Welcome, or welcome back, to the Department of Earth Sciences and the University of Oxford!

We hope that your time as a research student in the Department of Earth Sciences will be enjoyable and scientifically fruitful.

COVID-19

Advice for on-course students is available here: www.ox.ac.uk/students/coronavirus-advice.

Department specific information will be circulated by email.

Changes Since 2020-21 v1.1:

Key Contacts, Course Progression, Pastoral Care, IT – Portable storage, and various links, names, and email addresses have been updated throughout.

Key Contacts

Primary contact: graduate.studies@earth.ox.ac.uk, (01865 2)72040

Chris Ballentine
Head of Department
chris.ballentine@earth.ox.ac.uk

Louisa Bailey
Head of Administration and Finance
louisa.bailey@earth.ox.ac.uk

Mike Kendall
Director of Graduate Studies
mike.kendall@earth.ox.ac.uk

Julie Cosmidis
Deputy Director of Graduate Studies
julie.cosmidis@earth.ox.ac.uk

Emma Brown
Academic Administrator
graduate.studies@earth.ox.ac.uk

Claire Rylatt
Administrative Officer (Academic)
graduate.studies@earth.ox.ac.uk

Liz Crabbe
Academic Support Assistant
graduate.studies@earth.ox.ac.uk

Reception
(01865 2)72000
reception@earth.ox.ac.uk

For up to date lists and information about researchers and staff in the department, please see the website (www.earth.ox.ac.uk/people).
# Table of Contents

Changes Since 2020-21 v1.1: ............................................................... 1
Key Contacts .................................................................................. 1
Introduction ................................................................................. 5
  DPhil in Earth Sciences ................................................................. 5
  Master of Science by Research .................................................... 6
  Graduate Mini Conference .......................................................... 6
  Calendar of Events ..................................................................... 7
Training ......................................................................................... 8
  MPLS Divisional Training ............................................................ 8
  Departmental Training ................................................................. 8
  Research Integrity ....................................................................... 9
  Oxford University IT Services ..................................................... 10
  LinkedIn Learning ..................................................................... 10
  Language Courses ..................................................................... 10
  Vitae and the GRAD Schools Programme ................................. 10
Supervision .................................................................................. 11
  Graduate Supervision Reporting ................................................. 11
Adjustments to Assessment Arrangements ................................. 12
Course Progression ...................................................................... 12
  Master of Science by Research .................................................. 13
  Transfer of Status from Probationer Research Student to DPhil or MSc(R) ................................................................. 13
  Confirmation of DPhil Status ...................................................... 15
  Suspension of Status ................................................................ 18
  Preparing to Submit Your Thesis ................................................. 18
  Viva ......................................................................................... 22
Departure ...................................................................................... 22
  Submitting a copy of your thesis to the Departmental Library ......................................................................................... 22
  Donating and returning books to the Earth Sciences Library ................................................................. 23
Student Representation and Care ............................................. 25
  Student Representation ............................................................... 25
  Disability Advisory Service ....................................................... 25
  Pastoral Care ............................................................................ 25
  Safety ....................................................................................... 28
  Equality and Diversity ............................................................... 30
Administrative Matters and Facilities ........................................ 30
  University Card and Building Access ......................................... 30
  Security ................................................................................... 30
  Office Space ............................................................................ 31
  Libraries .................................................................................. 31
Teaching and Meeting Rooms ................................................................. 32
Working for the Department ...................................................................... 32
Technical Facilities .................................................................................. 33
Rock Acquisition, Storage and Disposal .................................................. 38
Supplies .................................................................................................. 38
Green Impact ........................................................................................... 38
Recycling .................................................................................................. 39
Cleaning .................................................................................................... 39
Catering .................................................................................................... 39
Mail ......................................................................................................... 39
Notices ...................................................................................................... 39
Parking ..................................................................................................... 39
Fault Reporting ....................................................................................... 40
Financial Matters .................................................................................... 40
Finance Staff ........................................................................................... 40
Funding Administration and Reimbursement ............................................ 40
Research Training Support Grant (RTSG) ................................................ 40
Travel and Fieldwork ............................................................................. 41
Maternity Leave ..................................................................................... 41
Additional Sources of Funding ............................................................... 41
Field Trip .................................................................................................. 42
Appendix A: Statement of Provision ....................................................... 43
Department of Earth Sciences ................................................................. 43
Statement of Provision for Graduate Research Students ......................... 43
Appendix B: Divisional Code of Practice on Supervision of Graduate Research Students .... 47
Appendix C: Transfer of Status and Confirmation of Status Checklists for Students ...... 48
Transfer of Status - Checklist for Students .............................................. 48
Confirmation of DPhil Status - Checklist for Students ............................... 50
Submitting documents via OneDrive ...................................................... 52
Appendix D: Mental Health and Harassment ........................................... 53
Appendix E: The University’s Equal Opportunities Statement ................... 54
Summary of the University’s Equal Opportunities Policy ......................... 54
Selection of Candidates ......................................................................... 54
Record-keeping ...................................................................................... 54
Review of Recruitment Practice ............................................................... 55
Appendix F: Regulations Relating to the Use of IT Facilities ...................... 56
ICTC Regulations 1 of 2002 .................................................................. 56
Exchanging Users’ Data ......................................................................... 60
Appendix G: Academic Integrity ............................................................... 61
Appendix H: University Complaints Procedure ......................................... 62
Appendix I: Geological Facilities List ................................................................. 63
  Optics Laboratory .................................................................................. 63
  Electron beam labs ................................................................................. 63
  Rock Crushing Facilities ........................................................................ 63
Appendix J: Digital Theses ........................................................................... 65
  Sensitive Content in Digital Theses ......................................................... 65
  The Digital Copy of Your Thesis ............................................................... 66
Appendix K: End of Embargo/Dispensation from Consultation of Oxford Thesis Procedure . 71
  Notes ....................................................................................................... 71
Appendix L: MPLS Progress Flowchart for DPhil Students ............................ 72
Appendix M: University Policy on Student Maternity, Extended Paternity, Adoption and
  Shared Parental Leave ............................................................................. 73
  Annex A: Research Council UK Shared Funded Parental Leave Provision .... 82
Appendix N: Suggestions for Sources of Funding for Field Work, Travel, Conferences, etc. 84
  University of Oxford .............................................................................. 84
  Burdett-Coutts Fund .............................................................................. 84
  Earth and Space Foundation .................................................................... 84
  European Association of Geochemistry .................................................... 84
  Explorers Club ........................................................................................ 84
  Geochemistry Group - Travel Bursaries .................................................. 85
  Geological Remote Sensing Group of the Geological society ................ 85
  Royal Geographical Society Student Awards ........................................... 85
  Gilchrist Educational Trust ....................................................................... 85
  Sasagawa Foundation .............................................................................. 86
  The Jeremy Wilson Charitable Trust ......................................................... 86
  Volcanic and Magmatic Studies Group .................................................... 86
Introduction
Welcome to the Department of Earth Sciences, which is part of the Divisional of Mathematical, Physical and Life Sciences (MPLS). The purpose of this handbook is to provide you with information about the way the department operates key stages in progressing towards your DPhil degree, financial matters and pastoral care. If there are any questions you still have please ask someone. Emma Brown, the Academic Administrator, Claire Rylatt, Administrative Officer (Academic), and Liz Crabbe, Academic Support Assistant, are here to help you, but anyone in the department - other research students, postdocs and members of staff - will be happy to answer questions about the department and university.

DPhil in Earth Sciences
Most postgraduate students in the department are working towards a DPhil in Earth Sciences, which usually takes 3.5 to 4 years. There are now a number of paths towards the DPhil, as outlined in the sections below.

NERC DTP in Environmental Research
In recent years, the largest group of DPhil students is made up of those on the Natural Environment Research Council’s Doctoral Training Programme in Environmental Research. This programme provides a multidisciplinary training environment for the next generation of researchers working at the frontiers of Environmental Science. The annual cohort will comprise roughly 30 students, 24 of whom will be Research Council funded, with the remainder supported by university and college scholarships and non-academic Partners.

Students will be admitted to one of the three streams of the DTP, and will develop their research project in any relevant area during their first 2-3 months of study. During this period, they will receive intensive, cohort-wide training, which will include a 3-day residential field course, development of a common skills toolkit through a series of core cross-cohort courses, training in research and transferable skills, seminar and discussion groups and a termly public lecture programme.

Students will receive support as they develop their research proposal during the first term, months 1-3. During months 4-12 students embark on their research projects. By the end of year 1, students will complete a review of the state-of-the-art in their chosen research area and will present their research and a research plan at the end of year conference. Students will carry out their research projects in a chosen department. They will gain their DPhil from the department, although the DTP will continue to provide support, training, career development and networking opportunities.

The DTP will use a student-centred approach to teaching delivery. Training will progress in three phases, developing from core skills sets to those specific to the student’s projects. In the first term, students will be trained as a single cohort, and all students will participate across the full breadth of training activities. Students will each be supported by a Course Tutor who will act as an independent advisor throughout their first year of study. During this time, students will work on their research proposal, the outline of which should be complete by the end of month 3.

Thereafter training will be both cross-cohort and in streams. Students will also be able to sign up for classes on the GAP academic programme to provide an individually tailored training programme for each student.

Each year around 8 DTP students usually choose to join the Department of Earth Sciences.

Further information about the DTP can be found on their website (www.environmental-research.ox.ac.uk).
NERC CDT in Oil and Gas

Although no longer accepting applications, the department has participated in the Natural Environment Research Council’s Centre for Doctoral Training in Oil and Gas. This is a 4-year programme, and students join a cohort based at other core and associate partner institutions across the country, led by Heriot Watt University.

There are twenty weeks of formal training in a range of subjects, consisting of weeklong modules held at a variety of field and classroom venues around the country. Experts from the petroleum industry and from the academic partnership will deliver the training jointly. 10 weeks of this training will be in the first year, followed by five weeks in each of the second and third years. An annual conference will be held to facilitate liaison with industrial partners, and opportunities for internships with affiliated companies or institutions (e.g. NGOs, environmental organisations) will be developed through the partnership.

STFC

Each year the department has 1 to 2 students funded by the Science and Technology Facilities Council, working in the general area of Solar and Planetary Science (e.g. Earth Observation).

Other

Each year the department admits a number of students who are funded by various other means. This might include University scholarships, government scholarships, industrial sponsorship, research grants, or self-funded.

Master of Science by Research

Whilst it is unusual to admit students to a Master of Science by Research (MSc(R)), occasionally students change to this path for personal or logistical reasons having originally applied for the DPhil. A Master of Science by Research degree usually takes around 2 years to complete. A smaller thesis is submitted, for which there is no specified limit, but it should not be longer than the DPhil thesis limit of 250 pages.

Graduate Mini Conference

This is held in January each year (Week 0 of Hilary Term). Any students undergoing Transfer or Confirmation of Status (see section on Course Progression) will participate by giving talks and/or presenting posters. We encourage all members of the department to attend.

Smaller conferences will be organised at other points in the year if necessary for students who did not start their course in Michaelmas Term, or who are unable to participate in the main conference for which approval has been given.
## Calendar of Events

All dates subject to confirmation

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michaelmas Term Week 0, Tuesday</td>
<td>Graduate induction and reception</td>
</tr>
<tr>
<td>Michaelmas Term Week 1</td>
<td>Burdett Coutts application deadline, and Joint Consultative Committee for Graduates - JCC(G)</td>
</tr>
<tr>
<td>Date tbc</td>
<td>CDT student conference, Heriot-Watt University, Edinburgh</td>
</tr>
<tr>
<td>Michaelmas Term Week 7</td>
<td>Student reporting window open on GSR</td>
</tr>
<tr>
<td>Date tbc</td>
<td>Dept. Christmas party – 1st year postgrads to organise</td>
</tr>
<tr>
<td>Hilary Term Week 0, Monday-Tuesday</td>
<td>Graduate Conference Presentations Dept. of Earth Sciences</td>
</tr>
<tr>
<td>Hilary Term Week 1</td>
<td>Burdett Coutts application deadline, and JCC(G)</td>
</tr>
<tr>
<td>Hilary Term Week 7</td>
<td>Student reporting window open on GSR</td>
</tr>
<tr>
<td>Trinity Term Week 1</td>
<td>JCC(G)</td>
</tr>
<tr>
<td>Trinity Term Week 7</td>
<td>Student reporting window open on GSR</td>
</tr>
<tr>
<td>August</td>
<td>Student reporting window open on GSR</td>
</tr>
</tbody>
</table>

The dates of term, and downloads for incorporation into your calendar, can be found on the University website ([www.ox.ac.uk/about/facts-and-figures/dates-of-term?wssl=1](http://www.ox.ac.uk/about/facts-and-figures/dates-of-term?wssl=1)).
Training

MPLS Divisional Training

A range of courses on basic skills (e.g. communication and presentation skills, time management, assertiveness, managing relationships) is provided by the Division of Mathematical, Physical and Life Sciences. Information about the courses available can be found at: www.mpls.ox.ac.uk/study/currentpostgraduates/information-for-postgraduate-research-students/training-and-professional-development, or at the MPLS skills training site on Facebook (www.facebook.com/skillstraining).

A Skills Training Bulletin, giving information about current skills training activities, is issued periodically by the MPLS.

Further information about Divisional training can be found on Canvas (https://canvas.ox.ac.uk/courses/67706).

The NERC Environmental Research DTP runs a variety of training courses students may find useful. Of particular note is the maths and scientific computing course offered in Michaelmas Term to 1st year students. For graduate students not on the DTP, if you are interested in attending, or want more information about any of the DTP lectures or training courses, please contact the DTP Administrators (dtp-admin@env-res.ox.ac.uk).

Departmental Training

The department offers a range of activities open to graduate students and postdocs. Training open to graduates includes introductory sessions on: 1) Maths Class Teaching; 2) Tutorial and Practical Teaching and Demonstrating; and 3) Scientific Writing. Training sessions 1) and 2) are compulsory for any individual who will undertake class or tutorial teaching in Earth Sciences.

In addition, we run a field workshop for graduate students and postdocs on leading and demonstrating field excursions. This is also normally compulsory for those students demonstrating on Earth Sciences undergraduate field courses. We also organise First Aid training from time to time.

The department likes students to participate and contribute towards the department’s research and academic activities, such as organizing the graduate conference, group seminars, etc. Not only is this an integral part of researcher training, but prepares you for a research career in which you would be expected to contribute voluntarily to activities such as peer reviews, organizing conferences as well as other activities.

You will also receive any training necessary to carry out your research, which will be organised on an individual basis by your supervisor.

The department is always working towards improving in-house training for graduate students, including training on teaching and demonstrating to undergraduates and scientific writing. We have a database containing details of current graduate students’ interest and teaching experience.

Please contact the Academic Office (graduate.studies@earth.ox.ac.uk), with comments or suggestions on training, and please keep them informed of any training you undertake.

Departmental seminars take place in the department during term. Attendance at these seminars can be a very good way of keeping up with aspects of Earth Science research across a wide breadth of the subject. There are often opportunities to meet up with the visiting speakers before their talks, or to join the speakers for dinner afterwards – look out for announcements from the member of staff who is hosting the speaker.
The URL for the timetable software will be notified to you by email. You will be able to find undergraduate Lecture Lists online.

Further information about training can be found on Canvas (https://canvas.ox.ac.uk/courses/67706).

**Research Integrity**

Research integrity is a commitment to creating an environment that promotes responsible conduct by embracing standards of excellence, trustworthiness and lawfulness. The University expects its students to maintain the highest standards of integrity in their research.

For individual researchers, research integrity entails a commitment to a range of practices including:

- intellectual honesty in proposing, performing, and reporting research;
- accuracy in representing contributions to research proposals and reports;
- transparency in handling conflicts of interest or potential conflicts of interest;
- protection of human participants in the conduct of research;
- humane care of animals in the conduct of research.

There are no universally correct ways to do research. There are, however, standards of practice which apply generally. Researchers should:

- be aware of the legislation, codes of practice and University policies relevant to their field;
- have the necessary skills and training for their field;
- comply with University and funder policies relating to research data management;
- be aware of the publication rules for the journals they want to publish in;
- ask if they feel something isn’t quite right;
- not ignore problems;
- be accountable to the University and their peers for the conduct of their research.

All researchers are expected to be committed to ethical principles and professional standards. Not upholding such standards, either intentionally or through lack of knowledge, damages the scientific process and may harm research participants, colleagues, the University and society as a whole.

The University hosts [subject-specific online courses on research integrity](https://canvas.ox.ac.uk/courses/67706), and students are expected to have completed this training before they apply for [Transfer of Status](https://canvas.ox.ac.uk/courses/67706).

**Policies and Resources**

All those involved with research at Oxford are expected to read and abide by the University’s [Code of Practice and Procedure for Academic Integrity in Research](http://www.admin.ox.ac.uk/personnel/cops/researchintegrity/).
Students in the MPLS Division are required to complete the online Research Integrity\(^2\) course by the time they apply for Transfer of Status.

The University's Research Integrity website\(^3\) contains a number of additional resources, including links to information on authorship, conflicts of interest, research data management, health and safety, human participations in research, intellectual property, research involving animals, and research misconduct.

Your supervisor will play an important role in helping you to develop skills for good practice in research, and is the first person you should ask if you have queries about any aspect of research integrity. Other sources of support and advice include your Director of Graduate Studies, other academics in your department, and the ethics advisors in University Research Services\(^4\).

**Oxford University IT Services**

IT Services runs approximately fifty training courses, covering both introductory and specialized use of computers, and common systems and packages. Please seek advice from your supervisor regarding courses that will be useful for you. Details about the courses can be found at: www.it.ox.ac.uk.

**LinkedIn Learning**

LinkedIn Learning is a library or video based online courses covering a wide range of software and IT related topics, as well as soft skills and business skills. These courses are available to use for free by all members of the University through Single Sign On (https://skills.it.ox.ac.uk/linkedin-learning).

**Language Courses**

These are available to all members of the University at: www.lang.ox.ac.uk.

**Vitae and the GRAD Schools Programme**

The Research Councils UK (RCUK) and the Career Development Organisation (CRAC) have a website giving valuable personal and career development advice for postgraduate researchers at: www.vitae.ac.uk/researchers.

Periodically they run residential graduate schools designed to help you reflect upon and develop the skills you have as a postgraduate researcher. These are well worth considering – feedback from students who have done these in the past has been extremely positive.

---

\(^2\) [www.mpls.ox.ac.uk/training/mpls-training/our-courses/mpls-research-courses/research-integrity-online-courses](http://www.mpls.ox.ac.uk/training/mpls-training/our-courses/mpls-research-courses/research-integrity-online-courses)

\(^3\) [https://researchsupport.admin.ox.ac.uk/governance/integrity](https://researchsupport.admin.ox.ac.uk/governance/integrity)

\(^4\) [https://researchsupport.admin.ox.ac.uk/about](https://researchsupport.admin.ox.ac.uk/about)
Supervision

All projects should have a lead supervisor, supported by one of more additional supervisors. The lead supervisor must be a member of staff of the department on a permanent contract and who is an associate professor, reader, professor or senior researcher, or a member of staff who is also a researcher with an independent fellowship that lasts for the duration of the student’s degree. The full details of eligibility and responsibility for the full supervision team can be found in the MPLS Division’s Code of Practice on the Supervision of Graduate Research Students (www.mpls.ox.ac.uk/graduate-school/information-and-resources-for-supervisors/essentials-of-supervision).

All DPhil supervisors in MPLS departments who are new to DPhil supervision, or new to supervising DPhil students at Oxford, are required to take the DPhil Supervision in the Sciences online course: www.mpls.ox.ac.uk/graduate-school/information-and-resources-for-supervisors/training-for-supervisors.

Students should expect to meet with their lead supervisor at least once a term, and have meetings with any member of the supervisory team at least once every two weeks averaged across the year.

Graduate Supervision Reporting

At the end of every term, and again in the Long Vacation, you are required to report on your own progress in training and research by completing an online form in the Graduate Supervision Reporting system (GSR).

Access to GSR for students will be via Student Self Service (www.evision.ox.ac.uk). You will be sent an automated email notification with details of how to log in at the start of each reporting window, and who to contact with queries. We strongly encourage you to make full use of this reporting system.

Your reports do not need to be long, or polished, but they really do help to make sure that you are getting the support that you need as you progress. It is a requirement of the Transfer and Confirmation of Status process, that a preparation form is completed and added to a termly report as part of the process. You will also be able to complete the Divisional Training Needs Analysis (TNA) form in Student Self Service and add this to your GSR reports.

Your supervisors also have to report in the same system; and the reports are accessible to you, your supervisors, your College Advisor, and the Director of Graduate Studies (DGS).

Suggestions of what to include on GSR

- General sense of progress, including indicators of success but also issues of concern
- Attendance at scientific meetings and conferences
- Attendance at Departmental Seminars
- Organisation of events, both within and outside the Department, social and academic
- Any worries about resources (e.g. computing or in the lab; inability to attend conferences, etc.)
- Any concerns about EDI can be raised here (or separately in confidence with the DGS)
- Any concerns about well-being can be raised here (or separately in confidence with the DGS)
Flagging concerns

It is important to remember that flags of minor or major concerns are not indicative of ability to complete a doctorate. They should be used to indicate issues and concerns about a range of factors including resources, data, skills, etc. It is worse to indicate ‘no concerns’ when a simple issue could be resolved (e.g. a training course; more disk space of HPC resources, etc.). It is envisioned that most students will have a reporting period with concerns at some point in their graduate studies.

Student concerns should mainly relate directly to academic progress. If you are dissatisfied with any other aspects of provision, e.g. your supervisory relationship or working environment, you should raise these with the Director of Graduate Studies 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.

The Director 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 without delay. The Director 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.

Adjustments to Assessment Arrangements

If you wish to bring to the attention of your assessors or examiners any circumstances you feel should be taken into consideration it is important that you let us know. If you would like to discuss your circumstances before making a formal application for adjustments, please feel free to approach any staff you would feel comfortable talking to about any problem; we will always try to help. You should always notify the Academic Office (graduate.studies@earth.ox.ac.uk) if you are ill, they will do all they can to help and initiate any formal procedures that may be necessary.

Students can request adjustment to their assessment on the ‘Application for Adjustments to Assessment Arrangements’ GSO.19 form (available on the University website: www.ox.ac.uk/students/academic/guidance/graduate/progression). The form must be seen and signed by the DGS, but unlike most GSO forms it does not need to be seen or signed by the student’s supervisor or college, as the student may have good reason for wishing to keep their information confidential to those involved in the assessment process. The people with whom the student’s information is likely to be shared is detailed on the form. This form can be used to initiate the development of a Student Support Plan, if required due to physical or mental illness.

Course Progression

Your progress as a research student is monitored through a number of formal mechanisms.

University progression forms (Transfer of Status, Change of Thesis Title, Appointment of Examiners, etc.) are available via the University website

-12-
(www.ox.ac.uk/students/academic/guidance/graduate/progression). In addition to the forms, the steps of the Transfer and Confirmation of Status process are outlined below.

**Master of Science by Research**

Occasionally, for medical, personal or academic reasons, students decide to submit a thesis for the MSc(R). **Transfer of Status** will need to be applied for following the same process as for a DPhil (Confirmation of Status is not required), and a **GSO.3 form** must be submitted to appoint examiners. The thesis will be a shorter length than a DPhil thesis, which should be discussed with the supervisor, but as a guide, it may be around 10,000 words.

**Transfer of Status from Probationer Research Student to DPhil or MSc(R)**

**Timing of the Transfer Process**

The Transfer of Status exercise is scheduled to take place in **Week 0 of Hilary Term** in the second year at a Graduate Mini Conference, with documentation being submitted by **Friday of Week 10 Michaelmas Term**, for most students this will be the end of the fourth term of study. All research students are expected to go through the process at this time except under exceptional circumstances. Permission to vary the expected time of transfer must be sought from the Director of Graduate Studies in writing (graduate.studies@earth.ox.ac.uk), and any such request must have the support of the supervisor(s). Interviews will follow shortly after the conference, usually within the same week as the talks where possible.

One or two students will take responsibility for organising the presentation schedule, convenors, catering, and compiling the abstract booklet for the Graduate Mini Conference, in liaison with the Academic Office.

The University hosts **subject-specific online courses on research integrity**, and students must have completed this training before they apply for Transfer of Status.

**Process for Transfer of Status**

The process for transfer from PRS to DPhil/MSc(R) status for graduate students in the Department of Earth Sciences involves the following steps:

a) Meet with your supervisor

b) Complete the **Preparing for Transfer of Status** form in **GSR** and ensure it is added to a termly report

c) Complete form **GSO.2.MPLS Application for Transfer of Status** and pass this on to your supervisor(s) then your college

d) Prepare your written work, and a 300-word abstract

   Your abstract must include the following details:
   
   - Thesis title
   - Primary supervisor
   - Proposed internal examiner (agreed with your supervisor)
   - **Research theme**

e) Arrange your interview

f) Submission of GSO.2.MPLS form (with supervisor and college signatures), abstract, and written work by **Friday of Week 10 Michaelmas Term** (December).
Submission should be electronic via your University OneDrive following the standard naming conventions (see Appendix C).

g) Give an oral presentation to a departmental audience in week 0 of Hilary Term (January)
h) Interview with a departmental panel

You will find a checklist in Appendix C. These steps are described in more detail below.

Meeting with Supervisor and the Preparing for Transfer of Status form

Students should arrange a meeting with their supervisor in Trinity Term (3rd term of study) to discuss their Transfer of Status. This meeting should result in completing the Preparing for Transfer of Status form which is built in to GSR. The questions are based on the criteria your assessors will be considering for your transfer examination.

This form must be submitted as part of your termly report in GSR during the term preceding your assessment (for most this will mean Trinity Term), and is available in GSR.

Application Form GSO.2.MPLS (Transfer of Status)

This form should be submitted to the Academic Office along with the written work via OneDrive (see here for instructions). The supervisor should complete section 3 of the form, or submit additional comments in writing if the space is not adequate. This is an appropriate place for the supervisor to comment on the student’s progress. This may also be a good time to revise, if necessary, the title of the thesis; the new title can be added to the GSO.2.MPLS. The form can be downloaded from the University website: www.ox.ac.uk/students/academic/guidance/graduate/progression.

The form should be sent by the student to their college for endorsement before it is submitted to the Academic Office via OneDrive.

The University hosts subject-specific online courses on research integrity, and students must have completed this training before they apply for Transfer of Status.

Written Work

The written work should consist of a progress report covering the following topics:

- **The scientific background to the project**: An account of progress to date, in specific terms, with the time spent on particular activities, e.g. literature searches, training in laboratory techniques and procedures, other academic or skills training courses, fieldwork/data collection procedures, data processing, analysis and examination of samples, etc..

- **A plan of future work on the project**: A concise (not more than 2 pages) bibliography of relevant literature. This should be presented in such a way as to demonstrate an appropriate use of bibliographic resources, both physical and electronic, during the initial literature survey.

The report should not exceed 10 pages in length (including the bibliography, figures, etc.); a page is deemed to be a single side of A4. It should contain illustrations wherever appropriate and relevant. The supervisor(s) can give advice and editorial guidance in preparing the report, and should sign the GSO form to confirm the submission represents an accurate record of activities. The finished report should be saved as a PDF and submitted via OneDrive with the Academic Office (see here for instructions).
**Oral Presentation**

The oral presentation will normally take place during the Graduate Mini Conference which is attended by members of the department. It should consist of a 20 minute talk (15 minute presentation with 5 minutes left for questions from the audience) aimed at a general audience. You can include appropriate illustrations, and you should combine an explanation of the scientific background to the project, its aims and objectives, and examples of specific activities undertaken by you, in equal measure. The talk should conclude with an indication of future work. The Graduate Mini Conference will normally take place in Week 0 of Hilary Term (January).

To reduce the amount of delay between presentations at the conference, if you are taking your presentation on a USB stick, we recommend uploading it to the computer before the start of the block of presentations in which you will be presenting (so in the breaks or at the start of the day). You can delete them after each block, or at the end of each day.

**Interview**

Each student will be interviewed by a panel, which would normally consist of the Director or Deputy Director of Graduate Studies and the proposed Internal Examiner, and may include one other academic member of the department. The panel for any particular student will not include the student's supervisor. The Internal Examiner is arranged by yourself and your supervisor, and the name should be included with your abstract. The progress report and talk will form a basis for the interview discussion, but in addition the student will be expected to be aware of research and developments in other areas of the Earth Sciences, such as those covered by the research seminar series in the department.

If the student is making good progress, the panel will recommend that transfer to DPhil or MSc(R) status is approved. In certain other cases, the panel may recommend that transfer is delayed, and that the student should undertake further work and submit a revised report. The Graduate Handbook of the Mathematical and Physical Sciences Division covers other possible outcomes: [www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression](http://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression).

If the panel identify a weakness in your project progress to date, you may be asked to address this weakness before progression is approved.

**Confirmation of DPhil Status**

Confirmation of a student's DPhil status follows a similar pattern to Transfer of Status. The applications will be reviewed by a Panel, which will make a recommendation on the Confirmation of Status.

**Timing of the Confirmation Process**

The Confirmation of Status exercise is scheduled to take place in **Week 0 of Hilary Term** in the third year at a Graduate Mini Conference, with documentation being submitted by **Friday of Week 10 Michaelmas Term**, for most students this will be the end of the seventh term of study. All students to whom the requirements apply are expected to go through this part of the procedure at this time except under exceptional circumstances. Permission to vary the expected time of confirmation must be sought from the Director of Graduate Studies in writing (graduate.studies@earth.ox.ac.uk), and any such request must have the support of the supervisor(s). Interviews will follow shortly after the conference, usually within the same week as the talks where possible.

One or two students will take responsibility for organising the presentation schedule, convenors, catering, and compiling the abstract booklet for the Graduate Mini Conference, in liaison with the Academic Office.
Students should note that they are required to apply for Confirmation of Status before the end of their eighth term of study, and that they must have taken this step before they may apply for the appointment of examiners and submit their thesis. Therefore, it is in their interest to submit their application forms as soon as possible after they have fulfilled the department’s requirements as described above.

If your assessors identify a weakness in your project progress to date, you may be asked to address this weakness before progression is approved.

Process for Confirmation of Status
The process for Confirmation of Status for graduate students in the Department of Earth Sciences involves the following steps:

a) Meet with supervisor
b) Complete Preparing for Confirmation of Status form in GSR and ensure it is added to a termly report
c) Complete form GSO.14.MPLS Application for Confirmation of Status and pass this on to your supervisor(s) then your college
d) Prepare your written report, thesis plan, poster, and a 300-word abstract

   Your abstract must include the following details:
   - Thesis title
   - Primary supervisor
   - Proposed internal examiner (agreed with your supervisor)
   - Research theme

e) Arrange your interview
f) Submission of GSO.14.MPLS form (with supervisor and college signatures), abstract, written report, and thesis plan by Friday of Week 10 Michaelmas Term (December).

   Submission should be electronic via your University OneDrive following the standard naming conventions (see Appendix C).
g) Put poster of research up before the conference (there will be poster boards put up before the Mini Conference)
h) Give an oral presentation to a departmental audience in week 0 of Hilary Term (January)
i) Interview with a departmental panel

You will find a checklist in Appendix C. These steps are described in more detail below.

Meeting with Supervisor and the Preparing for Confirmation of Status form
Students should arrange a meeting with their supervisor in Trinity Term (6th term of study) to discuss their thesis plan to ensure they are on track for completion. This meeting should result in completing a provisional thesis plan and the Preparing for Confirmation of Status form (which is built in to GSR).
This form must be submitted as part of your termly report in GSR during the term preceding your assessment (for most this will mean Trinity Term), and is available in GSR.

**Application Form GSO.14.MPLS (Confirmation of Status)**

This form, which includes a report on progress towards completion of the project, should be submitted to the Academic Office along with the written report and thesis plan via OneDrive (see [here](#) for instructions). The form must include a signed statement of support from the supervisor. This should contain sufficient information for the assessors to judge the student’s progress towards submission of a DPhil thesis. The form can be downloaded from the Graduate Studies website: [www.ox.ac.uk/students/academic/guidance/graduate/progression](http://www.ox.ac.uk/students/academic/guidance/graduate/progression).

The form should be sent by the student to their college for endorsement before it is submitted to the Academic Office via OneDrive.

**Thesis Plan**

Students should submit an annotated thesis plan, after consultation with their supervisor. This should be no longer than two A4 pages (a page is deemed to be a single side of A4), and include an agreed schedule for completion. This document will be made available to the assessors, and should be submitted to the Academic Office via OneDrive (see [here](#) for instructions).

At the time they apply for Confirmation of Status, students can apply to submit their thesis with an alternative structure, as an integrated thesis. To revert to being examined by a conventional thesis rather than an integrated thesis, you must have the support of your supervisors and submit this in writing for the attention of the Director of Graduate Studies ([graduate.studies@earth.ox.ac.uk](mailto:graduate.studies@earth.ox.ac.uk)). Further information about this can be found in the Thesis Structure section.

**Written Report**

The student is required to submit a brief written report about their research achievements to date (no more than two A4 pages). The report should describe what the student has achieved (e.g. papers published, courses and training completed) since Transfer of Status. The written report should be saved as a PDF and submitted via OneDrive with the Academic Office (see [here](#) for instructions).

**Oral Presentation**

The student is required to prepare and present, to a departmental audience, a talk of 20 minutes duration (15 minute presentation with 5 minutes left for questions from the audience), illustrated with slides or other visual material. The talk should be aimed at a general audience and should be an update on the progress made since Transfer of Status.

Presentations will normally take place during the Graduate Mini Conference which will normally take place in Week 0 of Hilary Term (January). To reduce the amount of delay between presentations at the conference, if you are taking your presentation on a USB stick, we recommend uploading it to the computer before the start of the block of presentations in which you will be presenting (so in the breaks or at the start of the day). You can delete them after each block, or at the end of each day.

**Poster Presentation**

The poster should be no bigger than A0 (portrait or landscape), and designed as though it would be presented at a major conference in the student’s area of research. The student should be ready to explain the content of the poster to members of the department at the poster session while it is on display. The poster does not form part of the examination process but is considered good practice and an opportunity to communicate your research project to the wider department.
Interview

Each student will be interviewed by a panel, which would normally consist of the Director or Deputy Director of Graduate Studies and the proposed Internal Examiner, and may include one other academic member of the department. The panel for any particular student will not include the student's supervisor. The Internal Examiner would normally be the same as when you applied for Transfer of Status, however if a change is needed this should be arranged by yourself and your supervisor, and the name should be included with your abstract. The progress report, poster and introductory talk will form a basis for the interview discussion, but in addition, the student will be expected to be aware of research and developments in other areas of the Earth Sciences, such as those covered by the research seminar series in the department.

If the student is making good progress, the panel will recommend that confirmation of status is approved. In certain other cases, the panel may recommend that confirmation is delayed, and that the student should undertake further work and submit a revised report. The Graduate Handbook of the Mathematical and Physical Sciences Division covers other possible outcomes: [www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression](http://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression).

If the panel identify a weakness in your project progress to date, you may be asked to address this weakness before progression is approved.

Suspension of Status

If for a temporary period, you are unable to pursue your course of study or research, you may apply for suspension of your student status. Relevant circumstances could include illness, accident, domestic crisis, or unforeseeable financial difficulty. Alternatively, it might be essential for you to concentrate temporarily on some other project (e.g. gaining some other qualification) which could not reasonably be deferred until after your postgraduate work was completed; or you might wish to take up temporary work which was likely to be important to your future career, and the opportunity for which was unlikely to recur.

You are encouraged to contact the Academic Office (graduate.studies@earth.ox.ac.uk) if you feel you have experienced difficulties that have slowed, rather than halted, your progress (e.g. an illness where you are able to keep working but with reduced hours for a significant period of time). This is so an informal note can be added to your file in case there is a later request a Suspension of Status or an Extension of Time.

Students wishing to suspend their status should submit a GSO.17 form as soon as possible; in the case of foreseeable circumstances, such as temporary work, the form should be submitted in advance for consideration ([www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional?wssl=1](http://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional?wssl=1)); on or prior to your return, you must complete and submit the GSO.17a form. Failure to return the completed form will delay the reactivation of your student status.

Students wishing to suspend their status for Maternity, Paternity, or Adoption Leave, will need to complete the GSO.17b form; [further information and guidance](#) can be found later in this handbook.

Preparing to Submit Your Thesis

You may submit at any time, of course, but do not risk over-running a deadline. The thesis is expected to be a report of a piece of work which is of finite duration: most graduate student funding is only for 3 - 3.5 years (depending on the scheme), and there are sanctions imposed on departments (but not on individuals) if the 4-year submission rates are not sufficiently high. So please, do your utmost to plan well ahead, and to aim to complete comfortably by
your maximum submission date. If you are funded by a Research Council, make sure you know when their four-year limit is reckoned to be.

If you are going to overrun the expected maximum submission date, you will need to make an application for an extension of time (GSO.15 form). Where possible, this should be done approximately 6 months in advance of the maximum submission date (e.g. by 3.5 years in to a DPhil programme), and will be considered on a term-by-term basis; you will need to do this once your residence in Oxford has reached, even if you have perfectly good reasons for needing to do so.

The University has produced a document (GSO.20a) containing useful guidance for those submitting their thesis; the document can be found on the University website (www.ox.ac.uk/students/academic/guidance/graduate/progression?wssl=1).

**Thesis Structure**

Students can decide to submit either a conventional thesis consisting of chapters, or an integrated thesis.

An integrated thesis may either be a hybrid of conventional chapters and high-quality scientific papers, or be fully paper-based. Regardless of the format, the content of the thesis should reflect the amount, originality and level of work expected for a conventional thesis. There is no minimum, or maximum, number of papers a candidate is expected/allowed to include as part of such a thesis and it will remain a matter for the examiners to conclude whether the contributions are equivalent to that which would be expected for the degree. If a student is granted permission to submit an integrated thesis, it should not be assumed that the act of publication (in whatever form) means the work is of suitable academic quality and content for inclusion in a thesis, and students should discuss all papers in detail with their supervisor before including. It would be anticipated that the candidate would be a lead contributor, rather than a minor author, on all the papers in order to consider this format.

Any papers utilised must concern a common subject, constitute a continuous theme and conform to certain guidelines:

a) DPhil and MSc(R) students who wish to be examined through an integrated thesis, should apply for permission to be examined in this way when they apply for Confirmation of Status (relevant for doctoral students only) or by submitting a written request for the attention of the Director of Graduate Studies (graduate.studies@earth.ox.ac.uk). Requests must include the reason(s), and support from supervisor(s). Normally a request for permission to be examined in this way should be submitted no later than six months before submitting the thesis for examination. To revert to being examined by a conventional thesis rather than an integrated thesis, the student must have the support of their supervisors and submit this in writing for the attention of the Director of Graduate Studies (graduate.studies@earth.ox.ac.uk).

b) Work can be included regardless of its acceptance status for publication but students may be questioned on the publication status of their work by the examiners.

c) Any submitted/published papers should relate directly to the student’s approved field of study, and should have been written whilst holding the status of PRS or a student for the MSc(R), or DPhil.

d) The collection of papers must include a separate introduction, a full literature review, discussion and a conclusion, so that the integrated thesis can be read as a single, coherent document. The format of the thesis (e.g., style, font, referencing, equations and figure numbering) should be consistent throughout the thesis.
e) The student must ensure all matters of copyright are addressed before a paper’s inclusion. A pre-print version of any published papers should be included as standard.

f) Joint/multi-authored papers are common in science based subjects and thus acceptable if the student can both defend the paper in full and provide a written statement of authorship, agreed by all authors, that certifies the extent of the student’s own contribution. A standard template is available for this purpose.

If some part of the thesis is not solely the work of the student or has been carried out in collaboration with one or more persons, students should also submit a clear statement of the extent of their contribution.

Further information about integrated theses can be found at:

- www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/submitting-your-thesis
- academic.admin.ox.ac.uk/annex-b-integrated-theses-guidance-for-divisional-boards#collapse1015021

**Deadlines**

Make sure you know your maximum submission date by checking Student Self Service

You may also submit at any time before your maximum submission date, of course, but do not risk over-running a deadline, aim to complete comfortably by your maximum submission date. If you are funded by a Research Council, make sure you know when their four-year limit is reckoned to be.

If you fail to submit by your deadline without being granted a suspension or extension of time, you may have your status as an enrolled student withdrawn. Once your status is withdrawn, you are no longer a registered student of the University, and you will not have access to University facilities. This may also affect funding that is granted to the department for future students.

If your status is withdrawn, you may be able to apply for reinstatement using the GSO.23 form (www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional?wssl=1). There are restrictions on when reinstatement can be granted; these restrictions are explained in the University’s Policy and Guidance on Research Degrees (https://academic.admin.ox.ac.uk/research-degrees). In most cases reinstatement would usually only be granted for a single term.

**Regulations**

Study the regulations that apply to the preparation and submission of theses. These can be found in the Examination Regulations (see www.admin.ox.ac.uk/examregs), in the sections entitled General Regulations of the Education Committee and Special Regulations of Divisional and Faculty Boards. There is other useful information and advice in the Mathematical, Physical and Life Sciences Graduate Handbook (www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students). The notable special regulations for Earth Sciences are:

- Students may if they wish submit, in addition to the short (300-word) abstract, a longer abstract of not more than 1,500 words for the MSc(R) and 2,500 for the DPhil in Earth Sciences, to be bound into the thesis.

- To note that in place of a word limit, theses in Earth Sciences are limited to 250 pages of text (not including diagrams, photographs, tables, etc.); a page is deemed to be a single
side of A4. For the MSc(R) the thesis will be a shorter length than a DPhil thesis, which should be discussed with the supervisor, but as a guide, it may be around 10,000 words.

Proof-reading
It is your responsibility to ensure your thesis has been adequately proof-read before it is submitted. Your supervisor may alert you if they feel further proof-reading is needed, but it is not their job to do the proof-reading for you. You should proof-read your own work, as this is an essential skill in the academic writing process. However, for longer pieces of work it is considered acceptable for students to seek the help of a third party for proof-reading. Such third parties can be professional proof-readers, fellow students, friends or family members (students should bear in mind the terms of any agreements with an outside body or sponsor governing supply of confidential material or the disclosure of research results described in the thesis). Proof-reading assistance may also be provided as a reasonable adjustment for disability. Your thesis may be rejected by the examiners if it has not been adequately proof-read.

The University’s Policy on the Use of Third Party Proof-readers may be found here: https://academic.admin.ox.ac.uk/policies/third-party-proof-readers.

Application for Appointment of Examiners (GSO.3)
The GSO.3 can be accessed via the University website: www.ox.ac.uk/students/academic/guidance/graduate/progression.

It is your supervisor’s responsibility to suggest the names of potential examiners, but there will generally be consultation between you and your supervisor(s) at this stage. If the proposed examiners have not agreed informally to act by the time you submit your GSO.3, then alternative names should also be supplied.

Early Viva
It can take 3 months or more for the examining process to run its course (see Important Note below). If you have a valid reason for attempting to speed up the process, you may apply for an early examination, using the latter part of the GSO.3. If this situation is likely to arise, it is more usual to agree an early examination date informally by discussion between your supervisor and the examiners. Students are not allowed to ask for a viva to take place sooner than one calendar month after submission, and in the long vacation, a longer time is required.

Extension of Time
In exceptional circumstances students may apply for an extension of one to three terms at a time, up to a maximum of six terms for DPhil students and three terms for MSc(R) students. It is a policy of the MPLS Division that only one term of extension may be applied for at a time so progress of work can be kept under close review. Exceptional circumstances may include, but are not limited to: major technical difficulties experienced with laboratory equipment while preparing or carrying out experiments, or personal circumstances that slowed the progress of work but not to an extent that requires a suspension of time.

Although this is a straightforward procedure, and although we will do everything we can to support you as you complete your research, these forms will need to be signed off by your supervisor, your college and the Director of Graduate Studies. You will have a much stronger case if, for example, you have completed your termly self-assessment progress reports; and if you give the department advanced warning that you expect to need an extension. Please note that we are not routinely able to offer desk space beyond the end of the 4th year.
To apply for an extension of time you must complete and submit the GSO.15 form (www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional?wssl=1).

Submit your Thesis
Research students are required to submit a digital copy of their thesis via the Research Thesis Digital Submission (RTDS) for their examination. Your card is linked to your access to RTDS, so you will need to contact your college to arrange for a new card if it is due to expire before you submit your thesis; in most cases this will only be necessary if you have suspended or extended your student status.

Examiners may still request a hard copy of the thesis from the Examination Schools and this will be arranged and paid for centrally by the Submissions and Research Degrees Team. The minimum time between both examiners receiving the official copy of the thesis via RTDS and a viva date remains at 4 weeks (as referred to under ‘the oral examination or viva’ section of the Research examinations webpage).

Important Note
The University will not release your thesis to the examiners until it has received written confirmation from them both that they are willing to act. This requires the two-way exchange of emails or letters plus any other attendant delays. This cannot begin until the GSO.3 and other forms, approved and authorised by the DGS, have been processed. Thus it will minimise delays if you get all the paperwork submitted a few weeks before you actually submit the thesis itself. So, plan ahead, and you will get examined sooner.

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

Normal expectations relating to the length of an oral examination should be a minimum of one hour and a maximum of three hours.

More information about the viva and what you can expect can be found in the GSO.20a (www.ox.ac.uk/students/academic/guidance/graduate/progression?wssl=1).

Departure
After you have had your viva you will be sent a clearance form to complete. Please return this so that records can be brought up-to-date. Personal property may not be left in the department after your departure, and you must see the Building Manager, to assure them that you are clearing your room. You must hand back any keys to Reception, and your deposit will be returned. If you leave before you submit your thesis, or have your viva, you must inform the Building Manager in order to make arrangements for office space. You must also provide details of your address, both home and work, and probable dates for submission and/or viva.

Submitting a copy of your thesis to the Departmental Library
The department will meet the cost of binding one copy of the thesis, for both direct and indirect entry research students, for depositing in the Departmental Library. The cost may be claimed by submitting a receipt to the Finance Office (accounts@earth.ox.ac.uk). See your supervisor and the Examination Statutes for further details on thesis writing and submission.
**Donating and returning books to the Earth Sciences Library**

When you are due to leave the department, please make sure you take books you have borrowed back to the library.

Library material will have a spine label similar to those shown in Figure 1, and inside the book, there will be a bookplate similar to one shown in Figure 2. If a book is not returned, you will be sent an invoice for its replacement.

![Figure 1](image1)

![Figure 2](image2)

Donations of library material which support the work of the teaching and research of the Earth Sciences Department are gratefully received.

If you wish to make a donation, please contact library@earth.ox.ac.uk with a list containing:

- author
- title
- publisher
- publication date

Due to space constraints, and the staff time involved, donations are taken on a selective basis. Donations will be added to the library’s collection (as time and space permit) according to the following criteria:
• relevance to the teaching and research of the department
• condition of the material e.g. unmarked, clean, binding intact
• resources required for selecting, receiving, processing and cataloguing the material
• availability of the material in the Earth Sciences and other Oxford libraries
• availability of the material in electronic format

Donations are accepted on the understanding that the material becomes the property of the department. The material will be integrated with the existing stock and cannot be kept as a discrete collection. The donor will be acknowledged on each item’s bookplate.

Material that is not added to the collection, either at the time of receipt or subsequently, may be passed on to other libraries or offered, for free, to members of the department. Where the material is not passed on, it may be sold (e.g. BetterWorldBooks) or sent for disposal. The proceeds of any sales will be used to benefit the department.
Student Representation and Care

Student Representation

The department has a committee concerned with the interests and views of postgraduate students - the Joint Consultative Committee (Graduate) (JCC(G)). It consists of the Director of Graduate Studies, the Deputy Director of Graduate Studies, administrative staff, and postgraduates (one representative from each year and one from the DTP). It meets termly, and reports directly to the Teaching Committee. A graduate representative from the Committee attends the Departmental Committee meeting to represent the views expressed at JCC(G) meetings. Graduate students meet termly, prior to the JCC(G) meeting, to discuss any issues and agree who will represent the graduate body at the JCC(G) meeting (usually at least one representative from each year plus anyone else who wishes to attend).

One graduate student from each of the constituent Joint Consultative Committees of the Division of Mathematical, Physical and Life Sciences will be appointed by the departmental JCC(G). Student members will be expected to represent the interests and concerns of students on all graduate courses at divisional level, and will be expected to liaise with appropriate representatives on the departmental JCC(G) as necessary.

Student representatives sitting on the Divisional Board are selected through a process organised by the Oxford Student Union (Oxford SU). Details can be found on the Oxford SU website (www.oxfordsu.org) along with information about student representation at the University level.

Disability Advisory Service

The Disability Advisory Service (DAS) provides information and advice on disability issues and facilitates support for those with, for example, sensory or mobility impairments, long-term health conditions, specific learning difficulties, autistic spectrum conditions or mental health difficulties. Information about how the DSA can help can be found on the University’s website (www.ox.ac.uk/students/welfare/disability?wssl=1).

Pastoral Care

Please feel free to approach any staff you would feel comfortable talking to about any problem; we will always try to help. You should always notify the Academic Office (graduate.studies@earth.ox.ac.uk) if you are ill, they will do all they can to help and initiate any formal procedures that may be necessary.

Please remember that in addition to the below you can also speak to someone at your college if you need support (e.g. College Office, Welfare Officer, College Advisor).

Mental Health

Members of Faculty and other departmental staff care about your wellbeing as well as your academic progress, and are here to help you. If you are struggling in any way, please do not feel you must suffer in silence. However shocking you think the issue may be, or at the other end of the spectrum however frivolous you think it may be, we have probably come across it before or even gone through something similar ourselves. We will take you seriously and do whatever we can to help. If we cannot speak with you there and then, we will make an appointment. If we cannot answer your questions, we will find out. If you do not feel comfortable approaching an office, please email one of us. Please do also look out for each other – in Earth Sciences we are a close community, and none more so than when we are in the field, so do please keep an eye on your colleagues and offer your support and/or help if you think that it is needed.

The department also has trained Mental Health First Aiders. Currently, the following members of the department:
The University has welfare and wellbeing services (www.ox.ac.uk/students/welfare?wssl=1) available to help students, and the Student Union (www.oxfordsu.org/wellbeing/student-advice/) has officers working actively to promote student health and welfare. The University Student Handbook (www.ox.ac.uk/students/academic/student-handbook?wssl=1) provides general information on welfare, finance, and health, as well as on student conduct and on the running of University examinations.

The University also has a number of self-help resources online here: www.ox.ac.uk/students/welfare/counselling/self-help?wssl=1. Other online courses are available on LinkedIn Learning, which is a library or video based courses which are available to use for free by all members of the University through Single Sign On (https://skills.it.ox.ac.uk/linkedin-learning).

**Harassment**

The department and the University do not tolerate harassment in any form. The department currently has several trained harassment advisers:

- **Emma Brown**
  emma.brown@earth.ox.ac.uk

- **Conall MacNiocaill**
  conall.macniocaill@exeter.ox.ac.uk

- **Claire Rylatt**
  claire.rylatt@earth.ox.ac.uk

- **Helen Johnson**
  helen.johnson@earth.ox.ac.uk

If you wish to speak to someone outside the Department you can contact the central University office: harassment.line@admin.ox.ac.uk

The role of Harassment Adviser is an informal one, and intended to be a first point of approach for members of the University. Any discussions are treated in strictest confidence, and the complainant stays in control of the process throughout. Formal action will only be taken if the complainant wishes to pursue it.

The University’s Harassment procedures for students are detailed at: https://edu.admin.ox.ac.uk/harassment-advice.
Sexual harassment and violence is any unwanted sexual behaviour which takes place without consent, whether you know the person or not. It can happen regardless of your gender, sexual orientation, race, religion or age. It can happen online or in person. Oxford is against sexual violence. It is never acceptable. www.ox.ac.uk/againstsexualviolence #OxfordAgainstSexualViolence.

Oxford’s Support Service is a safe place for all students to be heard, regardless of age or gender, who have been affected by sexual harassment or violence at any time. You can contact the service by emailing or visit www.ox.ac.uk/students/welfare/supportservice #OxfordAgainstSexualViolence.

Supervisors
The relationship between you and your supervisor in terms of responsibilities and obligations is described in the Divisional Code of Practice on the Supervision of Graduate Research Students. The current version of this document can be found at: www.mpls.ox.ac.uk/study/graduate-school/information-for-postgraduate-research-students/supervision.

If problems related to project supervision arise, try to discuss them with your supervisor in the first instance. If you are uncomfortable with this, then the Director of Graduate Studies will give advice, and if necessary, can speak to your supervisor on your behalf.

Mentors
Please let us know if you would like advice on an appropriate person to act as a mentor during your period of study, other than your supervisor or college advisor. Email: graduate.studies@earth.ox.ac.uk.

University Services
The University has a Careers Service and a professionally staffed and confidential Student Counselling Service, which offers assistance with personal, emotional, social and academic problems:

- www.careers.ox.ac.uk
- www.ox.ac.uk/students/welfare/counselling

The University website has a general guide to student health and welfare issues, including online resources:

- www.ox.ac.uk/students/shw
- www.ox.ac.uk/students/welfare/counselling/self-help.
Safety

Safety Policies

The current University Safety Policies and department’s Statements of Health and Safety can be found at the following web address:

- www.admin.ox.ac.uk/safety/hse-management-policy
- https://sharepoint.nexus.ox.ac.uk/sites/earthsci/SitePages/Departmental%20Policies.asp

These should be read and observed by all working or studying in the department. The University health and safety policy and is regularly updated. Recent safety legislation is very strict and lays heavy responsibility on both the department and the individual. Use of departmental accommodation and facilities is conditional upon compliance with all safety standards and practices. Safety legislation is governed by criminal not civil law.

Safety in the Field

All independent graduate fieldwork plans have to be assessed for safety, and approval given by the Head of Department, in advance of any travel arrangements. The department may withhold travel loans if approval has not been given. You must therefore electronically complete a Fieldwork Risk Assessment form in consultation with your supervisor (https://sharepoint.nexus.ox.ac.uk/sites/earthsci/SitePages/Home.aspx) and submit this by email in the first instance to the Departmental Fieldwork Safety Officer, Nick Tosca (nick.tosca@earth.ox.ac.uk), or in his absence, the deputy. This must be done a minimum of 3 weeks in advance of departure. Approval of University Insurance can take up to two weeks and in some instances even longer (for example in the case of especially hazardous activities). You should consult with your supervisor to arrange for a thorough safety briefing and risk assessment before you depart on fieldwork.

You will be provided with hard hats for use during fieldwork. You must not provide your own unless it has been cleared as acceptable under current Safety Regulations by and logged in the departmental list as such. Hard hats more than five years old may not be worn. Report any damage caused to your hard hat; for safety reasons we may need to replace it.

Travel Insurance

The University has a travel insurance policy, which can be used for all travel overseas that is associated with your degree. For details see: www.admin.ox.ac.uk/finance/insurance/travel.

Important, and in addition: obtain a Global Health Insurance Card (GHIC) for travel in Europe. This will cover you for emergency medical treatment only. You can apply for this online at: www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/.

Fire Safety

Make sure you know the location of the fire assembly points, fire exits, fire alarms, fire extinguishers, and how to use them. The fire alarm consists of long notes with short breaks between. The fire alarm is tested every Wednesday at 8am, and there is an annual fire drill. Fire doors must not be propped open. When you hear the alarm, close all windows, leave the building, and assemble in the car park area (to the left of the building as you leave through the front doors). If you are in the building, you must participate in any fire drill that is called.
Smoking
The department does not allow smoking or vaping anywhere in the building, including the roof terrace.

Safety Officers
- Linda Curson (linda.curson@materials.ox.ac.uk), Area Safety Officer
- Ashleigh Hewson (ashleigh.hewson@earth.ox.ac.uk), Building and Fire Safety Officer
- Steve Wyatt (steve.wyatt@earth.ox.ac.uk), Laboratory and Electrical Safety Officer
- Dr Nick Belshaw (nick.belshaw@earth.ox.ac.uk), Laser and Electrical Safety Officer
- Dr Andrew Mason (andrew.mason@earth.ox.ac.uk), Radiation Protection Supervisor
- Dr Stuart Robinson (stuart.robinson@earth.ox.ac.uk), Fieldwork Supervisor
- Dr Joan Zhang (qiong.zhang@earth.ox.ac.uk), Biological Safety Officer

First Aid and Accidents
Lists of department first aiders, and the location of the nearest first aid kit, are displayed on each floor. There is always a first aid box in reception and the kitchen area. Report any possible hazards to your supervisor, Building Safety Officer, or the Area Safety Officer.

You must report all accidents or incidents (near-misses) to your supervisor, and, however trivial, must be recorded in the Accident Book, which is kept by the Building Safety Officer.
Equality and Diversity
The department and the University are committed to equality, diversity and accessibility.

LGBTQ+
The University aims to anticipate and respond positively to the needs of prospective, current and former students and staff in relation to gender identity issues, providing a professional and consistent service so that all trans members of the University feel welcome, safe, valued and supported to achieve their potential and contribute as a member of the University.

The Equality and Diversity Unit provides information and support to students and departments to promote an inclusive environment. Details about the University's Equality Policy, information and support that is available can be found on the Equality and Diversity Unit's website (www.admin.ox.ac.uk/eop/sexualorientation).

Athena Swan
The Department of Earth Sciences holds an Athena Swan Bronze Award. Athena Swan is a charter for women in science, recognising commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in higher education and research.

Holiday and Working Hours
Students are entitled to take six weeks holiday a year, in consultation with their supervisors. You should ensure you do take leave throughout the year, in order to recuperate and be better prepared for your research. A standard DPhil working week should be an average of 40 hours, as advised in the Government's Working Hours Directive (a maximum average working week of no more than 48 hours, averaged over 17 weeks: www.gov.uk/maximum-weekly-working-hours). No student should be working above this number of hours, unless they have explicitly and freely chosen to do so.

Administrative Matters and Facilities
University Card and Building Access
Your college will issue you with your University Card. The card is widely used for identification, and you will need it for access to the department. You should see reception staff to organise swipe card entry to the building, and your card will need additional authorisation to access to any restricted parts of the building (e.g. particular parts of the lab wings). Your card is also linked to your access to online systems so you will need to contact your college to arrange for a new card if it is due to expire before the end of your programme; in most cases this will only be necessary if you have suspended or extended your student status.

Department Closures
This department usually closes for 10-12 days: at Christmas, over the Easter weekend, and does not open on any bank holidays. Laboratory services and reception do not operate during these times, but there is no reason why you should not work if you wish. However, this must be only low risk and authorised work (following discussion with your supervisor(s)).

Security
NEVER lend your University Card to anyone else, or allow an unknown person entry to the department. Ensure that the door closes and locks when you leave. Do not leave your room unlocked or valuable possessions unattended. Please do not leave windows open, especially on the ground floor. Thieves operate in the Science Area. The security alarm has longer breaks between the notes than the fire alarm. Its use indicates the existence of an
emergency such as a bomb alert or the escape of toxic gases. On hearing the alarm, you should exit the building safely, and assemble in front of the building.

**Office Space**

All postgraduate students are provided with desk space in the department. This is managed by the Departmental Administrator. Reception issues keys against a deposit of £20 each. They must not be transferred to any other person. Lost keys - £20 per key will be charged (actual cost). Our keys are on a Master Suite and cannot be cut “over the counter” without authorization from the Departmental Administrator. (The deposit charge is subject to increase).

**NERC DTP in Environmental Science**

When students begin working on their research projects they will spend more time in the department and will be provided with office space from Hilary Term of their first year, although formal transfer to the department is not normally completed until Trinity Term.

**Telephones**

Your room telephone will receive outside calls. Internal calls can be made from your telephone to all University departments, the central offices, and your college.

**Libraries**

Oxford has a wealth of library provision e.g. Bodleian Libraries, college libraries and the departmental library. Your University card will allow you access to many of these libraries.

The Bodleian Libraries’ website library is available at www.ox.ac.uk/research/libraries.

When you join the department, the Departmental Librarian will give you an introduction to the libraries in Oxford. This will outline the resources available to you, and other matters you will encounter during your DPhil e.g. ORCiD, Open Access, research data, reference management, electronic repositories.

**Departmental Library**

There is a library within the Department of Earth Sciences (ground floor). It is a pleasant place to study and contains a wealth of resources geared towards the subjects studied and researched here.

**Registering**

Please register, either in person or by emailing library@earth.ox.ac.uk with:

- your university card number
- the expiry date

**Opening hours**

Members of the department have 24-hour swipe access. The library is staffed in the morning, Monday-Friday, and on some afternoons (generally not Wednesdays or Fridays). At other times, Reception may be able to help with access to some library material.

Details of borrowing/returning, loan limits, the library collection and resources, interlibrary loans can be found on the website at: www.earth.ox.ac.uk/about/library.

**Contact**

Departmental Librarian: Elizabeth Crowley (library@earth.ox.ac.uk, 01865 2 72050)


Library etiquette

The following guidelines are to ensure the library runs smoothly and remains a useful resource for all.

- Keep noise to a minimum.
- Do not eat, or drink anything but bottled water.
- Use the self-service machine to borrow and return books, even when you are taking them to the Labs, your office or the Common Room.
- Return your loans promptly.
- Leave desks free for others to use – personal belongings may be left in the slots by the outsize books.
- Switch the lights off if you are the last person to leave.

Teaching and Meeting Rooms

Space in the department, for teaching and meetings, can be booked via reception staff, though priority must be given to teaching requirements and departmental committees.

In all teaching rooms please only use the whiteboard markers supplied by Reception. If you wish to make use of audio-visual equipment (e.g. WebEx or Skype in the Wager room) please consult IT no later than the day before.

Working for the Department

Before doing any work you must have a signed contract with HR; this is a contract of employment and is not the same as your student contract. You must also have a right to work check. Please note that you will not be paid if a right to work check and a contract are not in place before you begin working. We strongly advise that you contact HR (personnel@earth.ox.ac.uk) as soon as you are invited to undertake work on behalf of the department. Contracts for demonstrating are renewed at the start of each academic year, and you will need to visit HR again before you undertake any work in subsequent years.

If you are on a Tier 4 visa and therefore have restrictions on the number of hours you can work per week, you can still demonstrate on undergraduate field courses but your supervisor must submit a letter stating that you are not required to be studying at the time of the field course. HR have a template letter for supervisors to complete, but the letter must be signed and returned to HR before you go on the field course. A letter must be submitted before each field course for which you will be a demonstrator.

Demonstrating on the Undergraduate programme

Extra money can be earned by demonstrating for undergraduate classes or on fieldtrips. You may offer your services but it is more usual for a lecturer or tutor to approach you. To express your interest in teaching you can add yourself to the list on the intranet (https://sharepoint.nexus.ox.ac.uk/sites/earthsci/admin/hr/Lists/Postdocs%20willing%20to%20participate%20in%20Teaching%20or%20Tut/AllItems.aspx).

You may wish to look at the undergraduate handbook to see if there are any courses or fieldtrips where you may be able to offer expertise: www.earth.ox.ac.uk/teaching/undergraduates/course-information.
Outreach and Public Engagement

If you would like to get involved in some form of Earth Sciences outreach or public engagement, now or at some point in the future and would be interested in hearing about upcoming opportunities, please email the External Relations Officer (outreach@earth.ox.ac.uk) to be added to the Outreach Mailing list. If you are not on the list, you risk missing a chance to get involved. Being on the list does not commit you to anything, but it ensures you hear about the available opportunities (both voluntary and paid), these may include:

- School visits
- Museum & university events
- UNIQ summer school
- Widening participation & diversity-specific events
- University open days
- Training
- Available grants & funding possibilities.

Technical Facilities

In the first instance, students should discuss their requests for equipment and facilities with their supervisor. All Laboratories are in the charge of a Laboratory Manager, Research Associate, or Technician. None should be used without prior arrangements with your supervisor(s) and the laboratory support staff.

IT

There are two mainline IT officers in the department, Steve Usher, who works primarily with UNIX, and May Chung who works primarily with PCs and Macs. If you have any suggestions, questions, or problems with IT facilities, please email helpdesk@earth.ox.ac.uk.

As part of your induction, you will be registered as a departmental user, introduced to the departmental IT facilities and will be given an email address.

Unlike most universities, Oxford has a decentralised computer network. Most departments have their own, semi-autonomous systems which are tailored directly to their research areas, meaning that although there is some level of duplication, overall research is able to be done more efficiently.

Just because the department runs its own network does not mean that the University regulations do not apply, so please read: www.admin.ox.ac.uk/statutes/regulations/196-052.shtml.

The department's computing systems are logically separated into three components, the research network, which is the one you will be using, the undergraduate network and the administrative network. Each of these currently has separate login accounts, so you will not be able to use the computers in the Undergraduate Computing Lab, for example.

Facilities

The department runs six main facilities which you will generally be using; all accessed using your departmental user account, which is separate and distinct from your central University/college account:
• Email (both via webmail and via a dedicated client such as Mozilla Thunderbird)

• Printing

• Storage
  o 100GB
  o Includes personal webpage space
  o Accessible from UNIX/Linux, MacOS, and Windows, although Macs and Windows need minor modifications to access the storage
  o This is backed up daily

• Web services

• Wireless networking
  o EduRoam: Register for a remote access account from IT Services (www.it.ox.ac.uk/work-remotely) to gain access to educational networks around the world
  o EarthSci: This connects your computer connected virtually to our internal network Available within the department only. Uses same credentials as EduRoam

• Virtual private networking (VPN): Using a VPN gives you access to internal resources such as intranets and network folders, as well as access to some library journals, via the internet.
  o Departmental VPN
    ▪ Uses your departmental credentials
    ▪ Connects into the department’s network
    ▪ Windows needs an application to be installed, Macs usually have this built-in
  o University VPN
    ▪ Uses Remote Access credentials
    ▪ Connects into central University network

In addition to the services centrally supplied by the department your research group may have dedicated computers and/or storage space available for your research project.

More details of these services, and more can be obtained by accessing the intranet from a computer connected directly to our network and connecting to the following web page: https://sharepoint.nexus.ox.ac.uk/sites/earthsci/SitePages/Home.aspx. On this page you will find links to various other pages, including one for IT; on the IT page can be found our Frequently Asked Questions section, which should answer many of the questions you may have.

**Computer Provision**

It is the policy of the department to provide each graduate student with a basic desktop computer suitable for normal office applications when they join the department. If you require a more advanced machine to undertake your research, the department will contribute
£500 towards the cost and you can make up the remainder out of your own funds, but you may not use your Research Training Support Grant (RTSG). In both instances the machine will be procured through the department’s IT team and will remain the property of the department. Desktops should be located in the department, mainly for licencing and warranty purposes. If you make a contribution towards the initial purchase of your machine, then at the end of your studies you will be given the option of purchasing your machine for a nominal sum, however your contribution for the initial purchase cannot be applied retrospectively.

You must take up the offer of computing provision (either of a desktop or the £500 contribution) before the end of your third term as a graduate student; if you do not take up the offer it will lapse and will not be reinstated.

It is the policy of the MPLS Division that all departments will ensure that PGR students have access to adequate personal computing resources to enable them to work effectively on their projects. The computing facilities provided will necessarily vary from department to department and group to group, dictated by specific needs for that group and the tools required.

You should discuss what computing facilities are available to you with your supervisor(s). If you are unhappy with your computing provision, you should let your supervisor(s) know, and if this issue is not resolved satisfactorily you should raise the issue with the Director of Graduate Studies.

Software
If you require software you may be able to purchase what you need through the department or through the University; information about this can be found under the Frequently Asked Questions (FAQ) section of the IT SharePoint page (https://sharepoint.nexus.ox.ac.uk/sites/earthsci/SitePages/Home.aspx) and on the University website (www.it.ox.ac.uk/get-software).

If you need to use your own computer for your research, i.e. one not purchased by the department, you may be limited on what software can be installed for you and you may have to purchase what you need yourself.

Photocopiers, scanners, and printers
To use the machines you will need to register your University Card using the PIN given to you with your Earth Sciences username and password.

Photocopiers are on the ground and third floors. You will not be charged for copies, but records of usage will be kept, and poster printing is also available in-house.

A3 and A4 scanning to PDF is available on the third floor.

Data Security
- Research Computing and backing up work

It is your responsibility to make sure that your work is backed up. If you store your data on the central file store then it is backed up daily. Research groups' own file stores are their responsibility and you should check with them what their data security policy is.

Your data is your most valuable and possibly irreplaceable asset; make sure that you know how to back it up safely and in multiple places, preferably with archived older copies just in case of virus infection.
Viruses

Viruses and “Trojan horse” programs are a real threat, even on Macs. Anti-virus software is reactive and not a total guard against infection, so it is important to be wary and to never download and run a program from an untrusted source. It may look like a good idea at the time but could put all your work at risk.

Passwords

If you use the same password for multiple sites and one is hacked you are vulnerable everywhere. Beware of cyber cafés as they may have key-loggers installed which will harvest your passwords. When accessing your bank etc. never store the password in the browser and preferably use a “private” window and close the browser directly afterwards. Never give anyone else your password. No one in the University will ask you to e-mail such things to them so report phishing attempts targeting University credentials to phishing@infosec.ox.ac.uk and include the original phishing email as an attachment.

Portable storage

USB “thumb” drives are very easy to lose (or put through the washing machine), so do not keep anything important or sensitive on them. Just keep them for temporary storage to transfer them between computers. USB hard disks seem robust but are susceptible to bumps and shocks and often only last a couple of years. Dropbox, iCloud etc. are convenient but can be a security risk and may store sensitive data outside of the EU, which can breach data laws. Computers fully integrated with department network storage cannot have Dropbox installed upon them for this reason. Purchasing individual Cloud services can be deemed taxable by HMRC, so the University equivalent that should be used by all is OneDrive for Business. For more information, please see: https://help.it.ox.ac.uk/what-is-onedrive-for-business.

Workshop Facilities

- **Basement Workshop**: For requests for work to be carried out in the Basement Workshop, see Workshop Manager. Requests must be accompanied by support from your supervisor and authorisation by the Departmental Administrator (forms available). You are not permitted to use workshop machinery, borrow tools, etc., under any circumstances.

- **Equipment**: See your supervisor about any equipment needs. **Equipment may not be removed from any area without the permission of the Departmental Administrator.** The location of all equipment is recorded in the department inventory, which is subject to irregular inspection by our accountants. You must have permission to use any hazardous machinery or electrical hand tools e.g. in the Workshop.

- **Ionising Radiation**: If your work takes you into laboratories where ionising radiation is used, you must be registered as a radiation worker - please see Professor Gideon Henderson.
• Students should feel that they can approach the appropriate technicians with requests for use of specific pieces of equipment, but it should be borne in mind that there are many competing demands on the technicians’ time and expertise, and that this department runs a relatively lean support service that is sometimes fully stretched. It may not always be possible to provide the services that would be ideal.

**Geological Facilities**

The Geological Facilities Manager (Owen Green) should be approached initially with any requests. For specific laboratories and facilities, see contacts listed below.

• **Optics Laboratory**: Contains a range of incident and transmitted light microscopes including epi-fluorescence and cathodo-luminescence and digital imaging equipment. For initial booking and training, contact Owen Green (owen.green@earth.ox.ac.uk).

• **Electron Beam Laboratories**: The department possesses an FEI Quanta-FEG electron microscope together with and a Cameca SX5-FEG electron microprobe (~January 2016) and a large volume carbon evaporator for sample coating. For initial training, please contact Jon Wade. Once authorized, users may book the instruments by contacting Owen Green.

• **Macropalaeobiology Laboratory**: Contains equipment for the study of computed tomography (CT) datasets, digitisation of three-dimensional landmarks, and optical imaging of palaeontological samples at a variety of scales. For use of equipment and facilities contact Roger Benson, or Owen Green.

• **Rock Crushing Laboratory**: Contains equipment for splitting, powdering and sieving. For use of the equipment and facilities, contact Owen Green.

• **Rock Preparation Laboratories** (rock cutting, polishing and thin section preparation): For use of the equipment and facilities contact Jon Wells. Work must be detailed on the appropriate form (available from the laboratory and administration).

**Online Booking**

• **X-ray fluorescence**: The Open University provides an X-ray fluorescence facility. Requests should be agreed with the Supervisor and approved in advance by the Departmental Administrator.

• There is an online booking facility available for the SEM. Please see Phil Holdship, ICP Laboratory Manager, for technical advice and booking for the ICP-MS and Sector-Field ICP instruments.

A list of the main equipment within the department is detailed in Appendix I.

**Note**: It is important to negotiate scheduling and costs with supervisors and support staff in advance of use of facilities or work on equipment taking place.

• **Formal training and sign off**: The support staff responsible for the day-to-day running of laboratories require all new users of the equipment and facilities to be trained, irrespective of their past experience. Training and supervision will be specifically tailored to an individual user's needs by the person in charge of that facility. Students should liaise with that person before starting work, and ensure that their supervisors are aware of their activities. Students and supervisors should liaise with laboratory managers before commencing work.
Rock Acquisition, Storage and Disposal
Depending on your project, you may need to collect sample material from the field for study in Oxford. This requires thought and advance planning to find the ideal balance between collecting enough of the right material to achieve your scientific objectives, yet not over-collecting, which can lead to excessive transportation costs, wastage of resources, and storage problems in the department.

Discuss your sampling strategy with your supervisor. Samples for geochemical or isotopic study have an ideal size determined largely by the analytical technique. Samples purely for petrographic study and in-situ microanalysis can be kept small. Trim waste and weathered material in the field.

See your supervisor for any matters of rock storage. A very limited amount of space is available in the department basement. Any rock specimens placed in storage should be boxed, the box clearly labelled with the owner's name. Different sized boxes are available in the store. Unlabelled material is in ever-present danger of being thrown out.

Please see the Finance Office about importing rocks. Keep all documents and make the arrangements before you leave for your fieldwork. Rocks must be imported by the cheapest possible means – but plan this in advance, and work out how you are going to pay for it with your supervisor before you go into the field. Bear in mind that you will probably need special permission (e.g. from DEFRA) to import water, soil and biological materials from abroad. This permission may take some months to put in place, so plan ahead. Equipment that is taken into/out of the country for fieldwork will need to be insured, and may need to be declared for customs purposes. Again, plan ahead.

When your thesis is complete, you are required to leave a numbered, representative selection of your rocks (with thin sections) to be incorporated into the Departmental Accessions Series, which is administered as part of the Petrological Collections of the Museum. The specimens should be clearly marked with your reference number, and you should supply a spreadsheet giving at a minimum, the reference number, identification, full locality (including grid or map reference), geological context (including any stratigraphic information), and the date of collection for each specimen. Please see the Curator (Dr Dave Waters) or the Assistant Curator (Monica Price) when you are close to completion; they will give you further advice. All other rocks must be removed from your office or other departmental storage when you depart.

Supplies
Supplies should be ordered through the finance system by raising a requisition form approved by your supervisor. See details under Financial Matters section.

For general stationery, please see the Receptionists. For drafting paper and graph paper please see David Sansom.

Green Impact
Since the scheme was launched we have been awarded Bronze, Silver, and in 2016 we achieved a Gold award for the building and the laboratories. This was achieved by commitment from all members of the department in various ways, for example, our efforts towards reducing waste, recycling, and other initiatives for saving energy and reducing our carbon footprints. In 2019 the department formed a new team to be the department’s ambassadors for Green Impact and they will be working with everyone in the department to reduce waste and our carbon footprint. If you would like further information regarding the Green Impact Initiative then contact the Building Technician (cornelius.vermaak@earth.ox.ac.uk).
Recycling
There are recycling points around the building that will take paper, cardboard, cans and plastic bottles. Glass (bottle) recycling is available in the Researchers Common Room (level 05). Confidential papers that need to be shredded can be placed in the blue plastic bin in the post room on the ground floor, level 00.

Cleaning
Cleaners are employed to undertake normal cleaning, and are not able to move papers, rocks etc., in your room. If you need to dispose of a large amount of rubbish, please contact the Building Technician (cornelius.vermaak@earth.ox.ac.uk), room 10.32.

Catering
There is a (self-service) coffee machine in the Researchers Common Room on level 05, and a tap for both hot and chilled water. Coffee and tea are available in the Researchers Common Room from about 11am Monday to Friday. Those who bring their own meals to prepare and eat in the kitchen area are asked to put crockery and cutlery in the dishwasher, or wash and dry them and put them away (rather than leave soaking in the sink). There is also a vending machine on the ground floor, and a smaller coffee machine on level 02.

Mail
Incoming post is placed by room number in the postgraduate pigeonholes on the ground floor. Internal post is collected from Reception by messenger for delivery to other departments/colleges twice daily (no stamp needed). Royal Mail collection is approximately 3:15p.m. We do not stamp your mail or sell stamps but you may post stamped mail from Reception. We do not wrap your parcels or dispatch them. If you are expecting a parcel, please look out for it in the mail room behind Reception. Please collect parcels promptly, or let Reception know if you are unable to do so. Business mail, which on occasions is necessary, should be initialled by your supervisor, and in his/her absence, by the Departmental Administrator, or Academic Administrator.

Notices
If you wish to display a departmental notice, see the Reception staff. We do not display notices that might be emotive, political, offensive, etc., and reserve the right to say "no" or remove. Watch the boards for notices of conferences, special lectures, jobs and courses. Observe especially the Safety noticeboard.

Parking
Cycle Parking
There is ample cycle parking around the department, including a swipe-card accessible bike room which can be reached via the back of the building. Please do not use the bike room to store bikes (e.g. during periods of absence), and keep bikes padlocked. We recommend that you should have personal insurance for your bicycles, as these, along with all other personal belongings, are not insured by the University. The University Security Officers can help with secure bike labelling and registration – ask at Reception. Please do not bring bikes inside the building, other than in the bike room.

Motorbikes
Please be careful with motorbikes and park away from car parking areas, and never in front of Fire Exits.
Cars
Car parking space is not generally available, but departmental spaces may be booked with reception staff if they are available.

Fault Reporting
Report any faults with the building, fixtures or fittings to the Building and Facilities Manager (Ashleigh Hewson). **Never** attempt repairs yourself - not even rewiring a plug. The Safety at Work Act requires that we test electrical fittings regularly. Do not remove labels attached to any apparatus or plug.

Financial Matters

Finance Staff
The Finance Office administers student funds as agreed with sponsors. Veronique Guerin (veronique.guerin@earth.ox.ac.uk) will assist you with financial matters. All other financial matters can be sent to accounts@earth.ox.ac.uk.

Funding Administration and Reimbursement
For each sponsored student, the department will receive funds for research, training and other expenses. Your supervisor will have been asked to provide a provisional budget indicating how those funds are to be used and any additional sources of funding supporting your research. It is the responsibility of the department and supervisor to ensure that your research is properly supported, but please check with your supervisor before using project funds. Should 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.

Students are 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 we will pay the stipend and course fees, and manage the funds allocated for fieldwork and exceptional consumables. Your stipend will be paid in four equal quarterly instalments in advance of each quarter for each year of your scholarship, subject to the terms of this funding offer letter. Payments will be made directly into your UK bank account.

Students funded by other means should discuss the administration of their funding with the Finance staff.

Should you require reimbursement for costs incurred, you must provide all, fully itemised, receipts to verify the amount. All forms relating to finance may be found on the intranet, accessed via the department web page: www.earth.ox.ac.uk.

Please note that payments to students require bank details to be supplied in advance on the form supplied and may take up to 4-6 weeks to reach your account from the date of request.

Research Training Support Grant (RTSG)
UKRI students will have an element of their award known as the Research Training Support Grant (RTSG). This allows for expenses in relation to their research. Students on the DPhil can access their RTSG up to an amount of £1,000 per year for 4 years for their RTSG (students on the DTP may be able to claim more), intended to cover field expenses, analysis and conferences; this can be aggregated, e.g. you could spend all £4000 in year one, but you would not then have any further recourse to funds. Your supervisor has to approve all expenditure from your RTSG.
There may however, be additional strategic funds available for significant purchases but they will have to be request by the student (with a reason/plan for the funds) and distributed according to availability.

**Travel and Fieldwork**

Any travel and fieldwork associated with your project should have been agreed by your supervisor and budgeted for. In most cases funds are strictly limited, and supervisors will have provided an advance estimate of costs. If in doubt about spending in association with your project, please consult your supervisor, the Academic Office, or the Finance Office.

If your fieldwork is funded, the department can pay part of the estimated costs in advance, as some arrangements and payments must be made prior to the trip. You must account for the actual costs on your return with all supporting documents such as tickets and receipts. See the Accounts Office at least 2 weeks before you require travel advances.

However you undertake travel, it should be by the cheapest possible method. The Academic Office will sign and stamp the form for Rail Cards. Rail costs will be reimbursed at the railcard rate only.

Your research may require you to do some fieldwork which will take you to a variety of terrain and weather conditions; it is therefore essential that you have suitable outdoor clothing for all eventualities. Relatively inexpensive good quality clothing can be purchased from specialist outdoor retailers who can also provide useful advice e.g. Cotswold Outdoors, Blacks, GO Outdoors or an independent shop, ideally visiting in person to check fit.

**Maternity Leave**

The Division has a maternity policy to fund paid maternity leave for those students who do not have a maternity entitlement through their current funding body. Further details can be found on the MPLS website: www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/your-rights-and-responsibilities.

**Additional Sources of Funding**

**Demonstrating**

You must contact HR before doing any work on behalf of the department; please see the Working for the Department section of this handbook for further details.

**Tutorials**

You may also give tutorials to undergraduate students. Tutorials are administered and paid for by the colleges, and they should instruct you on how to claim payment. We advise that you contact your College Office if you would be interested in giving tutorials.

**Burdett-Coutts Fund**

The Burdett Coutts Fund provides a possible source of funding for travel (e.g. fieldwork), use of field assistants or attendance at conferences (students will not receive funds towards attendance at more than one conference during their studentship). Funds are limited, but every DPhil student is eligible to apply. Priority will be given to first time applications. The Committee would expect that applicants also apply for any other available funding e.g. college funds or other funding that their supervisor might be aware of. Applications are invited at the beginning of Michaelmas and Hilary terms, and application forms are available on the intranet (https://sharepoint.nexus.ox.ac.uk/sites/earthsci/ESComms/burdett-coutts/SitePages/Home.aspx). They include a section to be completed by the supervisor, who then submits the form.
Field Trip

The trip is organised and led by graduate students (we recommend at least 3) and the department contributes towards the cost. The organiser(s) need to complete a risk assessment and submit it to the Field Safety Officer (Nick Tosca nick.tosca@earth.ox.ac.uk) for approval. Once approved the risk assessment must be sent and explained to everyone going on the trip.

Everyone going on the trip should have travel insurance; students are eligible to take advantage of the University’s travel insurance; for information about what is covered and how to apply please see the University website (www.admin.ox.ac.uk/finance/insurance/travel). It is the traveller’s responsibility to ensure they have appropriate travel insurance.

As the department can only contribute to the cost of the trip and not cover the full cost, it is important for the organiser(s) to keep in mind the financial situations of the students and some may not be able to afford the expense of a trip overseas. Students may also prefer several day trips spread throughout the year rather than a single long trip; a single long trip may not be possible for some due to the increased cost or other commitments. It is also important to plan around study and teaching commitments students may have so a trip held in September may receive a better sign up than one in term time.
Appendix A: Statement of Provision

Department of Earth Sciences

Statement of Provision for Graduate Research Students

The purpose of this statement is to indicate what a graduate research student might expect to be offered in the Department of Earth Sciences. It is expected that during a graduate’s first term at Oxford, each graduate student and their supervisor will discuss the statement of provision, and the departmental Director of Graduate Studies will confirm to the Division that the statements of provision have been discussed with research students in their departments. The provision should be reviewed by the supervisor with the student at least once a year.

Further information and guidance about research degrees may be found in the University’s Notes of Guidance for Research Degrees at: www.admin.ox.ac.uk/edc/policiesandguidance/policyonresearchdegrees.

1. What arrangements will be put in place for supervising the graduate’s work?

You will have a named supervisor or supervisors, normally as indicated in your offer letter, who will have overall responsibility for the direction of your work on behalf of your department. Typically, you should expect to have meetings with your supervisor or a member of the supervisory team with a frequency of at least once every two weeks averaged across the year. The regularity of these meetings may be subject to variations according to the time of the year, and the stage you are at in your research programme. The Division’s Code of Practice on the Supervision of Graduate Research Students is available at www.mpls.ox.ac.uk/graduate-school.

2. What induction arrangements will be made?

You will have departmental induction which takes place at the beginning of your first term. The main induction to the department is provided at the start of Michaelmas Term. Other arrangements will be made for students starting at other times of the year. Your supervisor(s) will arrange more specialised induction subsequently.

3. What workspace will be provided?

Workspace will be related to individual circumstances. All students will have shared office space. If undertaking experimental work, you will also be provided with bench space in a laboratory.

4. What IT support/ library facilities/ experimental facilities will be available?

You will have access to the Earth Sciences IT Officers and the Earth Sciences Library (in addition to the RSL and other university libraries, and the centrally provided electronic resources) and experimental facilities are available as appropriate to the research topic. The provision of other resources specific to your project should be agreed with your supervisor as a part of the planning stages of the agreed project.

5. Which research training and seminars will be available?

Some compulsory training sessions are provided, especially at the beginning of the DPhil, but mostly training in the department will depend on the individual student and project. The department has regular seminars which students are encouraged at attend. These are widely advertised in the department.

The Division is developing further cross-disciplinary provision for key research skills, to share research training expertise and skills across the Division.

-43-
The Graduate Academic Programme identifies a need to provide advanced courses in core techniques, e.g. in (non-linear) mathematical modelling, computer programming, and data analysis, in addition to courses introducing the specific area of research. Research seminars are available within individual research groups; department research groups; across the Division and in other Divisions.

You will have access to the seminars that individual research groups or groups with common areas of interest organise for their own members and others. You will also have access to the other departmental seminars and colloquia.

Information about all available research training and seminars can be found at: www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/professional-development-training.

6. What access to research funds will be available?

You will find that limited departmental funds are available to assist with attendance at conferences, in addition to any allocated funds via individual research group/supervisors. Students may apply to the Burdett-Coutts Committee for limited additional funds to assist with conference attendance or unforeseen expenses.

7. What formal graduate skills training will be provided?

The Graduate Academic Programme brings together all the training available to graduate research students in MPLS, which means that you have access to a very large number of courses. These include academic courses, research, teaching, transferable skills and career development training. With Access to all these courses, you and your supervisor are able to tailor a training programme to suit your individual needs and interests.

You will have the opportunity to attend a variety of skills training sessions offered by the department, such as Scientific Writing and Teaching Skills, as appropriate to the different stages of your graduate career. The MPLS Division also organises courses and career planning events, details of which are emailed to students via their departments. These skills are taught in the context of the students’ own current interests and needs. GSR allows students to reflect on their development and progress, and to record skills training needs and training attended.

Information about transferable skills training, and courses provided by your department, and the other departments in MPLS can be found at: https://www.mpls.ox.ac.uk/training/mpls-training.

A list of courses is also available in the Division’s skills training handbook. These courses are organised by the MPLS Division and make up part of the MPLS Graduate Academic Programme (GAP).

8. What opportunities will be available for developing and practising teaching skills (for second and third year graduates)?

The department provides training in teaching skills, and there are opportunities to take part in teaching activities in the department, such as undergraduate classes and laboratory demonstrating, and tutorial teaching in colleges. Information about the department’s training and teaching opportunities is circulated via email.

There may also be opportunities to undertake tutorial teaching in colleges.

You will also be expected to attend the departmental training for Teaching and Lab Demonstrating Skills, and be given the opportunity to attend a course in the field on Field Demonstrating Skills.
9. What arrangements for accommodation, meals and social facilities, will be made, on a year round basis?

Department
Research students are encouraged to congregate in the top floor Researchers’ Common Room, 10.45-11.15am and 3.45-4.15pm, during the week. This encourages interaction between research groups in the department. Departmental seminars and colloquia bring research students together with academic and other research staff in the department to hear about on-going research, and provide an opportunity for networking and socialising.

College
Many colleges will be able to provide you with at least one year’s accommodation. Generally speaking your college will provide meals throughout the year, but provision will vary from college to college, especially during vacations, and you will need to familiarise yourself with your college’s detailed arrangements. In addition there are usually self-catering facilities available in graduate accommodation. You will be a member of the Middle Common Room, or equivalent, of your college, which is the main social centre for graduates. The MCR provides a common room and usually organises a programme of social events throughout the year. The college will also provide a bar, some computing facilities and a library, and may often have dedicated funds for research (conference and field grants). It also represents the interests of its members to the college through an elected Committee or through elected representatives to College Committees. Again, details will vary from college to college. Graduates are also welcome to participate in all other social and sporting activities of the college. Please see individual college websites for further details about all aspects of college provision.

Central
Graduate Research Students may become members of the University Club in Mansfield Road, and participate in the range of sporting activities provided by the University.

10. What arrangements are in place for pastoral and welfare support?

Department
Within the department, your supervisor, Director of Graduate Studies, and Academic Administrator are all available to offer support. The Joint Consultative Committee (Graduate) provides a channel through which graduate students’ views and concerns can be brought to the attention of the departmental Teaching Committee.

College
There is an extensive framework of support for graduates within each college. Your college will allocate to you a College Advisor from among its Senior Members, usually in a cognate subject, who will arrange to see you from time to time and whom you may contact for additional advice and support on academic and other matters. In college you may also approach the Tutor for Graduates and/or the Senior Tutor for advice. The Tutor for Graduates is a fellow of the college with particular responsibility for the interests and welfare of graduate students. In some colleges, the Senior Tutor will also have the role of Tutor for Graduates. Each college will also have other named individuals who can offer individual advice. The University also has a professionally staffed confidential Student Counselling Service, which offers assistance with personal, emotional, social and academic problems.

Central
The University provides a Student Counselling Service (www.ox.ac.uk/students/welfare/counselling) and Careers Service (www.careers.ox.ac.uk).
Contacts

If you have any queries about this divisional template please contact Bulvinder Gurm, Assistant Registrar, email bulvinder.gurm@mpls.ox.ac.uk.

If you have any queries about your department’s statement of provision please contact the Director of Graduate Studies, or the Academic Office (graduate.studies@earth.ox.ac.uk).
Appendix B: Divisional Code of Practice on Supervision of Graduate Research Students

The current version of this document can be found at: www.mpl.s.ox.ac.uk/study/graduate-school/information-for-postgraduate-research-students/supervision.
Appendix C: Transfer of Status and Confirmation of Status
Checklists for Students

MATHEMATICAL, PHYSICAL AND LIFE SCIENCES DIVISION

Transfer of Status - Checklist for Students
The purpose of transfer is to ensure that you have a convincing research proposal, that you are making satisfactory progress in its development, and to satisfy the assessors that the work is potentially of DPhil or MSc(R) quality. The assessors will also use the process to assess and confirm the likelihood of submission within your funded period/within 12 terms (for DPhil) or 9 terms (for MSc(R)).

Students must complete the University’s online research integrity training (an introduction to good research practice) before applying for transfer, which is available at www.mpls.ox.ac.uk/training/mpls-training/our-courses/mpls-research-courses/research-integrity-online-courses.

What assessors will be expecting/looking for from students at Transfer of Status:

- That you have a well-defined research project, with clear goals. You should have presented a statement of the subject of your thesis and the appropriate written work as defined by your department.
- That you are well-suited and able to undertake advanced research.
- That you have good general background knowledge of the field related to your work.
- That you show evidence that the project is likely to yield sufficient results in the time available, e.g. through a plan of work with key milestones.
- That you are likely to submit within your funded period/within 12 terms (for DPhil) or 9 terms (for MSc(R)).
- That you are able to work independently as appropriate.
- That your work to date is of a good standard and quality.
- That you are able to express ideas clearly, in English, both in writing and orally.
- That there is the potential for your work to make a significant and substantial contribution to your field of study.
- That your ideas and plans for future work are clear and realistic.
- That you can defend your completed and future work.
- That you have engaged well with both academic training and professional development/career skills activities. You should also be able to show what further activities you expect to engage with.
- You should have a statement of support from your supervisor and college.
- You should have a critical understanding of relevant literature.

Department Specific Guidance is provided earlier in this handbook.

Please note that you do not need to wear sub-fusc.
☐ Arrange meeting(s) with supervisor(s) to discuss transfer requirements

☐ Define/agree proposed research project

☐ Check department deadlines and requirements for transfer in the department handbook

☐ Complete University’s online Research Integrity Training (this MUST be completed before you apply for Transfer of Status)

☐ Draft/prepare transfer work following department requirements, which should include a research proposal and timeline

☐ Submit transfer work to supervisor(s) for review

☐ Refine/complete transfer work following supervisors feedback

☐ Complete any relevant forms (GSO.2.MPLS)

☐ Obtain statement of support from Supervisor (GSO.2.MPLS)

☐ Obtain statement of support from College (GSO.2.MPLS)

☐ Submit transfer work and relevant forms (GSO.2.MPLS) to the Academic Office (graduate.studies@earth.ox.ac.uk) for assessment by required deadline

☐ Transfer assessors appointed by Department/DGS

☐ Transfer assessment date arranged by assessors/department

☐ Following assessment written feedback received

☐ Official confirmation of recommendation from the MPLS Graduate Office received

Other key points:

☐ Research Ethics Approval has been applied for (if relevant)

☐ Keep a log/record of any permission for inclusion of 3rd party copyright material⁵

☐ Keep a log/record of any subject-specific⁶ and personal and professional skills⁷ which you have already acquired during the course of your time as a Probationary Research Student

☐ Identify any skills which might require further development or refinement

☐ Keep a record of any other related activities⁸, which have made a contribution to the development of your work

---

⁵ https://libguides.bodleian.ox.ac.uk/digitaltheses/third_party_copyright
⁶ e.g. research methodology; data analysis and management; record keeping; bibliographical skills; presentation of research
⁷ e.g. time management, language skills, IT skills, team work, problem solving, presentation skills, teaching skills, career planning
⁸ e.g. presentation of posters, attendance at conferences, courses attended, publications, opportunities to undertake teaching, etc.
Confirmation of DPhil Status - Checklist for Students

The purpose of confirmation of status is to enable research students to receive an assessment of their work by two assessors, other than your supervisor(s). It is intended to provide an indication that if work on the thesis continues to develop satisfactorily, then consideration of submission of the thesis within your funded period/four years (for DPhil) would appear to be reasonable. It therefore provides a second stage of formal progress review in the four years of your overall research programme. It should be noted that successful completion of confirmation of status provides an indicator only for readiness for submission, not for the final outcome of the examination of the thesis.

The confirmation assessment is different to the transfer assessment. The assessors will be focusing on how the research is progressing, the quality of the work completed, whether it is at the right level, and on the plan for completion. The assessors will therefore be looking to ensure that you are making the appropriate amount of progress in the development of your thesis, so that submission will be achieved within your funded period/four years (for DPhil). Primarily, they will be looking to see that your work/research does/will make a ‘significant and substantial contribution’ to your field of study. The assessment can also be used as a good opportunity to prepare for the vive voce examination of the thesis.

Students are reminded that they must have completed the University’s online research integrity training before applying for transfer of status, but if not, should do so before applying for confirmation. The training is available at www.mpls.ox.ac.uk/training/mpls-training/our-courses/mpls-research-courses/research-integrity-online-courses.

What assessors will be expecting/looking for from students at Confirmation of Status:

- That your work/research makes or will make on completion and submission, a ‘significant and substantial contribution’ to your field of study. You should have presented a statement of the subject of your thesis and the appropriate written work as defined by your department.
- That you have to date undertaken advanced research.
- That you have sufficient background and in depth knowledge of the field related to your work.
- That you show evidence that the project has yielded sufficient results to date and within the time remaining, e.g. through a plan of work, which includes a timetable for writing up.
- That you are likely to submit a satisfactory thesis within your funded period/within 12 terms (for DPhil)
- That you are working as an independent researcher as appropriate.
- That your work to date is of a good standard and quality.
- That you are able to express ideas clearly, in English, both in writing and orally.
- That your ideas and plans for completing your research/thesis are clear and realistic.
- That you can defend your completed and future work.
- That you have engaged well with both academic training and professional development/career skills activities. You should also be able to show what further activities you expect to engage with, and that you have considered your career post DPhil
- You should have a critical understanding of the relevant literature.
Please note that you do not need to wear sub-fusc.

- Arrange meeting(s) with supervisor(s) to discuss confirmation requirements
- Check department deadlines and requirements for confirmation in the department handbook
- Draft/prepare confirmation work following department requirements, which should include a brief written report about your research achievements to date and timetable for submission
- Submit confirmation work to supervisor(s) for review
- Refine/complete confirmation work following supervisor’s feedback
- Complete any relevant forms (including GSO.14.MPLS form)
- Obtain statement of support from Supervisor (GSO.14.MPLS)
- Obtain statement of support from College (GSO.14.MPLS)
- Submit confirmation work and relevant forms (GSO.14.MPLS) to the Academic Office (graduate.studies@earth.ox.ac.uk) for assessment by required deadline
- Confirmation assessors appointed by Department/DGS
- Confirmation assessment date arranged by assessors/department
- Following assessment official confirmation of recommendation from the MPLS Graduate Office received, with a copy of the assessors report

Other key points:

- Research Ethics Approval has been applied for (if relevant)
- Keep a log/record of any permission for inclusion of 3rd party copyright material
- Keep a log/record of any subject-specific and personal and professional skills which you have already acquired Identify any skills which might require further development or refinement
- Keep a record of any other related activities, which have made a contribution to the development of your work

---

9. https://libguides.bodleian.ox.ac.uk/digitaltheses/third_party_copyright
10. e.g. research methodology; data analysis and management; record keeping; bibliographical skills; presentation of research
11. e.g. time management, language skills, IT skills, team work, problem solving, presentation skills, teaching skills, career planning
12. e.g. presentation of posters, attendance at conferences, courses attended, publications, opportunities to undertake teaching, etc.
Submitting documents via OneDrive

a) Open the University home page in your internet browser (www.ox.ac.uk)
b) Scroll to the very bottom of the page where you will see 3 lists of links
c) Under Quick Links you find ‘Nexus365 email’
d) Click ‘Nexus365 email’
e) This opens Outlook in your browser window (you may need to log in using your Single Sign On)
f) In the top right of the window you will find 9 dots laid out in a 3x3 square; this is the App Launcher
g) Click on the App Launcher
h) Click on ‘OneDrive’, which should be listed under ‘Apps’. If it’s not, click on ‘All apps’ and it will be listed there
i) Create a new folder by clicking on ‘New’ then ‘Folder’
j) Name the folder following the appropriate convention:

<table>
<thead>
<tr>
<th>Transfer of Status</th>
<th>Confirmation of Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname_Forename_ToS</td>
<td>Surname_Forename_CoS</td>
</tr>
</tbody>
</table>

k) Open the folder and upload your documents as separate Microsoft Word or PDF documents, taking care to upload the correct versions. Use the following naming conventions for the files:

<table>
<thead>
<tr>
<th>Transfer of Status</th>
<th>Confirmation of Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname_Forename_ToS_GSO.2.MPLS</td>
<td>Surname_Forename_CoS_GSO.14.MPLS</td>
</tr>
<tr>
<td>Surname_Forename_ToS_Written Work</td>
<td>Surname_Forename_CoS_Written Report</td>
</tr>
<tr>
<td>Surname_Forename_ToS_Abstract</td>
<td>Surname_Forename_CoS_Abstract</td>
</tr>
<tr>
<td></td>
<td>Surname_Forename_CoS_Thesis Plan</td>
</tr>
</tbody>
</table>

l) Once your documents have been uploaded click ‘Share’ (no need to select the documents: by clicking ‘Share’ without selecting them you are sharing the folder)
m) When prompted enter the following email address to share the folder:
   - claire.rylatt@earth.ox.ac.uk (do not use the Graduate Studies inbox as that does not have OneDrive)
n) Click ‘Send’
Appendix D: Mental Health and Harassment

Click here for a list of Mental Health First Aiders.

Click here for a list of Harassment Advisors.
Appendix E: The University’s Equal Opportunities Statement

Full details may be found on the University website: www.admin.ox.ac.uk/eop/policy/index.shtml.

Summary of the University’s Equal Opportunities Policy

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, age, or disability.

Selection of Candidates

The ability of each candidate to perform the job description will be compared objectively against the selection criteria for that job, and all applications for a post will be processed in the same way. Information sought from candidates and passed to those responsible for appointments will relate only to the qualifications for or requirements of the job. The University recognises its statutory obligation to make such adjustments to the workplace and to working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

Wherever suitably qualified persons are available, there will be at least one member of each gender on the selection committee. All members of the selection committee will be aware of this code and training and advice will be available in furtherance of its principles.

Interview questions will relate to the selection criteria. No questions will be based on assumptions for example about roles in the home and the family. In particular, questions about private personal relationships, children, or domestic obligations will not be asked at interview, although candidates may request information on relevant staff benefits and policies. Where it is necessary to obtain information on personal circumstances (for example, in relation to a selection criterion such as flexibility to work irregular hours), questions about this will be asked equally of all candidates and, like other questions, will relate only to the job requirements.

In the case of disabled applicants who identify themselves at the application stage, appropriate interview arrangements (such as accessible interview rooms or the assistance of a sign interpreter) will be offered to enable such candidates to compete on an equal basis.

Record-keeping

Details of candidates and of selection decisions (including the rationale for selection or rejection) will be kept for six months after an appointment has been made. The University will supply reasonable written feedback to unsuccessful candidates on request during that period.

The University will request details of the gender, ethnicity, and any disability of its staff and of all candidates and of those shortlisted and appointed. Recruitment monitoring is done anonymously in the central Diversity and Equal Opportunities Unit and details of candidates are not provided to any member of the selection panel. The gender composition of selection panels will also be monitored.
Records may be used to determine whether members of one gender or persons of a certain racial group or those with a disability do not apply for employment, or apply in smaller numbers than might be expected, or are shortlisted or appointed in a lower proportion than their application rate, or are concentrated for example in certain jobs, faculties, or sub-faculties. Where such under-representation is identified, positive action initiatives will be developed in accordance with the provisions of the Sex Discrimination Act 1975, the Race Relations Act 1976, and any other relevant national legislation.

**Review of Recruitment Practice**

Recruitment procedures and practices will be kept under review so as to ensure that this code is operating effectively.
Appendix F: Regulations Relating to the Use of IT Facilities

The current version of this document can be found at www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

ICTC Regulations 1 of 2002
Made by the ICTC on 6 June 2002
Approved by Council on 24 July 2002

1. In these regulations, unless the context requires otherwise, ‘college’ means any college, society, or Permanent Private Hall or any other institution designated by Council by regulation as being permitted to present candidates for matriculation.

2. University IT and network facilities are provided for use in accordance with the following policy set by Council:
   
   (1) The University provides computer facilities and access to its computer networks only for purposes directly connected with the work of the University and the colleges and with the normal academic activities of their members.

   (2) Individuals have no right to use university facilities for any other purpose.

   (3) The University reserves the right to exercise control over all activities employing its computer facilities, including examining the content of users' data, such as e-mail, where that is necessary:

       (a) For the proper regulation of the University's facilities;

       (b) In connection with properly authorised investigations in relation to breaches or alleged breaches of provisions in the University's statutes and regulations, including these regulations; or

       (c) To meet legal requirements or otherwise in the context of legal proceedings or the taking of legal advice, in accordance with such procedures as may be approved by Council for this purpose.

   (4) Such action will be undertaken only in accordance with these regulations.

3. These regulations govern all use of university IT and network facilities, whether accessed by university property or otherwise.

4. Use is subject at all times to such monitoring as may be necessary for the proper management of the network, or as may be specifically authorised in accordance with these regulations.

5. (1) Persons may make use of university facilities only with proper authorisation.

       (2) ‘Proper authorisation’ in this context means prior authorisation by the appropriate officer, who shall be the Chief Information Officer or his or her nominated deputy in the case of services under the supervision of IT Services, or the nominated college or departmental officer in the case of services provided by a college or department.

       (3) Any authorisation is subject to compliance with the University’s statutes and regulations, including these regulations, and will be considered to be terminated by any breach or attempted breach of these regulations.
6. (1) Authorisation will be specific to an individual.

(2) Any password, authorisation code, etc. given to a user will be for his or her use only, and must be kept secure and not disclosed to or used by any other individual. Exceptions may be made for accounts set up specifically to carry out business functions of the University or a unit within it, but authorisation must be given by the head of the unit.

7. Users are not permitted to use university IT or network facilities for any of the following:

(1) Any unlawful activity;

(2) The creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other material, or any data capable of being resolved into such images or material, except in the case of the use of the facilities for properly supervised research purposes when that use is lawful and when the user has obtained prior written authority for the particular activity from the head of his or her department or the chair of his or her faculty board (or, if the user is the head of a department or the chair of a faculty board, from the head of his or her division);

(3) With the intention of drawing people into terrorism (contrary to the University’s statutory duty under Prevent);

(4) The creation, transmission, or display of material which is designed or likely to harass another individual in breach of the University's Policy and Procedure on Harassment;

(5) The creation or transmission of defamatory material about any individual or organisation;

(6) The sending of any e-mail that does not correctly identify the sender of that e-mail or any message appearing to originate from another individual, or otherwise attempting to impersonate another individual;

(7) The sending of any message that attempts to disguise the identity of the computer from which it was sent;

(8) The transmission, without proper authorisation, of e-mail to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself;

(9) The creation or transmission of or access to material in such a way as to infringe a copyright, moral right, trade mark, or other intellectual property right;

(10) Private profit, except to the extent authorised under the user’s conditions of employment or other agreement with the University or a college; or commercial purposes (including advertising commercial services) without specific authorisation;

(11) Gaining or attempting to gain unauthorised access to any facility or service within or outside the University, or making any attempt to disrupt or impair such a service;

(12) The deliberate or reckless undertaking of activities such as may result in any of the following:

   (a) The waste of staff effort or network resources, including time on any system accessible via the university network;
(b) The corruption or disruption of other users’ data;
(c) The unauthorised access, transmission or negligent loss of data;
(d) The violation of the privacy of other users;
(e) The disruption of the work of other users;
(f) The introduction or transmission of a virus or other malicious software into the network;

(13) Activities not directly connected with employment, study, or research in the University or the colleges (excluding reasonable and limited use for social and recreational purposes where not in breach of these regulations or otherwise forbidden) without proper authorisation.

8. Software and computer-readable datasets made available on the university network may be used only subject to the relevant licensing conditions.

9. Users shall treat as confidential any information which may become available to them through the use of such facilities and which is not clearly intended for unrestricted dissemination; such information shall not be copied, modified, disseminated, or used either in whole or in part without the permission of the individual or body entitled to give it.

10. (1) No user may use IT facilities to hold or process data relating to a living individual save in accordance with the provisions of current data protection legislation (which in most cases will require the prior consent of the individual or individuals whose data are to be processed).

(2) Any individual wishing to use IT facilities for such processing is required to inform the University Data Protection Officer in advance and to comply with any guidance given concerning the manner in which the processing may be carried out.

11. Any individual responsible for the administration of any university or college computer or network system, or otherwise having access to data on such a system, shall comply with the provisions of the Information Security Policy and Data Protection Policy.

12. Users shall at all times endeavour to comply with policies and guidance issued from time to time by IT Services to assist with the management and efficient use of the University’s IT facilities.

13. Connection of any computer, whether college, departmental, or privately owned, to the university network is subject to the following additional conditions:

(1) (a) Computers connected to the university network may use only network identifiers which follow the University’s naming convention, and are registered with IT Services.

(b) The University’s Trade Mark and Domain Name Policy specifies, inter alia, that all university activities (other than those within OUP’s remit) should be presented within the ox.ac.uk domain. Any exception to this requires authorisation as defined in that Policy.

(2) (a) Owners and administrators of computers connected to the university network are responsible for ensuring their security against unauthorised access, participation in ‘denial of service’ attacks, etc. In particular they are responsible for ensuring that anti-virus software is installed and regularly updated, and that rules
and guidelines on security and anti-virus policy, as issued from time to time by IT Services, are followed.

(b) The University may temporarily bar access to any computer or sub-network that appears to pose a danger to the security or integrity of any system or network, either within or outside Oxford, or which, through a security breach, may bring disrepute to the University.

(3) (a) Providers of any service must take all reasonable steps to ensure that that service does not cause an excessive amount of traffic on the University’s internal network or its external network links.

(b) The University may bar access at any time to computers which appear to cause unreasonable consumption of network resources.

(4) (a) Hosting Web pages or other network-accessible media on computers connected to the university network is permitted subject to the knowledge and consent of the department or college responsible for the local resources, but providers of any such Web pages or other media must endeavour to comply with guidelines published by IT Services or other relevant authorities.

(b) It is not permitted to offer commercial services through systems connected to the university network, or to provide other IT facilities for any commercial organisation, except with the permission of the Chief Information Officer (IT Services); this permission may require the payment of a licence fee.

(5) Use of file-sharing technology and participation in distributed file-sharing networks may be subject to additional regulation and restriction in order to prevent excessive use of university network resources, or the use of those resources for purposes unconnected with the University. If a user has any reason to suppose that an application employs peer-to-peer (p2p) or other file-sharing technology, they should seek the advice of the IT officer responsible for the college or departmental network on which they propose to use the software.

(6) (a) No computer connected to the university network may be used to give any individual who is not a member or employee of the University or its colleges access to any network services outside the department or college where that computer is situated.

(b) Certain exceptions may be made, for example, for members of other UK universities, official visitors to a department or college, or those paying a licence fee.

(c) Areas of doubt should be discussed with the Chief Information Officer.

(7) Providing external access to University network resources for use as part of any shared activity or project is permitted only if authorised by the IT Committee (ITC), and will be subject to any conditions that it may specify.

(8) If any computer connected to the network or a sub-network does not comply with the requirements of this section, it may be disconnected immediately by the Network Administrator or any other member of staff duly authorised by the head of college, section or department concerned.

14. (1) If a user is thought to be in breach of any of the University's statutes or regulations, including these regulations, he or she shall be reported to the appropriate officer who may recommend to the appropriate university or college authority that proceedings be instituted under either or both of university and college disciplinary procedures.
(2) Access to facilities may be withdrawn under section 48 or 49 of Statute XI pending a determination, or may be made subject to such conditions as the Proctors or the Registrar or other decision-maker (as the case may be) shall think proper in the circumstances.

Examing Users’ Data

15. All staff of an IT facility who are given privileged access to information available through that facility must respect the privacy and security of any information, not clearly intended for unrestricted dissemination, that becomes known to them by any means, deliberate or accidental.

16. (1) System Administrators (i.e. those responsible for the management, operation, or maintenance of computer systems) have the right to access users' files and examine network traffic, but only if necessary in pursuit of their role as System Administrators.

   (2) They must endeavour to avoid specifically examining the contents of users' files without proper authorisation.

17. (1) If it is necessary for a System Administrator to inspect the contents of a user's files, the procedure set out in paragraphs (2)-(5) below must be followed.

   (2) Normally, the user’s permission should be sought.

   (3) Should such access be necessary without seeking the user's permission, it should, wherever possible, be approved by an appropriate authority prior to inspection.

   (4) If it has not been possible to obtain prior permission, any access should be reported to the user or to an appropriate authority as soon as possible.

   (5) For the purposes of these regulations 'appropriate authority' is defined as follows:

      (a) In the case of any university-owned system, whether central or departmental: if the files belong to a student member, the Proctors; if the files belong to any member of the University other than a student member, the Registrar or his or her nominee; or, if the files belong to an employee who is not a member of the University, or to a visitor to the University, the head of the department, college, or other unit to which the employee or visitor is responsible, or the head's delegated representative;

      (b) In the case of a departmental system, either those named in (a) above, or, in all circumstances, the head of department or his or her delegated representative;

      (c) In the case of a college system, the head of the college or his or her delegated representative.
Appendix G: Academic Integrity

Good practice in citation, and the avoidance of plagiarism

The University’s code of conduct concerning academic integrity is set out on the website at: www.ox.ac.uk/students/academic/conduct, and, 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.

Students are required to log in to take an online course on plagiarism. Access to this course is available via the Skills Tools website: www.skillstoolkit.ox.ac.uk. You will need to create a user account before taking an online course. You can also find further information on plagiarism on the University website (www.ox.ac.uk/students/academic/guidance/skills/plagiarism).

The code of conduct mentions plagiarism, and in this context it is important for all taught course and research students within the division’s subject areas, to be aware of, and to follow, good practice in the use of sources and making appropriate reference. 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.

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 Proctors’ and Assessor’s Memorandum, Section 9.5, ‘Conduct in Examinations’ and in particular to sections 4 and 5 and the concluding paragraph of the section:

1. No candidate shall present for an examination as his or her own work any part or the substance of any part of another person’s work.

2. In any written work (whether thesis, dissertation, essay, coursework, or written examinations) passages quoted or closely paraphrased from another person’s work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be clearly acknowledged.

The University employs a series of sophisticated software applications to detect plagiarism in submitted examination work, both in terms of copying and collusion. It regularly monitors online essay banks, essay-writing services, and other potential sources of material. It reserves the right to check samples of submitted essays for plagiarism. Although the University strongly encourages the use of electronic resources by students in their academic work, any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions.
Appendix H: University Complaints Procedure

Further information can be found at: www.proctors.ox.ac.uk.

If you have a complaint about a University matter, the Proctors can investigate your concerns and provide redress. But please note that the Proctors cannot intervene in internal college matters.

If you are dissatisfied with (say) some aspect of your course or research supervision, or the way you have been treated by a University service such as a library, your first step should be to make a complaint locally, e.g. to the course organiser, Director of Graduate Studies, Director of Undergraduate Studies, or the manager of the University service concerned. You may take advice from your Senior Tutor, Tutor for Graduates or College Advisor.

If you remain dissatisfied after your complaint has been dealt with locally, then you can make a written complaint to the Proctors. You can take confidential advice about the procedures from the Clerk to the Proctors before submitting your written complaint.

Complaints about the conduct of University examinations (sometimes called 'academic appeals') are dealt with slightly differently. Students must not contact their examiners direct with queries or complaints.

- Taught-course students should discuss their concerns with a college officer (e.g. Senior Tutor) who can then forward them to the Proctors.

- Research students should write direct to the Proctors at the Proctors' Office, University Offices, Wellington Square, OX1 2JD.

A taught-course student who is dissatisfied with the Proctors' decision about a request for an alternative examination arrangement has a right of appeal to the Council's Educational Committee (details available from Senior Tutors).
Appendix I: Geological Facilities List

Optics Laboratory

- Nikon Optiphot-Pol: transmitted and incident illumination (polarising and reflectance objectives).
- Nikon Optiphot: CL.
- Nikon Labophot-2: compound, phase contrast.
- Wild M8 Sterozoom binocular microscope: incident and transmitted illumination.
- Q-Imaging camera digital camera with Syncroscopy software attachable to any of the above.
- Zeiss Discovery 12 stereozoom microscope with imaging and camera lucida
- Zeiss Ultraphot: transmitted illumination.
- Zeiss Universal: incident illumination with single shot reflectance objectives.
- Leitz Laborlux-Pol: with 4-axis universal stage.
- Leica DMRX: incident, transmitted and epi-fluorescence, with point counter
- JCM-5000 Benchtop SEM with gold sputter coater

A number of ‘research quality’ microscopes are available for loan to students – contact Owen Green (owen.green@earth.ox.ac.uk) for current instruments available.

Electron beam labs

- FEI Quanta FEG electron microscope equipped with Oxford Aztec EDS, EBSD, CL, SE and BSE detectors.
- Cameca SX5-FEG electron microprobe with 5 WDS spectrometers and fully integrated Bruker EDS, SE & BSE detectors.
- HHV 306 large volume turbo-pumped carbon evaporation coater.

Rock Crushing Facilities

- Rock splitter (x2)
- Fritsch Jaw crusher
- Fritsch automatic pestle and mortar
- Roller Mill
- Fritsch Planetary Ball Mill (four station, agate and zirconium oxide grinding balls)
- SS White Airbrasive 6500 (airbrasive and pneumatic tools)
- Rotary and reciprocal diamond and tungsten drills, pins and abrasive wheels
• Tema Swing Mill with agate and tungsten carbide rings

**Sedimentology and Mineral Separation**
• Franz isodynamic magnetic separator
• Wet (stainless steel) and dry (brass) 10 and 20cm diameter sieves
• Macro and Micro sediment sample splitters
• Periosonic descaler

**Rock Preparation**
• Cutting: diamond rock saws
• Thin section Preparation: Diamond and carborundum slurry wheels
• Polishing: diamond paste and aluminium oxide slurry

A list of other Small Research Facilities and equipment within the University that might be available for use can be viewed at [www.admin.ox.ac.uk/researchsupport/facilities/list](http://www.admin.ox.ac.uk/researchsupport/facilities/list).
Sensitive Content in Digital Theses
Checks and procedures

Context
When depositing digital copies of theses into ORA it is crucial to take steps to ensure that sensitive information not intended for public release is not inadvertently made freely available on the open Internet. Errors could result in serious consequences for the University or third parties which could be of a legal, personal or financial nature. The following guidelines are intended to limit the possibility of an undesirable situation arising. Checks and suggested actions at each stage of the process are described.

What is Sensitive Content?
Sensitive content might fall into any of the following categories:

- Personal information: personal data (name, address, age, criminal record etc.); personal medical details; information that enables the identification of an individual; photographs etc.
- Commercially sensitive information: details of new products and processes; names of companies and collaborators; content covered by non-disclosure or other agreement
- Patentable information
- Research using animals, GM crops or other controversial processes
- Some political, security or similar content
- Other information which could be deemed to cause similar difficulties if made public

Authors should also be aware of content within the thesis where copyright is held by a third party. Making this type of material freely available on the internet without permission could infringe copyright. See ORA help and information at: www.bodleian.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues.
<table>
<thead>
<tr>
<th>Stage</th>
<th>Actions to reduce risk</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis/dissertation guidelines</td>
<td>Ensure information about sensitive content are easily available to students and supervisors and factored into training, publications (e.g. handbooks) and similar.</td>
<td>Directors of Graduate Studies</td>
</tr>
<tr>
<td>Supervision</td>
<td>Supervisors ensure students are aware at appropriate points in their programme. Be aware of potentially problematic content when reading drafts and advise student.</td>
<td>Supervisor/tutor</td>
</tr>
<tr>
<td>Writing thesis</td>
<td>Remain aware of and note any content being included in the work to which access should be restricted.</td>
<td>Author</td>
</tr>
<tr>
<td>Transfer of status</td>
<td>Ensure student is fully briefed on types of sensitive content and their responsibilities. Check with the student whether there is any or likely to be any content which may fall into the category of sensitive content.</td>
<td>Supervisor/tutor</td>
</tr>
<tr>
<td>Deposit in ORA</td>
<td>Check with supervisor and/or Research Services if unsure about the sensitive nature of any content in your work. Indicate that access should be restricted to all or part of the content using the ORA embargo functionality. Indicate a date on which the content can be released if appropriate.</td>
<td>Author/depositor</td>
</tr>
<tr>
<td>ORA Review</td>
<td>Follow depositor instructions regarding embargo. Run quick check of content to identify any obviously potentially problematic content. If necessary contact author and/or supervisor.</td>
<td>ORA staff</td>
</tr>
<tr>
<td>Post-deposit</td>
<td>Retain a robust take down policy and procedure and take prompt action if necessary.</td>
<td>ORA staff</td>
</tr>
</tbody>
</table>

This information is also available online at: [www.bodleian.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues/sensitive-content](http://www.bodleian.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues/sensitive-content).

ORA general Help & Information is available at [http://ora.ac.uk](http://ora.ac.uk) or contact ORA staff at [ora@bodleian.ox.ac.uk](mailto:ora@bodleian.ox.ac.uk).

**The Digital Copy of Your Thesis**

*Please read this information carefully. It provides a brief summary of the main issues surrounding digital theses of which research students should be aware. For further information see [www.bodleian.ox.ac.uk/ora](http://www.bodleian.ox.ac.uk/ora).*

**Oxford Digital Theses**

*DPhil, MLitt, and MSc (by Research)*

The University of Oxford is committed to the widest dissemination of research theses produced by its graduate students. Students following DPhil, MLitt, and MSc(by Research)
programmes and registered\textsuperscript{13} from 1\textsuperscript{st} October 2007, are required to deposit a hardbound and a digital copy of their thesis with the Oxford University Libraries. The digital copy should be deposited in the Oxford University Research Archive (ORA) at http://ora.ox.ac.uk. ORA provides maximum visibility and digital preservation for Oxford digital theses. Students should read important information about the deposit of and access to digital theses which is available at www.bodleian.ox.ac.uk/ora and includes:

- Legal requirements and author responsibilities
- When to deposit the digital copy of your thesis
- How to deposit the digital copy of your thesis
- Open and embargoed access (for reasons such as sensitive content, material that would affect commercial interests, pre-publication or legal reasons) to all or part(s) of your thesis

Copyright in the thesis usually rests with the author: this does not change when depositing your thesis in ORA. The author does not give away any rights to the Oxford University Research Archive or the Bodleian Libraries. However, please see information on third party copyright at www.bodleian.ox.ac.uk/ora/oxford_etheses.

Please contact ora@bodleian.ox.ac.uk if you require further information or have any queries regarding deposit of your digital thesis.

\textbf{Voluntary Deposit}

Students completing DClinPsych, MPhil, Master of Studies in Legal Research (MSt) or Bachelor of Philosophy (BPhil) in Philosophy are invited to deposit a digital copy of their thesis in ORA.

\textbf{Access to your Thesis}

For academic programmes requiring deposit of the thesis, the hardbound copy will be stored in the Bodleian Library. Visitors to the library will be able to read your thesis on site. Digital copies held in ORA will be made freely available via the Internet. Theses which have been granted dispensation from consultation or which are subject to embargo (see below) are unavailable to readers.

\textbf{When to Deposit your e-thesis}

You may only deposit your e-thesis AFTER you have been granted leave to supplicate

\textbf{Version}

The deposited digital copy should be the finalised copy of the thesis, as approved by the examiners.

\textbf{How to Deposit your Thesis}

Go to https://ora.ox.ac.uk/deposit and follow the instructions. See www.bodleian.ox.ac.uk/ora for a deposit guide.

\textbf{Journal Articles within the Thesis}

Increasingly authors include copies of journal articles as part of their thesis. Authors can make the article freely available via the Internet as part of their thesis only in compliance with

\textsuperscript{13} The date of enrolment on which the student commenced this programme. If progressing from a master's to a doctoral programme it is the date the student started the new doctorate research programme.
copyright permissions. Many publishers are happy to grant such permission. See ORA copyright guidance at: www.bodleian.ox.ac.uk/ora/oxford_etheses/digital_thesis_faqs, for more information.

**Dispensation from Consultation**

There may be good reasons why your thesis cannot be made publicly available. For example, it might contain confidential, sensitive or commercial information, infringe copyright, or there may be concerns about pre-publication. If this is the case you should apply for dispensation from consultation using form GSO.3c available from www.ox.ac.uk/students/academic/guidance/graduate/progression. Your request will be considered by members of your faculty in line with faculty policy. Contact your supervisor or Research Services if you are unsure about these matters. Formal dispensation is required for students following academic programmes requiring deposit of the thesis:

- MPLS students should apply for dispensation using form GSO.3c if their thesis contains sensitive or copyright information or have pre-publication concerns

- Humanities, MSD and Social Sciences theses are subject to a default 3 year embargo (see below). However, if your thesis contains sensitive or copyright information such that it should be subject to dispensation from consultation beyond the end of the embargo you should apply for dispensation using form GSO.3c.

Students following programmes which are eligible for voluntary deposit in ORA should not make sensitive material publicly available, but do not have to apply for formal dispensation from consultation.

Once dispensation from consultation has been granted, the period of restricted access should be indicated on the ORA online deposit form.

**Humanities, Social Sciences & Medical Sciences Divisions Default Embargo**

These Divisions strongly support open access to and wide dissemination of theses produced by their students. During this period whilst both authors and publishers adapt to open access, these Divisions have agreed that by default, access to the full text of digital theses will be restricted for three years. Authors should indicate a three year embargo on the ORA online deposit form.

Authors who wish to benefit from making their thesis freely available can choose to reject the default embargo and make their thesis open access either at deposit, or at any time during the three year embargo: students should indicate as such on the notes field on the online ORA deposit form. **All** students need to indicate if their thesis contains content where copyright is held by a third party. Humanities Division information is at: www.humanities.ox.ac.uk.

**Publication of your Thesis**

The general trend is that theses are becoming freely available via the Internet. Authors may reach a wider audience by making the thesis electronically available in thesis form than by publishing it subsequently in other ways. The balance of advantage will vary from case to case. However during this period of transition, authors need to be fully informed of factors that affect the decision as to whether to apply to restrict access to their thesis. Authors can then judge the many advantages of open access to their thesis against implications for the ability to publish all or parts of the work as a monograph, journal article or in some other format at a later date. Publishers differ in respect to their policies on this issue. You are advised to discuss this matter with your supervisor.
The Copyright in the Thesis

The copyright in the thesis usually remains with the author. In a minority of cases, copyright might rest with a sponsor or other body. Please speak to your supervisor or Research Services if you are unsure.

Third Party Copyright

If you have incorporated material within the thesis where copyright is held by an individual or group that is not the author (third party copyright) you will need permission to make such material freely available on the Internet. It is best to obtain permission when sourcing the material. You need to provide proof of permission when depositing your thesis in ORA (e.g. email or letter).

Consent from Research Participants

You will need consent from research participants for the inclusion of their personal data in your thesis, to ensure compliance with data protection legislation and also to address any concerns about the publication of sensitive or confidential information. For particularly sensitive material, you may wish to seek consent for publication in an appendix to which access is restricted. Sample wording explaining about online deposit is available on the Central University Research Ethics Committee website (www.admin.ox.ac.uk/curec) to include in participant information.

Intellectual Property Rights

If consultation or reproduction of all or part of the thesis would put at risk confidential material or invalidate an application for a patent on a product or process described in the thesis, or restricting access to the thesis is a requirement of any agreements with an outside body or sponsor governing supply of confidential material or the disclosure of research results described in the thesis, you should apply for dispensation from consultation. Please speak to your supervisor or Research Services for advice.

Characters and Fonts

Be particularly careful that you use Unicode encoding and Unicode-compliant fonts in your document(s), to allow for interchange and conversion in future. Modern office applications (e.g. MSWord) are usually Unicode compliant.

File Size

For ease of deposit and dissemination we recommend that your files are smaller than 50Mb.

If they are any larger, please contact ora@bodleian.ox.ac.uk to arrange for an alternative method of deposit.

File Format

Please deposit two copies of your thesis

1. The original source version (any file format) for preservation purposes which should not have any security settings such as requiring a password to open the file as can be set for MSWord files.

2. A single PDF file for dissemination: this version can have security settings added such as restricted access and permissions settings that can be selected when using for example, Adobe Acrobat.

Plagiarism Concerns

Making the thesis open access increases its visibility, gains recognition for the author and certifies them as author of the work. It can also give rise to concerns about increased risk of
plagiarism. However, when work is available open access, plagiarism can be easier to detect. There is a widespread global trend to make theses open access.

**Contact details**

For further information see: [www.bodleian.ox.ac.uk/ora/oxford_etheses](http://www.bodleian.ox.ac.uk/ora/oxford_etheses).

For other concerns contact: [ora@bodleian.ox.ac.uk](mailto:ora@bodleian.ox.ac.uk), or 01865 283809 (office hours)
Appendix K: End of Embargo/Dispensation from Consultation of Oxford Thesis Procedure

Concerning those programmes which require deposit of the thesis in the Bodleian Library and ORA (DPhil, MLitt, MSc (by research)).

GSA: Graduates Studies Assistants (several staff cover all subject areas at the Departments/Divisional Office: www.ox.ac.uk/students/academic/guidance/graduate/contacts).

RDEO: Research Degree Examinations Office.

Notes

The Bodleian Libraries reserves the right to retain an embargo on a digital thesis if it is suspected that the thesis contains material that will infringe copyright or contains other sensitive information.

Hard copies of theses are deposited with the Bodleian Libraries and made available for consultation unless 'Dispensation from Consultation' has been granted.

Digital copies of theses are deposited in ORA.

MPLS: All digital theses are made open access on deposit in ORA unless the student applies for Dispensation from Consultation. At the end of the period of Dispensation from Consultation, the thesis will be made open access unless an extension has been granted by the department/Faculty.

Humanities, Social Sciences and MSD: operate a default embargo of 3 years for digital copies of theses. The thesis will be made open access after this period unless an extension has been granted by the department/Faculty.

All students should apply for Dispensation from consultation should their thesis contain copyright or sensitive content (see www.bodleian.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues) even if their thesis is subject to a default embargo. The period of restriction may last beyond the default embargo and should be applied for prior to deposit in ORA.
Appendix L: MPLS Progress Flowchart for DPhil Students

1st Term
- Admission/Registration
- Probationer Research Student (PRS)

3rd/4th Term
- Transfer of Status from PRS to DPhil (GSO.2.MPLS)
  - Fail
  - Pass
  - Second attempt
- Transfer to MSc by Research – refer to MSc by Research flowchart
  - Fail
  - Removal from register

8th/9th Term
- Confirmation of DPhil Status (GSO.14MPLS)
  - Fail
  - Pass
  - Assessors recommend transfer to MSc by Research
  - Second attempt
- Removal from register

9th to 12th Term
- Prepare to Submit Thesis
- Submit Appointment of Examiners (GSO.3) to MPLS Graduate Office
- Submit a digital copy of your thesis to the Research Thesis Digital Submission (RTDS) Portal (GSO.3a & GSO.26)
  - Examination (Viva Voce)
  - Pass/Pass subject to minor corrections
  - Major Corrections Recommended
  - Fail (only available on 2nd Examination)

- DPhil/MSc(R) awarded
- Resubmit for DPhil/MSc(R)
- Referral
- Submit bound thesis to Research Degrees Team. Book graduation.
- Students who are not able to transfer by the end of their 4th term after admission, must apply to defer using form, GSO.2b
- Students who cannot apply for Confirmation of Status by the end of their 9th term after admission, must apply to defer this using form, GSO.14b

(Please note that only two attempts are permitted at transfer & confirmation of status)
www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression
Appendix M: University Policy on Student Maternity, Extended Paternity, Adoption and Shared Parental Leave


This policy sets out a framework for student parents’ interactions with the University in relation to data collection, defining entitlement to parental leave, arrangements for return to study, and access to University graduate accommodation and childcare services.

Further information is available on request from Education Policy Support (https://academic.admin.ox.ac.uk/committees-and-panels) or Sara Smith in the Equality and Diversity Unit (equality@admin.ox.ac.uk).

1. The Role of the Colleges

This policy framework does not seek to prescribe college policies towards students, though there are several areas in which student parents’ interests will best be met by cooperation between the University and the College. It is anticipated that the main areas of impact on colleges will include:

- advising students on the timing of leave and assisting them to make applications for suspension of status (in the case of graduates, in cooperation with the appropriate department or faculty);
- preparing for return to study (in the case of graduates, in cooperation with the appropriate department or faculty);
- advising students on possible adjustments to mode of study (in the case of graduates, in cooperation with the appropriate department or faculty).

Colleges may wish to draw up their own policies on maternity leave to ensure consistency of practice in relation to access to college premises, facilities and accommodation.14

2. Collecting Information at Registration

Collecting information on students’ dependants helps the University to fulfil its responsibilities in relation to gathering equality data; monitoring the adequacy of its support mechanisms; and targeting student parents with relevant information and advice.

2.1. Students are asked to state during the annual registration process whether they have any dependants under the age of 18.

2.2. The University uses the information collected at registration to inform student parents and carers of the facilities and resources available to them both within the collegiate University and more widely (see: www.ox.ac.uk/students/welfare/childcare).

3. Maternity Leave

The University’s policy has been harmonised with the Research Councils’ framework and clearly differentiates maternity leave from suspension of status for medical or disciplinary reasons. It aims to ensure consistent and fair treatment of pregnant students and new parents.

mothers and provides new mothers with the right to a protected period of leave after the birth.

3.1. Students should notify their college, department, supervisor or Director of Graduate Studies of their pregnancy as soon as possible, and preferably no later than the 15th week before the expected week of childbirth. Earlier notification may be necessary in some cases, for example where a student works in a potentially hazardous environment. If this is the case, the department in question must ensure that it has published this information and drawn students’ attention to it.

3.2. Risk assessments must be made where the work environment (e.g. laboratory, clinic) might pose a threat to a pregnant student. The University Occupational Health Service (UOHS) recommends that departments seek advice from their Departmental Safety Officer, the Area Safety Officer or the Safety Office. The OUHS can also assist with health queries relating to pregnancy and breastfeeding at work. This may require a consultation with a doctor or nurse and a visit to the workplace (email enquiries@uohs.ox.ac.uk).

3.3. In conjunction with the student, the college and department should draw up a student support plan to be reviewed at key stages during pregnancy and maternity. This will help coordinate support and ensure students’ needs are met during pregnancy, following the birth and on the student’s return to studies.

Same sex couples

3.4. In cases which do not fall under the arrangements for adoption leave set out in section 6 below, the student who gives birth to the child will be eligible to take maternity leave while their partner will be eligible to take paternity or shared parental leave.

Undergraduate and postgraduate taught students

3.5. Students who give birth may choose to suspend their status before recommencing their studies. This will normally last one full year so that the student may return to study at the same point at which they suspended. Where possible the leave period should be timed to take account of the academic requirements of the course (e.g. project work), and should commence at the start of, rather than partway through, a term. Maternity leave cannot start later than the date of the child’s birth and all new mothers are advised and expected to take a minimum of two weeks’ leave immediately after the birth. Maternity leave should be taken under current college arrangements for suspension of status and the policies described in 3.11 – 3.14 relating to access to university services and arrangements for return to study will apply. Postgraduate students should also submit an application for suspension of status (see section 3.8 below).

---

15 Pregnant students can obtain a maternity certificate (MATB1) from a doctor or midwife from the 20th week of pregnancy.

16 This could be as early as the fourth or fifth week of pregnancy in some cases, so advice should be sought at the earliest opportunity from the University Occupational Health Service.

17 Work environments that involve the following are more likely to present greater risks: physical activity including lifting and carrying; the use of chemicals, including paints and pesticides; radiation; compressed air environments; exposure to infectious disease.
Postgraduate research students

Maternity leave

3.6. Students who give birth during their period of registration for a postgraduate research degree are automatically entitled to suspend their status for up to 3 terms (1 year) of maternity leave. This period of leave is calculated separately from the 6 terms of ordinary suspension of status faculty or departmental boards may permit, and no special application to Education Committee is required. 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.

3.7. 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 in relation to the area(s) of conflict.

3.8. Students should apply for maternity, extended paternity, shared parental or adoption leave on the GSO.17b form (Application for suspension of status for maternity, extended paternity, adoption or shared parental leave). The timing of maternity leave will depend on a number of factors, including term dates and the nature of the student’s research work, though it would usually not be expected to commence before the 29th week of pregnancy. The leave period will start on the day of the baby's birth at the latest and new mothers are advised and expected not to return to study earlier than two weeks after the birth.

3.9. The relevant Graduate Studies Assistant (GSA) will update the student record system to indicate that maternity leave will be taken and the milestones and expected completion dates will automatically adjust. The GSA will also notify the Fees Team of any necessary fee amendments.

3.10. Suspensions of status are recorded on the student record system as commencing at the start of the relevant term and concluding at the end of the subsequent vacation. As far as possible, students should align their maternity leave with the tripartite structure of university terms. If a student is obliged to suspend mid-term (e.g. for medical reasons), the date of suspension will usually be backdated to the start of term. A short period of exceptional suspension may be considered (as a dispensation from the regulations relating to suspension of status) where the expected date of childbirth falls during the Long Vacation and backdating suspension to the start of Trinity term is undesirable or the student is concerned that they will be disadvantaged (this might also be the case where a student wishes to take a short period of maternity leave over the summer then return to study in Michaelmas term). The relevant Graduate Studies Assistant will forward applications to the Secretary of the Education Committee.

Access to University facilities

3.11. Both undergraduate and postgraduate students on maternity, extended paternity, adoption or shared parental leave will retain their university cards and Single Sign-

---

18 Students who have been granted the maximum number of terms of suspension of status by their board and who have also taken maternity leave are permitted to seek dispensation from Education Committee for further suspension of status where required. Such requests will be considered on their individual merits.

19 [www.ox.ac.uk/students/academic/guidance/graduate/progression](www.ox.ac.uk/students/academic/guidance/graduate/progression)
On (SSO) access to online resources, including email, and to university libraries. Suspended students are not normally supposed to be studying, and are not entitled to teaching, supervision and other academic provision (e.g. thesis chapter reading), or access to laboratories.

Planning for return to study

3.12. Undergraduate and postgraduate students on maternity leave should be encouraged by their college and/or department to maintain occasional contact with their tutor and/or supervisor so that arrangements may be made for their return to study. This is likely to involve a limited amount of academic guidance and preparation, as necessary in each case.

3.13. Timely arrangements should be made to facilitate students’ return to study after maternity leave, including a full assessment of their requirements in relation to e.g. training, updating, monitoring and additional learning support. Typically this assessment would be carried out by a college tutor, supervisor or other relevant academic staff.

3.14. Risk assessments must also be made where the work environment might pose a threat to a breastfeeding mother (see section 3.2 above).

3.15. If ill-health prevents a postgraduate student from returning to work after completing their maximum period of maternity leave, this should be treated as sickness absence and further suspension of status should be sought and notifications made accordingly (i.e. to the funding body). If a student is unable to return to work due to the illness of their child, they should seek a further suspension of status, if necessary by application to the Education Committee.

Overseas students

3.16. Under the terms of the student visa, overseas students who suspend their status will need to obtain an extension to their visa, and may be required to return to their home countries while suspended. Students should consult the Student Immigration team for advice on immigration and visas (email student.immigration@admin.ox.ac.uk).

Funded maternity leave (postgraduate students)

3.17. The University aims to provide a limited period of funded maternity leave, and in some cases funded shared parental leave, for holders of all studentships funded or co-funded by the University where the expected week of childbirth falls within the period of the award.

3.18. Provision for funded maternity leave and shared parental leave should therefore be included in the planning for contingency funds when fund-raising for and designing University studentships.

3.19. Prior to receiving funded maternity leave or funded shared parental leave from the University, students are required to state their intention to return to their studies after taking the leave. Students who do not return to their studies for at least one term after taking funded leave may be required to pay back in full all monies received during the period of leave.

20 www.ox.ac.uk/students/academic/guidance/graduate/status
www.ox.ac.uk/students/academic/guidance/undergraduate/status
3.20. Research Council funded students are entitled to receive funded maternity leave. The first 26 weeks would normally be paid at full stipend, the following 13 weeks at a level commensurate with statutory maternity pay and the final 13 weeks unpaid; more details are available from the relevant Graduate Studies Assistant. Prior to receiving such funding, students are required to state their intention to return to their studies after taking maternity leave. Students who do not return to their studies for at least one term after taking funded maternity leave may be required to pay back in full all monies received during the period of leave. In some circumstances it may be possible for some of this funded leave to be taken as shared parental leave.

3.21. See section 8 below for details of the University’s policy in relation to shared funded parental leave.

4. Adjustments to Mode of Study

Where the option of transferring to part-time study does not already exist, this policy provides an opportunity for student parents to stage their return to full-time study by applying for permission to alter their mode of study, usually for a limited period.

Undergraduate students

4.1. Some undergraduate students returning to study after the birth of a child may find it difficult to pursue their course at the normal pace. Under such circumstances it may be possible to extend the duration of their studies, typically by studying the Final Honour School over one additional year. Such a proposal requires endorsement from both the college and the faculty or department. The student’s college can then apply to Education Committee to request dispensation from the examination regulations concerning overstanding for honours, the timing of multi-part examinations, or if it is proposed to split Finals over two years. Approval for the extension of study will also have to be obtained from Student Finance England or the relevant regional body. Applications for remission of the additional year’s university fees will be considered by the Fees Panel on a case-by-case basis.

Postgraduate taught students

4.2. It is not usually possible to study for a full-time postgraduate taught course on a part-time basis. If postgraduate students returning to study after the birth of a child encounter difficulties, faculties and departments should consider what alternative measures of support they might implement, e.g. agreed extensions to submission deadlines. However, in some cases the faculty or department may consider that it would be feasible for a student to complete the outstanding elements of a taught course – such as the dissertation – on a part-time basis. If the student’s college also endorses this proposal, the faculty or department may make an application to Education Committee on the student’s behalf to request dispensation from the relevant examination regulations. Dispensation from the regulations to transfer from full-time to part-time status for the limited period involved will be considered provided that the student’s faculty or department supports the request and can demonstrate that their educational and pastoral needs will be met appropriately. Where necessary, approval must also be granted by the student’s funding body, and visa requirements must be met. Where permission has been granted, students will be charged fees at the part-time rate\textsuperscript{21}.

\textsuperscript{21} N.B. Fee liability for one-year master’s courses extends for six terms.
**Postgraduate research students**

4.3. A student whose programme of study is available on both a full-time and a part-time basis may apply to change their mode of study to part-time. Applications require the support of the student’s supervisor or course director and college and must be made on the **GSO.4 form** (Application for change to mode of study)\(^{22}\). Approval of the application will be the responsibility of the relevant board.

4.4. If a student’s programme of study is not normally available part-time, but it is agreed that the course can successfully be studied on a part-time basis, and the proposal is endorsed by both the college and the faculty or department, the student’s faculty or department may apply to Education Committee for dispensation from the relevant examination regulations. Dispensation from the regulations to transfer from full-time to part-time status will be considered provided that the student’s faculty or department can demonstrate that their educational and pastoral needs will be met appropriately. In the first instance, permission will be granted to transfer to part-time status for a limited period of no longer than three terms to ensure timely review of the student’s progress. Where necessary, approval must also be granted by the student’s funding body, and visa requirements must be met. Where permission has been granted, students will be charged fees at the part-time rate and their submission deadlines will be recalculated. The faculty or department will review the student’s progress no later than three terms after their return to study, at which point a decision will be made on whether to transfer them back to full-time study or to allow them to continue on a part-time basis. (N.B. Some Research Council funded students are not allowed to alter their mode of study more than once without consultation with the Research Council.) Neither course of action will require a further application to Education Committee.

5. **Paternity Leave**

**Same sex couples**

5.1. In cases which do not fall under the arrangements for adoption leave set out in section 6 below, the student who gives birth to the child will be eligible to take maternity leave while their partner will be eligible to take paternity, extended paternity and/or shared parental leave. (In this section, the term ‘father’ refers to the member of the couple who takes paternity leave.)

**Undergraduate and postgraduate taught students**

5.2. 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 will not entail dispensation to miss exams. Students will also be eligible for a longer period of suspension, in line with the arrangements made for student mothers. This will normally last one full year so that the student may recommence their studies at the same point at which they suspended (extended paternity leave). The possibility of additional fee liability should be taken into account should a student suspend their status part way through a term. Applications for remission of the additional term’s university fees will be considered by the Fees Panel on a case-by-case basis. If students wish to take up to 2 weeks of paternity leave during term time, departments and colleges should try to assist them to make up lost time.

---

\(^{22}\) [www.ox.ac.uk/students/academic/guidance/graduate/progression](http://www.ox.ac.uk/students/academic/guidance/graduate/progression)
Postgraduate research students

5.3. Postgraduate research 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). In line with the policy adopted by the Research Councils, this leave is not taken as a suspension of status and the submission date is not adjusted.

5.4. Students who are eligible for a further period of paternity leave from their Research Council or sponsor may request a matching period of leave from the University. The University will support student fathers’ requests for a period of suspension where permitted by their funding body, up to a usual maximum of 3 terms (1 year) (extended paternity leave). Terms of extended paternity leave do not have to be taken consecutively when sharing parental leave (see section 8 below), but do have to be taken within 12 months of the birth and any unused terms may not be taken at a later date. Where there is a conflict of interest between the two policies, the sponsoring body’s policy will be followed in relation to the area(s) of conflict. Extended paternity leave will be awarded as a suspension of status over and above the 6 terms faculty or departmental boards may permit. No special application to Education Committee is required and the student’s submission date will be adjusted accordingly.

5.5. Self-funded 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 is not taken as a suspension of status and the submission date is not adjusted. In addition to this, the University will support student fathers’ requests for a further period of leave of up to 3 terms (1 year) (extended paternity leave). Terms of extended paternity leave do not have to be taken consecutively but do have to be taken within 12 months of the birth and any unused terms may not be taken at a later date. Extended paternity leave will be awarded as a suspension of status over and above the 6 terms faculty or departmental boards may permit. No special application to Education Committee is required and the student’s submission date will be adjusted accordingly.

5.6. The timing of extended paternity leave will depend on a number of factors, including term dates and the nature of the student’s research work. Suspensions of status are recorded on the student record system as commencing at the start of the relevant term and concluding at the end of the subsequent vacation, so students should as far as possible align their paternity leave with the tripartite structure of university terms. Applications for extended paternity leave should be made on the GSO.17b form (Application for suspension of status for maternity, extended paternity, adoption or shared parental leave). The relevant Graduate Studies Assistant will update the student record system to indicate that extended paternity leave will be taken and the milestones and expected completion dates will automatically adjust. The GSA will also notify the Fees Team of any necessary fee amendments.

23 Fathers who have been granted the maximum number of terms of suspension of status by their board and who have also taken paternity or shared parental leave are permitted to seek dispensation from Education Committee for further suspension of status where required. Such requests will be considered on their individual merits.

24 N.B. Fee liability for one-year master’s courses extends for six terms.

25 www.ox.ac.uk/students/academic/guidance/graduate/progression
Overseas students

5.7. Under the terms of the student visa, overseas students who suspend their status will need to obtain an extension to their visa, and may be required to return to their home countries while suspended. Students should consult the Student Immigration team for advice on immigration and visas (email student.immigration@admin.ox.ac.uk).

6. Adoption Leave

Arrangements for adoption leave usually parallel those made for maternity and paternity leave, in that the main carer takes ‘maternity leave’, regardless of gender, and the carer’s partner takes ‘paternity’ leave.

6.1. The child’s main carer will be eligible to suspend their status in line with maternity leave provisions (see section 3 above). Terms of adoption leave do not have to be taken consecutively when sharing parental leave (see section 8 below), but do have to be taken within 12 months of the adoption and any unused terms may not be taken at a later date. Adoption leave may commence at any point after the student has been notified that they have been matched with a child.

6.2. A student who is the partner of an adopting parent will be eligible for leave in line with the relevant model for paternity leave (see section 5 above). Terms of adoption leave do not have to be taken consecutively when sharing parental leave (see section 8 below), but do have to be taken within 12 months of the adoption and any unused terms may not be taken at a later date.

6.3. Postgraduate research students who are eligible for a period of adoption leave from their research council or sponsor may request a matching period of leave from the University, up to a usual maximum of 3 terms (1 year). Where there is a conflict of interest between the two policies, the sponsoring body’s policy will be followed in relation to the area(s) of conflict. This period of leave is calculated separately from the 6 terms of ordinary suspension of status faculty or departmental boards may permit. No special application to Education Committee is required and the student’s submission date will be adjusted accordingly. Terms of adoption leave do not have to be taken consecutively when sharing parental leave (see section 8 below), but do have to be taken within 12 months of the adoption and any unused terms may not be taken at a later date.

7. IVF and Surrogacy

In cases which do not fall under the arrangements for adoption leave set out in section 6 above, or standard arrangements for maternity, paternity or shared parental leave, student parents are advised to contact their college or department for advice. The options available should be equivalent to those available for the other forms of leave set out in this policy.

26 Adoptive parents who have been granted the maximum number of terms of suspension of status by their board and who have also taken parental leave are permitted to seek dispensation from Education Committee for further suspension of status where required. Such requests will be considered on their individual merits.

27 www.ox.ac.uk/students/academic/guidance/graduate/progression

28 www.ox.ac.uk/students/academic/guidance/graduate/progression
8. Shared Parental Leave

8.1. In some circumstances, student parents may wish to share a period of parental leave. Periods of shared parental leave will be recorded as a suspension of status commencing at the start of the relevant term and concluding at the end of the subsequent vacation. Students should as far as possible align their parental leave with the tripartite structure of university terms and all terms of shared parental leave have to be taken within 12 months of the birth.

Shared funded parental leave (postgraduate students)

8.2. Research Council funded students may be entitled to share a period of funded parental leave depending on the individual circumstances. This would only normally be possible where both parents are RCUK funded students and the expected week of childbirth falls within the period of the award. A table indicating entitlement is provided at Annex A. Students should contact their department / GSA to discuss their options. Prior to receiving such funding, students will be required to state their intention to return to their studies after taking parental leave. In line with the RCUK policy, students who do not return to their studies for at least one term after taking funded parental leave may be required to pay back in full all monies received during the period of leave.

8.3. Holders of studentships funded or co-funded by the University may be entitled to a period of shared funded parental leave depending on the individual circumstances. This would only normally be considered where both parents are Oxford students and the expected week of childbirth falls within the period of the award. Students should contact the Student Fees and Funding team (student.funding@admin.ox.ac.uk) to discuss their options. Prior to receiving such funding, students will be required to state their intention to return to their studies after taking parental leave. Holders of studentships who do not return to their studies for at least one term after taking funded parental leave may be required to pay back in full all monies received during the period of leave.

9. Graduate Accommodation

All full-time matriculated postgraduate students are eligible to live in university graduate accommodation, subject to availability. Two-bed accommodation is allocated according to the applicant’s position on the waiting list. Due to the shortage of single accommodation, this is allocated via a tiered waiting list which prioritises freshers. Students are allowed to retain their tenancies while suspended. A tenant who ceases to be a student should inform the Graduate Accommodation Office which will make arrangements where necessary for them to vacate the property.

This policy permits students who have suspended status to take maternity, extended paternity, adoption or shared parental leave to be offered university graduate accommodation – should it become available – up to three months before they re-enrol. Usual tenancy regulations will apply. Students studying in the UK under a Tier 4 or other visa should check their visa regulations to establish when they are permitted to re-enter the UK (email student.immigration@admin.ox.ac.uk).

9.1. The Graduate Accommodation Office will log the requirements of students who have suspended status in order to take maternity leave, and register them on the waiting list. Under normal circumstances, a student who has suspended their status may apply for University accommodation but cannot be offered it until they have re-enrolled.
list. If the student becomes eligible for family accommodation by virtue of their position on the waiting list, no earlier than 3 months before their scheduled return to study, the Office shall offer them the tenancy.

9.2. This policy shall also apply to adoptive parents who have taken leave as the child’s main carer (see section 6 above) and students who have suspended status for at least one term in order to take extended paternity or shared parental leave (see sections 5 and 8 above).

9.3. Overseas students who have suspended status are usually not permitted to remain in the UK so should not be requested to commence their tenancy prior to their return to study. However, some students may be able to remain in the UK (or reapply to enter the UK) as the dependant of their partner, provided they have an appropriate immigration status (e.g. British national, overseas student, indefinite leave to remain, Tier 1 or 2 working visa). They could therefore be eligible to move into family accommodation earlier than one month before they resume their studies.

9.4. This provision may be extended with good cause to students with children under 18 who have suspended for other reasons (e.g. illness), for example where new arrangements need to be made for the child’s education or childcare.

9.5. If the student fails to return to study on the scheduled date, the student should inform the Graduate Accommodation Office which will make arrangements where necessary for them to vacate the property. In exceptional circumstances (e.g. serious illness of the student or child) an extension may be given.

10. Access to Childcare During Suspension

This policy formally codifies and safeguards suspended students’ access to university childcare.

10.1. Student parents whose child(ren) already attend(s) a university nursery, or occupy(ies) a university place in a private nursery, may retain their nursery place(s) during suspension of status for maternity, paternity or shared parental leave for a period of usually no longer than 12 months (while continuing to pay fees).

10.2. Students who have suspended status for maternity, paternity or shared parental leave may apply for a university nursery place and be placed on the waiting list. They do not need to wait until they are reinstated to take up a place.


Annex A: Research Council UK Shared Funded Parental Leave Provision

Research Council funded student partners can only share funded parental leave where both parents are RCUK funded students and the mother is in receipt of funded maternity leave. It is not a requirement for both parents to be students at Oxford University.

Eligibility can be summarised as follows:

<table>
<thead>
<tr>
<th>Mother</th>
<th>Partner</th>
<th>Eligible for RCUK Shared Funded Leave from Oxford?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not RCUK funded</td>
<td>Not Applicable</td>
<td>Not eligible.</td>
</tr>
<tr>
<td>RCUK funded, not at Oxford</td>
<td>Not RCUK funded, at Oxford</td>
<td>Not eligible.</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>RCUK funded, not at Oxford</td>
<td>RCUK funded, at Oxford</td>
<td>Potentially eligible. Will need to liaise with mother’s institution to ensure no more than 26 weeks full pay and 13 weeks at a rate equivalent to Statutory Maternity Pay paid across both parents. Oxford to pay the weeks the partner took as shared funded leave.</td>
</tr>
<tr>
<td>RCUK funded, at Oxford</td>
<td>Not RCUK funded</td>
<td>Not eligible for shared leave; mother entitled to funded maternity leave.</td>
</tr>
<tr>
<td>RCUK funded, at Oxford</td>
<td>RCUK funded, at Oxford</td>
<td>Eligible. Will need to liaise with mother’s department to ensure no more than 26 weeks full pay and 13 weeks at a rate equivalent to Statutory Maternity Pay paid across both parents. Oxford responsible for full payment.</td>
</tr>
<tr>
<td>RCUK funded, at Oxford</td>
<td>RCUK funded elsewhere</td>
<td>Potentially eligible. Will need to liaise with partner’s institution to ensure no more than 26 weeks full pay and 13 weeks at a rate equivalent to Statutory Maternity Pay paid across both parents. Oxford to pay the weeks the mother took as maternity / shared funded leave.</td>
</tr>
</tbody>
</table>
Appendix N: Suggestions for Sources of Funding for Field Work, Travel, Conferences, etc.

Members of the department have compiled the following suggestions of sources of funding. This list will be added to as further suggestions are made. If you know of a source that is not listed, please email graduate.studies@earth.ox.ac.uk. Potential applicants will need to visit the web pages referenced for further details.

**University of Oxford**

The University administers a small number of scholarship awards and exchange programmes for students wishing to travel or study abroad as part of their Oxford studies: www.ox.ac.uk/students/fees-funding.

**Burdett-Coutts Fund**

https://sharepoint.nexus.ox.ac.uk/sites/earthsci/ESComms/burdett-coutts/SitePages/Home.aspx

The Burdett Coutts Fund exists for the promotion of the study of Geology, and of other branches of natural science bearing on Geology, among the junior members of the University of Oxford. It was established by a gift from the noted nineteenth-century philanthropist Angela Burdett-Coutts (21 April 1814 – 30 December 1906) who supported Geology in Oxford in its early days, among many other causes: www.coutts.com/private-banking/coutts-institute/philanthropy-and-social-investment/angela-burdett-coutts/.

Graduate students are eligible to apply for grants in support of their research during Michaelmas and Hilary Terms. Eligibility for the Fund is subject to certain restrictions, which are explained on the department’s SharePoint site.

**Earth and Space Foundation**

www.earthandspace.org

Expeditions can apply by submitting a description of the project by e-mail. The Foundation requests all submissions electronically. The application should NOT exceed one side of A4/letter and can be submitted as a Word or PDF document.

There is one funding round per year.

Most expeditions are eligible. They include university expeditions and other expeditions from private or non-profit organizations and government expeditions. Awards are currently the equivalent of £350–£500 each.

**European Association of Geochemistry**

www.eag.eu.com/education/student-sponsorship

Each year 12 students are sponsored up to 500 Euros per student to attend geochemistry related short courses, summer schools, workshops or conferences located in Europe, except for the Goldschmidt conference. Students do not need to present any talk or poster at the event.

Deadlines to submit applications are 1 February, 1 May, 1 September, and 1 December.

**Explorers Club**

www.explorers.org
Graduate Students and Immediate Post-Doc grant supports exploration and field research for those who are just beginning their research careers. The average award is approximately $2,500.

**Geochemistry Group - Travel Bursaries**
[www.geolsoc.org.uk/geochemistry](http://www.geolsoc.org.uk/geochemistry)

The Geochemistry Group offers bursaries to postgraduate researchers registered at UK universities or research institutions to aid travel to a geochemistry meeting either in the UK or internationally. In previous years, students have received bursaries to support travel to conferences such as EGU and Goldschmidt, as well as a number of smaller meetings.

There are three application rounds each year. These deadlines are 15 January, 15 May, and 15 October. Any applications received will be considered after the ensuing deadline, unless explicitly requested otherwise.

**Geological Remote Sensing Group of the Geological society**
[www.grsg.org.uk](http://www.grsg.org.uk)

GRSG provide funds for specific projects via the GRSG student awards, and providing student members the opportunity to apply for other research bursaries such as through the Fieldwork Bursary scheme.

**Royal Geographical Society Student Awards**
[www.rgs.org/in-the-field/in-the-field-grants/students](http://www.rgs.org/in-the-field/in-the-field-grants/students)

Each year, the Society supports over 40 student fieldwork projects, from PhD students collecting data for their dissertation to groups of undergraduates looking to get out into the field for the first time.

**Gilchrist Educational Trust**
[www.gilchristgrants.org.uk](http://www.gilchristgrants.org.uk)

- **Grants to Individuals:** Applications are considered from students who have made proper provision to fund a degree, or higher education, course but find themselves facing unexpected financial difficulties which may prevent completion of it; also from students who are required, as part of their course, to spend a short period studying abroad. Applicants must be full-time students at a British University. In the year to February 2016 there were 53 grants made to individuals.

- **Grants to Organisations:** Modest grants are made to British organisations if it seems likely that the project(s) for which funds are sought will fill educational gaps, or make more widely available a particular aspect of education or learning. The project(s) may be in the U.K. or overseas.

- **Grants to Expeditions:** The Trust supports a number of small or medium-sized British expeditions, with teams of three or more, proposing to carry out research of a scientific nature in another country.

**Gilchrist Fieldwork Award:** The biennial Gilchrist Fieldwork Award of £15,000 is offered every even-numbered year for the best overseas research proposal by a small team of qualified scientists or academics in the U.K.
Sasagawa Foundation  
www.gbsf.org.uk/grants/overview

The Foundation’s aim is to develop good relations between the United Kingdom and Japan by advancing the education of the people of both nations in each other’s culture, society and achievements. It seeks to promote mutual understanding and cooperation through financial support for activities in the following fields:

- Arts and Culture
- Humanities and Social Issues
- Japanese Language
- Medicine and Health
- Science, Technology and Environment
- Sport
- Youth and Education

Applications are accepted for projects in all the fields listed above. However, grants are not made for consumables, salaries, and materials, rather they are intended to be used towards activity (such as accommodation, travel, subsistence, exchanges, workshops, etc.).

There are also limited travel grants to a maximum of £1,000 to PhD students wishing to travel to Japan for dissertation research or to complete fieldwork.

The Jeremy Wilson Charitable Trust  
www.jwct.org.uk/apply.html

The JWCT funds the following:

- Young able-bodied and disabled sportspeople and athletes.
- Young geologists.
- Young people or groups to participate in adventurous activities in the UK and overseas.
- Young mountaineers.
- Practical projects to conserve and improve access to natural environments, in particular protected areas, in the UK and overseas.
- Sports equipment for disabled people for sports clubs and other organisations.

The JWCT supports individuals and projects directly rather than contributing to other organisations’ general funds.

Volcanic and Magmatic Studies Group  
www.vmsg.org.uk/students

VMSG awards bursaries for student researchers from the VMSG community. Two bursary schemes are run, one to attend conferences at which the awardees are presenting an oral or poster presentation; and one to support students wishing to attend international technical and field workshops.

The bursary schemes are intended to support students who are active members of the VMSG community. Awards are generally between £100-£300.
The Grey-Milne Travel Bursary

https://geophysics.org.uk/gray-milne-travel-bursary/

The British Geophysical Association administers this fund. The Gray-Milne travel bursary provides funding of up to a value of £500 to support geophysics-related work and travel.