridge	S Downes	
Younes	Tabi	D.Phil. Clinical Neurosciences	WW	M Husain	S Manohar	
Benedict	Tanudjojo	D.Phil. Clinical Neurosciences	WW	G Tofaris	V D'Angiolella	
Steven	Walsh	Interdisciplinary Biosciences (BBSRC DTP)	OMPI	A Jagannath	S Vasudevan	
Chaoyue	Wang	D.Phil. Clinical Neurosciences	WIN	K Miller	B Tendler	
Thomas	Wassenaar	D.Phil. Clinical Neurosciences	WIN	H Johansen-Berg	C Sexton	
Imran	Yusuf	D.Phil. Clinical Neurosciences	WW	P Charbel-Issa	R MacLaren	

2016/17 intake

Name	Surname	Programme	Location	Supervisor	Supervisor	Supervisor
Paola	**Barbagello**	D.Phil. Clinical Neurosciences	WW	K Talbot	R Dafinca	
Sirius	**Boessenkool**	D.Phil. Clinical Neurosciences	WIN	G Douaud	R Mars	
Douglas	**Crockett**	D.Phil. Clinical Neurosciences	WW	A Farmery	F Formenti	
Benoit	**Duchet**	D.Phil. Clinical Neurosciences		R Bogacz		
Emily	**Feneberg**	D.Phil. Clinical Neurosciences	WW	M Turner	K Talbot	E Gray
Mathilde	**Guillaumin**	Interdisciplinary Biosciences (BBSRC DTP)	OMPI	S Peirson	V Vyazovskiy	
Jasleen	**Jolly**	D.Phil. Clinical Neurosciences	WW	R MacLaren	H Bridge	
Roni	**Maimon Mor**	D.Phil. Clinical Neurosciences	WIN	H Johansen-Berg	T Makin	
Romina	**Mariano**	D.Phil. Clinical Neurosciences	WW	J Palace	Y Kong	
Harry	**Mason**	Biomedical Imaging (EPSRC & MRC CDT)	WIN	M Chiew	K Miller	
Leonie	**Maurer**	D.Phil. Clinical Neurosciences	OMPI	S Kyle	C Espie	
Ronan	**McGinty**	D.Phil. Clinical Neurosciences	WW	S Irani	A Sen	
Emma	**Mee Hayes**	D.Phil. Clinical Neurosciences	WIMM	Z Cader	C Patsch	
Anders	**Meidahl**	D.Phil. Clinical Neurosciences	MRC BNDU	P Brown	A Pogosyan	A Sharott
Hanna	**Nowicka**	Biomedical Imaging (EPSRC & MRC CDT)	WIN	M Jenkinson	J Palace	M Bastiani
Caitlin	**O'Brien**	Biomedical Imaging (EPSRC & MRC CDT)	WIN	P Jezzard	T Okell	
Teele	**Palumaa**	D.Phil. Clinical Neurosciences	OMPI	A Jagannath	R Foster	
Mirela	**Panea**	D.Phil. Clinical Neurosciences	WIMM	D Beeson	J Cossins	
Ricardo	**Parolin Schnekenberg**	D.Phil. Clinical Neurosciences	WW	A Nemeth	H Sleven	
Caroline	**Peddle**	D.Phil. Clinical Neurosciences	WW	R MacLaren	M McClements	
Matthew	**Reid**	D.Phil. Clinical Neurosciences	OMPI	S Kyle	C Espie	
Paula	**Rocktaschel**	D.Phil. Clinical Neurosciences	OMPI	A Sen	Z Cader	
Connor	**Scott**	D.Phil. Clinical Neurosciences	WW	O Ansorge		
Mital	**Shah**	D.Phil. Clinical Neurosciences	WW	S Downes	H Smithson	L Young
Vaanathi	**Sundaresan**	Biomedical Imaging (EPSRC & MRC CDT)	WIN	M Jenkinson	L Griffanti	G Zamboni
Yan	**Tong**	D.Phil. Clinical Neurosciences	WIN	P Jezzard	W Clarke	
Tom	**Vale**	D.Phil. Clinical Neurosciences	WW	D Bennett		
Daan	**Wesselink**	D.Phil. Clinical Neurosciences	WIN	T Makin	J O'Reilly	S Jbabdi
James	**Whittington**	Systems Biology (EPSRC CDT)	WIN	R Bogacz	T Behrens	
Iain	**Wilson**	D.Phil. Clinical Neurosciences	WW	S Downes	P Torr	R MacLaren

Appendix 3

Milestone dates

Intake	Term	Start Date	Transfer to DPhil Status GS02(MSD)		Confirmation of Status GS014 (MSD)		Thesis Submission GS03	
			Forms to be submitted to Admin	Max End Date (4th Term)	Forms to be submitted to Admin	Max End Date (9th Term)	Forms to be submitted to Admin	Max End Date (12th Term)
2016-17	MT 2016	Oct-16	01/12/2017	12/01/2018	30/08/2019	11/10/2019	08/09/2020	20/10/2020
2016-17	HT 2017	Jan-17	09/03/2018	20/04/2018	06/12/2019	17/01/2020	04/12/2020	15/01/2021
2016-17	TT 2017	Apr-17	24/08/2018	05/10/2018	13/03/2020	24/04/2020	07/03/2021	23/04/2021
2017-18	MT 2017	Oct-17	07/12/2018	11/01/2019	28/08/2020	09/10/2020	23/08/2021	08/10/2021
2017-18	HT 2018	Jan-18	08/03/2019	19/04/2019	06/12/2020	16/01/2021	01/12/2021	14/01/2022
2017-18	TT 2018	Apr-18	23/08/2019	04/10/2019	12/03/2021	23/04/2021	11/03/2022	22/04/2022
2018-19	MT2018	Oct-18	06/12/2019	17/01/2020	27/08/2021	08/10/2021	28/08/2022	07/10/2022
2018-19	HT 2019	Jan-19	06/03/2020	18/04/2020	03/12/2020	15/01/2022	03/12/2022	13/01/2023
2018-19	TT 2019	Apr-19	21/08/2020	03/10/2020	11/03/2022	23/04/2022	27/02/2023	06/04/2023
2019-20	MT2019	Oct-19	04/12/2020	17/01/2021	26/08/2022	08/10/2022	22/08/2023	07/10/2023
2019-20	HT 2020	Jan-20	05/03/2021	18/04/2021	02/12/2022	15/01/2023	29/11/2023	13/01/2024
2019-20	TT 2020	Apr-20	27/08/2021	03/10/2021	10/03/2023	21/04/2023	03/03/2024	22/04/2024
2020-21	MT2020	Oct-20	03/12/2021	17/01/2022	25/08/2023	08/10/2023	23/08/2024	07/10/2024
2020-21	HT 2021	Jan-21	07/03/2022	18/04/2022	01/12/2023	15/01/2024	01/12/2024	13/01/2025
2020-21	TT 2021	Apr-21	22/08/2022	03/10/2022	10/03/2024	22/04/2024	10/03/2025	22/04/2025

John Radcliffe Hospital site map

John Radcliffe Hospital site map

Wolfson Centre for Prevention of Stroke and Dementia

To Saxon Way
Buses only

129 Osler Road
Ivy Lane
Osler Lodge
Ivy Lane buildings
Osler House

A1
A2
A3
A4

B2
C
D
D

Industrial Block

Manor House Annexe
Stable Block
Manor House
Osler House

Buses only

The Co-operative Childcare
Car Park 1
Trauma

Blood Donor Centre
Academic Centre
Lecture Theatres
WIMM

To Osler Road and Headington

ENT
Eye Hospital
West Wing
FMRIB
Barnes Unit
GPEC
Transfer Lounge
Endoscopy
Women's Centre

Car Park 3
OCMR
OMRI
Outpatients Blue Area
Maternity

Children's Hospital
CIA
Level 2 X-ray
CPO
Main Entrance
Outpatients

Car Park 4
ECHO
AVIC
Main Hospital
Emergency Department (A&E)
Car Park 2a

Oxford Heart Centre
CAS
Car Park 2

Drop-off for CAS day cases only

To Sandfield Road, Sandfield Day Nursery, Arthur Sanctuary House and Occupational Health and Wellbeing Centre

To Headley Way

0 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100
Metres

Legend

- Public car parks
- Disabled parking
- Drop-off area
- Bus stop
- Bicycle parking
- Motorcycles
- Helicopter pad
- Footpath
- Entrances
- Zebra crossing
- **L** Main lifts
- Restaurant / café
- League of Friends

WIMM	Weatherall Institute of Molecular Medicine	OCMR	University of Oxford Centre for Clinical Magnetic Resonance Research
AVIC	Acute Vascular Imaging Centre	FMRIB	Oxford Centre for Functional MRI of the Brain
CIA	Cardiac Investigations Annexe (access via Main Entrance)	GPEC	George Pickering Education Centre Level 3
CAS	Cardiac Angiography Suite	CPO	Car Parking Office
OMRI	Oxford Magnetic Resonance Imaging Department (MRI)	◯	Staff car parks