DEPARTMENT OF
COMPUTER
SCIENCE

RESEARCH STUDENT HANDBOOK

Version 1.1

2022

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Welcome to Oxford University Department of Computer Science.

You have chosen to study at one of the world's leading centres for the development, application and teaching of computer science. You join an expanding group of researchers, lecturers, visitors and students who have been attracted to Oxford from all over the world. The Department's reputation ranges from its fundamental research into computing methods and languages through to practical solution of engineering and scientific problems on the latest highly parallel computer architectures. Our wide-ranging collaborative work with leading industries in this country has been twice recognised by the rare honour of a Queen's Award for Technological Achievement.

During your study at Oxford, we hope to share with you some of the excitement we have about the topics we investigate, and of the understanding we have gained, both by our research into basic theory and by industrial collaboration. The development of computer science at Oxford has been heavily supported by research grant funding from the government, EU and science foundations, as well as donations and sponsorship from our industrial partners. We are committed to offering our research students the best supervision and to providing a stimulating research environment.

This handbook aims to save time by giving you a certain amount of basic information which you would otherwise have to ask for or learn by experience, but it cannot tell you all you need to know. Do not be afraid to ask for further information or advice.

You will find much useful information on the department's web pages for current students:

Department of Computer Science, University of Oxford

and on the university's pages:

Student news | University of Oxford

Individual colleges will also have their own handbooks.

Jonathan Barrett
Director of Graduate Studies

Joe Pitt-Francis
Deputy Director of Graduate Studies

Rachel Breward
Head of Student Administration

Sarah Retz-Jones
Graduate Studies Administrator

Lyn Hambridge
Administrative Assistant

Jodie Mattioli
Graduate Studies Assistant

Disclaimer

This handbook applies to students starting the DPhil in Computer Science in Michaelmas Term 2022, Hilary Term 2023 and Trinity Term 2023. The information in this handbook may be different for students starting in other years.

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Version 1.0	Published start of MT22	03 October 2022
Version 1.1	Clarification made on taught course assessment for transfer	11 October 2022

1. Sources of information

This handbook is designed as a guide for graduate research students in the Department of Computer Science. It does not replace the official regulations relating to your degree. The Examination Regulations relating to this course are available at: 2021-22, Research Degrees in Mathematical Sciences (Computer Science, Mathematics and Statistics) (ox.ac.uk) If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Graduate Studies Administrator: graduate.studies@cs.ox.ac.uk.

The information in this handbook is accurate as at 03 October 2022, however it may be necessary for changes to be made in certain circumstances, as explained at Changes to courses | University of Oxford webpage. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

This handbook is designed to be a less formal and more easily understood guide to being a research student in the Department of Computer Science. It also contains general information about the Department, people, facilities and safety. There is an edition of this handbook on the Department of Computer Science's website at:

Department of Computer Science, University of Oxford: Course Handbooks

In addition to this handbook there are some other important sources of information that you should ensure you are familiar with:

1.1 Examination Regulations

The *Examination Regulations*, are the authoritative document on the regulations for the University degrees and examinations. The regulations are available online at:

Exam Regulations - Search (ox.ac.uk)

1.2 The Proctors' and Assessor's Memorandum

The University has two Proctors, the **Senior Proctor** and **Junior Proctor**, who are responsible for making sure that the University operates according to its statutes. As well as being members of key decision-making committees, they deal with:

- ensuring that the rules, regulations and standards of the University are observed
- scrutinising potential departures from those rules, regulations and standards, both when they are necessary (eg alternative examination arrangements) and when redress is required
- serving on a wide range of University committees.

They also carry out ceremonial duties, e.g. at degree ceremonies. The **Assessor** is the third senior officer, responsible particularly for student welfare and finance. Further information can be found online.

The University Students' Handbook is the document relating to the rules and the statutes of the University which you are expected to follow. This can be found at:

University Student Handbook 2022/23 | University of Oxford

1.3 The Mathematical and Physical Life Sciences Division Graduate Handbook

The Division also provides much information for students including an online graduate handbook which you should make sure you are familiar with. This can be found at:

Graduate school — Mathematical, Physical and Life Sciences Division (ox.ac.uk)

1.4 Computer Science Course Handbook

This handbook is designed to help you find your way around the Department of Computer Science and the University of Oxford. It provides guidance to what facilities are available to you, how teaching and learning are organised, and how to find help if you've got any problems. This can be found at:

Department of Computer Science, University of Oxford: Course Handbooks

2. Finding your way around

Your academic life in Oxford will involve two intimately connected but distinct institutions.

You are a member both of a college and of the University; your supervisor is a member of the Department of Computer Science and possibly a member of a different college to you. Your college will also allocate a college advisor to you.

In principle, the University exists to enable you to study for a research degree, to monitor your progress, to examine you at the end of that study, and to award you a degree. Your College exists to guide your study and to advise you. Admissions of graduate students to Oxford are the responsibility of the department, and their academic and personal well-being, are principally the concerns of the colleges. Traditionally, most of the teaching was organised by and between the colleges; however in science subjects in particular the central provision

of expensive equipment has led to an increased role for departments like the Department of Computer Science.

2.1 The Department of Computer Science

Access to the Department of Computer Science

An entry-card system controls access to the Wolfson Building outside normal opening hours. This applies to the main Parks Road entrances and the No.7 and No. 11 Keble Road entrances of the Wolfson Building. The front door of No. 8 Keble Road has been alarmed and should only be used in an emergency. When entering the building out of hours you need to swipe your card, and enter your 4 digit pin followed by the # key to gain entry.

The cards also control access within the building from the Lecture Theatre areas. Your University cards will already be activated on your first day in the department – no need to do anything. You will also need the card to be able to access your pigeon hole (which is a folder in a filing cabinet) in the department post room (157), which is situated in the main reception area.

Rules

The rules for using this system are:

1. A card and individual PIN will be issued to all staff and graduate students who require access to the Wolfson Building. In the case of graduate students, a University Card is required.
2. The PIN must be kept secret and under no circumstances should be written on the card or in the wallet where the card is kept. (Should an entry card be lost, access cannot be affected without knowledge of the PIN). If you have lost your card, there will be a charge of £15 which is payable online. (Link for lost cards:- Lost Cards) Please let reception know as soon as possible if you have lost you card, so we can delete the old card off the system and replace when you receive your new one. Damaged cards can be ordered free of charge through your college.
3. Each card will be set to operate for the period of the student's stay in Oxford.
4. Cards will be issued on a personal basis and must not be loaned or passed on to another person.
5. No-one should allow access to another person unless they are prepared to make sure they are around to "escort" them throughout their stay in the building
6. When a card is used to gain access to the building, the system keeps a record of that use for a period of approximately six months.

Keys

Keys are required for DPhil offices. Students can collect their keys/fobs from reception. Keys for other departments are usually obtained from that department. Please report any lost keys/fobs to reception. There will be a £20 charge for lost keys and £5 for fobs.

Social area

Although much of the social and domestic life of the University takes place in colleges, the Department does have a Common Room, which is located on the ground floor. Social events

usually take place in the Atrium and there is a vending machine in the Atrium near to the Lecture Theatre B.

It is forbidden to take food or drinks into lecture rooms, seminar rooms or computer rooms.

Pigeon holes

All students and staff are allocated a pigeon hole in room 157 (off the main Reception). All external post will be put in your pigeon hole, together with any messages. **It is extremely important that you check them regularly.** Please note that the room can only be accessed with your entry card. Pigeon holes for DPhil students are actually folders within the filing cabinets.

Communication and electronic mail

The University IT Services automatically provides e-mail facilities for all new students, at the same time as you are given a University Card. You will also register with the Department of Computer Science to use departmental computers, and can use these accounts to send and receive e-mail.

E-mail is, generally speaking, a good way of contacting members of the Department of Computer Science and most of the other academic staff you will need to reach.

We have two main ways of communicating with graduate research students:

- **Email:** This will go automatically to the address the Department sets up for you. If you regularly use a different email address then you must ensure that your @cs address is forwarded to it. Instructions on how to do this can be found at:

  SupportIndex - CS Support Wiki (ox.ac.uk)

- **Paper copy to your pigeon hole:** You will be allocated a pigeon hole in the post room which is just inside the main door of reception. Again, please check your pigeon hole on a frequent basis as there may be important information waiting for you.

Messages for staff may be left with the receptionist of the Wolfson Building or in their pigeon hole (Room 157).

Access to course material pages from outside ox.ac.uk

There is a lot of course material on the Departmental web pages. This can be accessed from outside the Oxford domain, though it is password-protected.
If you try to access these pages from outside ox.ac.uk you will reach a page saying:

> "Teaching material pages are only accessible to registered students and staff of Oxford University connecting from a host in the ox.ac.uk domain. Web access to the teaching material pages from outside the University is restricted to a limited number of colleagues (such as external lecturers and external examiners) who have been registered with a 'course materials' username and password (who should use this link please)."

You should use your Single-Sign on username and password to access this material.

2.2 The Staff

The academic staff you will encounter are likely to be in three kinds of job. There are college tutors and college lecturers; there are University Lecturers and other university staff who are employed to give lectures, to organise the degree courses and to examine; and there are departmental staff who are employed to run practical work and organise Laboratory work and classes. However, most of the academic staff that you meet will be in at least two of these categories.

You have been assigned a supervisor, or perhaps co-supervisors, who are normally members of the Department of Computer Science. Your college has allocated someone as your college advisor: this person should be your primary source of advice about collegiate matters. Your college advisor may be a computer scientist, a mathematician or an engineer and should meet you each term to hear about your progress. You will also be allocated a departmental advisor who may act as a replacement if your supervisor went on sabbatical or left and is also there to help if you have any difficulties in contacting your supervisor. Again you should meet your advisor each term to discuss your progress.

3. Terminology

Matriculation
Matriculation is the formal University admission procedure and is organised by your college. More information can be found at Matriculation | University of Oxford

University terms
The three University 'full' terms are:
Michaelmas (October - December),
Hilary (January–March)
Trinity (April–June)

Each term lasts eight weeks. But terms simply set the periods during which formal instruction is given by way of lectures, seminars and tutorials. The University functions throughout the year and as a research student you will need to work in vacation as well as in term time (apart from reasonable breaks).

Subfusc
Full academic dress should be worn at all formal University ceremonies including matriculation and degree ceremonies. Sub fusc (from the Latin sub fuscus meaning dark brown) should be worn beneath your academic gown and is also required when sitting examinations. Further information can be found here: Academic dress | University of Oxford

Graduate terminology
The following are some of the terms that are particularly relevant to graduate research students.

PRS (Probationer Research Student) – The name given to students when they are admitted to study for a research degree, usually held for the first year.

Transfer of Status – The name given to an examination that allows the student to progress from PRS to advanced status, such as DPhil or Master of Science by Research.

Confirmation of DPhil Status – The name given to an examination that allows the student to progress to the submission of the DPhil dissertation. Confirmation usually takes place after two years and must be within nine terms.

GSR (Graduate Supervision Reporting) – An on-line system for termly reporting by graduate students and their supervisors regarding the progress of the research degree.

Graduate Studies Office (GSO) – An administrative centre for graduate studies, located in the Divisional Office, which oversees the process of monitoring student progress.

DGS (Director of Graduate Studies) – The person responsible for graduate studies and students in the department. He/she manages the administrative arrangements for supervision, transfer/confirmation of status, extensions of time, and thesis submission and examination, including appointment of examiners. In the Department of Computer Science

currently the DGS is Jonathan Barrett and he is assisted by the Graduate Studies Administrator. The Deputy Director of Graduate Studies is Joe Pitt-Francis.

4. Studying for a research degree
Overview

You have chosen to study for the D.Phil in Computer Science which is at FHEQ level 8. This course has fee liability for three years with a further year in which to submit your thesis.

You may have just completed an undergraduate degree, or perhaps a taught Masters course. If so, your study has so far been organised for you – the courses were designed, lectures and practicals prepared, textbooks selected, and examinations set. A research degree is very different, in that you will have the responsibility for managing your learning, including determining a problem to study and carrying out the work. Your *supervisor*, or in some cases co-supervisors, will guide you in your research, and further support will be available from the academic and college *advisors*.

4.1 The Nature of Research

Some students arrive in Oxford knowing precisely what their research topic will be; others have little more than an idea of its general area. Someone once described research as 'Finding out something to find out, then finding it out'; the first part is often harder than the second.

Consequently some students focus rapidly on their thesis work whilst others spend much of the first year before beginning to do so. However, it is important for all research students, even those who know precisely what their field of research is going to be, to acquaint themselves with as much as possible of the work going on in the Department. It is vital for life-after-graduation that you be able to relate different areas and views. There are many points in common between research fields and many useful ideas can be borrowed from fields other than your own. The Department's seminar series and advanced courses are held partly for this purpose.

What characterises research in the Department of Computer Science at Oxford? It is based on the intelligent gathering of evidence in the discipline of Computer Science, achieved by asking and answering questions. That activity normally results in a novel and productive view being taken that supports a number of new results whose importance can be demonstrated in the computing or numerical systems whose study led to their discovery. There is usually a theoretical component that endures beyond the examples considered, and a practical component, important because it justifies and inspires study of the theory.

Research thus does not consist merely of completion of a program, even a complex one—a view favoured by amateur programmers! Nor does it consist of the discovery of a piece of unapplied mathematics. The blend of theory and practice is fundamental to our view of research. It is one we wish, above all else, to convey to our students.

Research is not easy! Sometimes long periods can pass without any progress seeming to take place; at other times everything seems to happen at once. You should not get too down hearted if the going appears to be hard at times—most of the lecturers and research staff have had a similar experience so there is always someone sympathetic to talk to. But you need to be proactive in seeking help, from staff and peers.

4.2 Roles and Expectations

Supervisor: When you arrive in Oxford you should already know the name of the supervisor provisionally allocated to you (on the basis of interest and previous experience). It is up to you to make contact soon after you arrive. As your first year progresses, if both you and your supervisor are content with it, the arrangement will become permanent; otherwise it will be changed. It will also be changed if it becomes clear that your interests are converging on a research topic which can be supervised more appropriately by another member of staff. In some cases joint supervision is arranged. The close working relationship with your supervisor is likely to be the most important element during your research life in the department, and much of the first year will be spent on arriving at a good working relationship. The nature of this relationship will depend to a large extent on individual work patterns, but some useful guidelines can be found in the EPSRC booklet *Guide to Good Supervisory Practice* which is found in your information packs.

In spite of the range of styles of interaction between supervisor and research student, it is important that you meet on a regular basis. We advise that you should meet with your supervisor *at least* 4 times per term. A more typical pattern is *weekly*, at least until you reach the stage of writing up your dissertation.

Appendix [A] includes an extract from the regulations describing the responsibilities of the student and supervisor.

Academic advisor: You have also been allocated an *advisor*: a member of staff of the Department of Computer Science with whom you may talk, as an alternative to your supervisor, about research or problems unrelated to work. Your advisor may be involved in monitoring your progress and may stand in if your supervisor is absent. Thus you should keep your advisor informed of your interests and progress and meet with your advisor each term to discuss your progress. Nearly everyone finds that the process of explaining their work clarifies it, and your explanation will benefit by your having to assume less background knowledge when explaining to your advisor.

College advisor: The role of the College Advisor is additional and complementary to that provided in the student's department or faculty. The College Advisor is not expected to perform the role of the Department or Faculty Supervisor(s), or to be responsible for directing students' academic work. Rather, the intention is to provide a focal point for an individual student's relationship with the College, and general academic or pastoral advice and assistance throughout the student's course of study. You will be given information about the role of the College Advisor in your induction packs from college.

If something goes wrong… If you have any issues with supervision please raise these as soon as possible so that they can be addressed promptly. If you find any aspect of your supervision unsatisfactory and you feel unable to discuss it with your supervisor, you should contact your advisor, the Director of Graduate Studies, the Graduate Studies Administrator, or the Head of Department.

Research Supervision
The research supervision website is intended as a convenient resource for supervisors and other audiences. It was developed following discussions with Directors of Graduate Studies and supervisors about the developmental needs created by the changing context of doctoral education at Oxford:

Information and resources for supervisors — Mathematical, Physical and Life Sciences Division (ox.ac.uk)

There is much useful information on this website.

4.3 Training Needs Analysis for graduate students in MPLS
The MPLS division has developed some resources, at the request of current DPhil students, to help you identify your training needs, make the best possible start to your DPhil research, and go on and complete a successful DPhil. It will help you identify, prioritise and record the things you need to learn and develop in order to carry out your research successfully.

During Michaelmas Term Division will be running a course: 'Your Successful DPhil', and details are here: Your Successful DPhil — Mathematical, Physical and Life Sciences Division (ox.ac.uk)

The course dates will be published on the above page in due course.

Although it's known as a '*training* needs analysis', it should really be called a '*learning* needs analysis'. Skills and experience are developed mostly through day to day work and interactions as well as through attending formal training/ events.

What is a training needs analysis (TNA) and how do I carry it out?

A training needs analysis is a tool to help you, with the support of your supervisor, review you current skills and experience, and then prioritise and plan for those that you need / want to develop.

The TNA form included here is structured around the core generic skills that are essential to becoming a good and effective researcher, and should be tailored to your context by adding the research and discipline related skills that you will need. It also provides guidance on the standards required for each skill.

In discussion with your supervisor, add the research and discipline related skills you will need, together with some guidance on standards, to the relevant part of the TNA form. Consider your level of each skill against the standards guidance and identify any gaps. Then prioritise which of the gaps should be worked on and how – for example you might attend a training course or develop the particular skill / experience in another way. There is a list of relevant MPLS divisional courses with the TNA, and you can find more information about training courses here:

What training do I need? — Mathematical, Physical and Life Sciences Division (ox.ac.uk)

You should make notes and keep records on the TNA document.

When should I carry out a training needs analysis?

To help you make the best possible start to your research, and because core skills are reviewed at Transfer of Status, it is essential that you start thinking about this right at the beginning of your DPhil. You should have a project initiation meeting with your supervisor during the first weeks to get the process going, and then review and update it regularly. The Project Initiation Plan Template (available: Progression and Key Milestones — Mathematical, Physical and Life Sciences Division (ox.ac.uk)) provides a useful framework for this. It will help you start thinking about your research question and methodology, the skills and equipment that you will need, and about other aspects of your DPhil activities.

It is critical that you review and update the TNA regularly throughout your DPhil. You should review what progress has been made on the learning needs identified previously, and decide which new priorities to address. This will mean that your skills and experience develop in the right way for you; and that you have a record that you can refer to when you come to create your CV.

As you progress you should also think about which additional skills you need or want to work on – for example Public Engagement and Enterprise skills. The MPLS Training Programme and the Researcher Development Framework will provide information and ideas.

4.4 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.

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.

Students in the MPLS Division are required to complete the Research Integrity: Core course by the time they apply for Transfer of Status. For further information on Research Ethics and Integrity, please visit the MPLS page.

The University's Research Integrity website 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, the departmental guidance on Research Ethics and the ethics advisors in University Research Services.

4.5 Holidays

The DPhil in Computer Science is a full time course and should be viewed in the same way as a full time job with regard to holidays. You are expected to work during vacations and the eight week terms are for undergraduates. You are entitled to take a reasonable amount of holiday over the course of a year, in the region of eight weeks total. Any holiday taken should be agreed in advance with your supervisor and you should inform the Graduate Studies Administrator if you will be away from Oxford. Students on a Tier4 visa wishing to work during holidays need to remember they are only able to work full time for up to 8 weeks.

4.6 Sickness and Compassionate Leave

If you are unwell or have need for compassionate leave you should inform your supervisor and the Graduate Studies Administrator who will be able to advice on the options available to you and whether you should apply for suspension of status. If you are unable to study for more than seven days due to medical reasons you should get a letter or certificate from your

GP so that it can be taken into consideration if your progress is affected and you subsequently apply for a retrospective suspension

4.7 Maternity, Paternity and Adoption Leave

The University Policy on Maternity, Paternity and Adoption Leave can be found in Appendix [G] at the end of this document.

5. Course Structure

First year

All DPhil and MSc by Research students are initially registered as Probationer Research Students (PRS). Students should note the MPLS Division requirement that PRS students must transfer to DPhil status within four terms. It follows that **PRS must apply for transfer by submitting the application forms and an assessment pro-forma (detailing the marks of the three pieces of assessed work) by Friday of the 0th week of their fourth term. The literature review and thesis proposal should be submitted no later than Wednesday of 5th week of their fourth term.**

Students who have transferred from one of the CDTs must apply by Wednesday of 5th week of their 6th term with the written work following by 31st August (or approximately one month before the deadline if their 6th term is not Trinity Term).

Transfer of Status Requirements:

I. A *portfolio* of courses and practicals attended (with marks where available) and training received by the PRS.

II. Three pieces of *assessed work*. A piece of assessed work is either an assignment or written exam at the end of an advanced lecture course, a reading course or a term paper. At least one assessed piece should be a term paper and at least one should be a lecture course. PRS are required to achieve an average mark of 65% across all courses, but you must obtain a minimum of 50% in all courses. Students need to inform the Graduate Studies Administrator of the courses they plan to take and to advise if there are any changes during the year.

III. A *qualifying dissertation*, consisting of an extensive literature review and a thesis proposal. There is no formal word limit, but as a rough guide, the literature review should be around 5000 words (or more), and the thesis proposal should be around 6 pages.

CDT Students who transfer into the Department will be required to submit the literature review and thesis proposal but there will be no other forms of assessment. The transfer requirements are designed to gather evidence in respect of the three *criteria* for transfer to DPhil status:

(i) knowledge of sufficient depth and breath
(ii) basic competence in independent research
(iii) a viable DPhil research programme.

Requirement I: Portfolio

The portfolio should be a list of lecture courses, departmental and research group seminars, and training courses (whether provided by the University or an external body) attended by the PRS. Marks (including marks for classes and practicals) should be included where available. PRS should note that the departmental seminars (and any relevant research group seminars) are an important part of their doctoral training. They are therefore expected to attend the weekly department seminars, and any relevant research seminars as directed by their supervisor.

It is a Divisional requirement that the research students should have given a presentation or talk whilst a PRS. The portfolio should include a brief account (no more than a paragraph) of the presentation. In addition, the portfolio should include any tutorial, class teaching and laboratory demonstration given by the PRS during the academic year.

Requirement II: Assessed Work

Choice of lecture courses and term papers should be made in consultation with the supervisor at the very beginning of the first term. By Monday of week 3 of the first term, the PRS must complete a form (headed *PRS Assessed Work*) indicating which courses they wish to attend and the title or research area of the term paper they plan to write. The form is to be signed by the supervisor and submitted to the Graduate Studies Administrator for approval by the Director of Graduate Studies (DGS). Students must register for each MSc course chosen. Any changes to coursework and term paper selection, as the year progresses and interests focus, should be recorded by emailing the Graduate Studies Administrator.

If a supervisor deems a student to have adequate background already, they may apply to the Director of Graduate Studies for partial or complete exemption from Requirement II. It should be noted, however, that the fact that a student already has an MSc, from Oxford or elsewhere, is not an acceptable reason for exemption. Also, if a student has taken a course as part of an Oxford degree, they will not be able to count it towards Requirement II.

We expect that all DPhil students who come to Oxford will want to take advantage of the broad range of courses available, and will sign up enthusiastically. A student's coursework and term paper performance is an early indication of their true level of ability and commitment. Supervisors or the DGS may recommend remedial action, or a change of research direction, on the basis of unsatisfactory performance.

Requirement II does *not* prevent students from taking more than two taught courses, if their supervisor thought this appropriate (they would then submit their three best pieces, including a term paper).

Under Requirement II, lecture courses can be selected from the MSc in Computer Science or MSc in Mathematics and the Foundations of Computer Science (MFoCS administered by Maths) or advanced undergraduate courses in the Department of Computer Science. The course selected should normally be characterized as Schedule C within the Department of Computer Science. PRS are normally expected to complete the same practicals and coursework (including any continual assessment), following the same deadlines, as other course participants. However, if the same form of assessment is not deemed appropriate by the supervisor (or lecturer), the supervisor should advise an alternative (such as essay, viva or end-of-course exam) and indicate it on the *PRS Assessed Work* form.

For MSc courses, the fortnightly problems, practical exercises and end-of-course assessment will be marked as for MSc students. The PRS's performance will appear in the register compiled and circulated by the Head of Student Admin.

PRS may also select advanced undergraduate or graduate courses offered by other departments, such as Mathematics, Statistics, Engineering Science, Physics, and Economics.

Students who take such a course need to discuss with their supervisor how it will be assessed. If it is not possible for the PRS to sit an examination with other students on the course, the supervisor is expected to set (or arrange) an assessment, and arrange for it to be independently marked by another academic or a postdoc; the supervisor cannot be the marker.

If you wish to take one of the one week courses on the Professional Masters Programme then it is essential that you include it on the PRS Assessed Work Form but also register separately with the Office Manager for Professional master's Programme, pro@cs.ox.ac.uk. Any such requests will be subject to approval from the Director of the Professional Masters Programme and will need to be accompanied by a short justification from both student and supervisor as to why the course would be beneficial and how it is relevant to your DPhil topic.

A specially designed reading course, based on a selection of research papers on a theme related to a student's research, may provide an alternative to a lecture course. Your supervisor would then expect you to produce some written work based on these papers.

Term Papers

A term paper is a mini-project set by the supervisor, which can be completed in a term. Its aim is to test the student's ability to carry out advanced study and independent research; its format is intended to be flexible. A term paper may take the form of a case study, or an essay designed to explore and formulate a research topic, or an MFoCS-style mini-project. There is no formal word limit, but as a rough guide, it should be around 12 LNCS pages (or about 7000 words).

A term paper can be a workshop or conference paper (or an early version thereof) (co)authored by the PRS. However, there is no requirement that a term paper be publishable.

Term papers are usually assessed by the supervisor. An assessment pro-forma should be completed and submitted with the term paper when the PRS applies for transfer.

The following rough marking scheme should be used.

- 90-100: *Outstanding*. Publishable in first-ranked conferences in the field (e.g. LICS, STOC, FOCS, OSDI, POPL, PLDI, etc.)
- 80-89: *Excellent*. Publishable in good conferences.
- 70-79: *Very good*. Publishable in serious workshops.
- 60-69: *Good*. The candidate has demonstrated a good understanding of some state-of-the-art ideas and techniques, and an ability to apply his or her understanding.
- 50-59: *Adequate*. The work submitted, while sufficient in quantity, suffers from major defects to show a lack of adequate understanding or ability to apply results.
- 0-49: *Unsatisfactory*.

Reading Courses
Your supervisor may create a specially designed reading course, based on a selection of research papers on a theme related to a student's research which may provide an alternative to a lecture course. This would be assessed by a paper and would be expected to contain:

- a critical analysis of the development of ideas, and connections between ideas
- a view of the key questions driving the area
- a collection of open problems.

It should also contain

- worked examples and/or case studies

and maybe even contain

- problems and their solutions.

Requirement III: Qualifying Dissertation
The thesis proposal is the most important part of the transfer examination. It should be concise, and supported by an extensive literature review, demonstrating the candidate's command of related work in the literature. There is no formal word limit, but as a rough guide, the literature review should be around 5000 words, and the thesis proposal should be around 6 pages. The literature review should be a first-draft of the literature review chapter of the thesis. A well-written literature review should be a useful basis with reference to which the examiners can assess the originality of the thesis proposal

The *literature review* should survey the state of the art in the PRS's chosen area. It should explain the background of the proposed research, the results that have been obtained by other researchers, and the conclusions that may be drawn. The student is expected to give a clear and coherent account, demonstrating competence in organising ideas and presenting them in a scholarly manner.

The *thesis proposal* is expected to address the following questions:

i. What is your research topic? What are the fundamental challenges?

ii. What are you trying to do? Give a high-level description of your research goal avoiding any jargon.

iii. What is the state of the art? What are the limits of current practice? Why is the problem you are trying to solve hard?

iv. What is new in your approach? Describe your method with sufficient details to enable the assessors to form a view. Illustrate it using an example or two. Explain why you think it will be successful.

v. How do you intend to evaluate your results?

vi. What difference will it make if you are successful? What are the risks?

Your proposed research topic should be well-defined and specific. It should admit of novel treatment, and it must be significant enough to be worthy of a DPhil, if competently investigated. Your proposed research programme should be concrete, clearly explained, and of justifiable promise.

Your term papers and thesis proposal may well be the first formal documents you produce under the guidance of your supervisor. It is important to realise that they will be assessed for style as well as technical content. Ability to write your ideas clearly and convincingly is an essential part of your training. For an excellent treatment of how to write technical documents, including LATEX tips, see **N. J. Higham, *Handbook of Writing for the Mathematical Sciences* (2nd Edition), SIAM**, which can be found in the Department of Computer Science library.

No degree is awarded on the basis of the transfer application, so the work described in your thesis proposal can (and normally will) form part of the final DPhil dissertation. (If, however, you have made a Category B application and used your MSc dissertation to qualify, this cannot be used as part of your final DPhil dissertation.)

6. Second and third year

It is usually during the second year that the bulk of the work for the thesis is done. The activities, as agreed with your supervisor, should be mainly focused on research, which may vary depending on the study being theoretical or experimental; reading the literature more broadly; participation in activities such as specialist and departmental seminars; and writing posters and the first research papers for submission to workshops and conferences, including the student conference. It is important, though, that you take a broader outlook of your training. DPhil students are expected to demonstrate a range of skills by the time they graduate. The skills training at Oxford (see Section [10]) offers a broad range of courses, including leadership, presentation skills and team work. In addition, in the Department of Computer Science we offer the following training:

- Presentation skills seminar – this will cover the art of making verbal scientific presentations. All students are expected to attend, as this will provide you with an introduction to an essential research skill.

- Academic writing seminar – this is run in Trinity Term each year by the Language Centre and is open to all research students.

- Class teaching seminar – graduate research students are expected to attend the half-day training session run by the Department in October. This was developed in collaboration with the Learning Institute and is devoted to teaching methods in computer science. It has been found useful, particularly by those wishing to develop their careers as academics.

- Demonstrating and tuition – on the undergraduate and MSc courses run by the Department.

- Poster session

During the second and third year, as they become more confident technically, many DPhil students choose to do a small amount of paid tutoring, class teaching or demonstrating on MSc or undergraduate courses. This is valuable experience for your future career. Attendance at the demonstrating and class teaching seminars are essential prerequisites for teaching in the Department. After discussion with your supervisor you should express your interest to the Head of Student Admin, who will include your name and teaching preferences on a register. Your supervisor must give permission for you to undertake the amount of teaching work you propose to do. First year PRS students can also teach provided they have attended the relevant seminar and have their supervisor's permission.

Towards the end of the third year comes another milestone, Confirmation of Status (see Section [7]), which you have to have completed before submitting your thesis.

Following the confirmation viva, during which the contents of the thesis and the timetable for completing the DPhil is approved, the remaining time is usually devoted to finalising the thesis

so that it can be presented as a coherent DPhil dissertation, as distinct from a research paper. This is also usually a phase where the research has come to full fruition, so you will probably be busy submitting research papers – and having them accepted for publication and perhaps presentation at conferences. Funding for conferences is available, either in your research group or from the Department, for which you need to make a special application; see Section [9]. You are also encouraged to investigate the funding available in your college.

Normally after three and a half years you are ready to submit your DPhil thesis and be examined. See section [7].

7. Monitoring progress

This section describes the mechanisms for monitoring progress of research degrees, including the main milestones that you will be expected to reach while studying for DPhil or MSc by Research.

These processes are overseen by the Graduate Studies Office, the administrative centre for all graduates at Oxford. The specific office that you will be dealing with is the MPLS Graduate Studies Office. In the Department of Computer Science, the person responsible for daily oversight of these processes is the Director of Graduate Studies, assisted by the Graduate Studies Administrator.

7.1 Termly Reporting

You are required to submit a reflective report on your progress each term. This should follow on from a supervision meeting where you have discussed your progress and next steps with your supervisor. You will be able to submit this report through Graduate Supervision Reporting (GSR). This is a useful tool to reflect on your achievements and provides an opportunity to communicate any concerns to your teaching staff. If you are here on a Tier 4 visa the termly reports act as three of the ten attendance checkpoints. There is also a fourth reporting period during the long summer vacation. Access to GSR for students will be via Student Self Service Student Self Service | University of Oxford. Students will be sent a GSR automated email notification with details of how to log in at the start of each reporting window, and who to contact with queries.

Reflecting on Academic Progress

It is mandatory to complete a self-assessment report every reporting period. If you have any difficulty completing this you must speak to your supervisor or Director of Graduate Studies.

Your self-assessment report will be used by your supervisor(s) as a basis to complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead. GSR will alert you by email when your supervisor or DGS has completed your report and it is available for you to view.

Use this opportunity to:

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

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

A specific form is provided for the meeting in the term before your transfer and confirmation milestones to support you in reflecting on your level of preparedness for this assessment. This form will also go to your assessors.

Concerns about progress

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

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

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

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

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

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

What happens to the reports?

Once you have completed and submitted your sections of the online form, the form will be released to your supervisor(s) for completion. If you decide not to complete a form within the fixed three week time-scale for students, you will not be able to complete a form for that term. <u>If you do not submit a report either for two subsequent terms, or for two terms out of three (on a rolling basis) this will trigger your being invited to a meeting with the Director of Graduate Studies to discuss your progress.</u>

When the supervisor's sections are completed, you will be able to read his/her report, and the relevant Director of Graduate Studies will be able to view the report and add any comments if they wish. You can then discuss any points that your supervisor raises in their reports at your subsequent meeting.

Your college advisor and University and college graduate studies administrators with designated access will also be able to view the report. Directors of Graduate Studies are responsible for ensuring that appropriate supervision takes place, and this is one of the mechanisms they use to obtain information about supervision. College advisors are a source of support and advice to students, and it is therefore important that they are informed of your progress, including concerns (expressed by yourself and/or your supervisor).

Access to data about you is carefully controlled in line with Data Protection requirements. Please see:

Home | Compliance (ox.ac.uk)

Further details regarding use and access to the system will be communicated by email in Michaelmas Term.

7.2 Transfer to DPhil Status or MSc by Research status

DPhil and MSc by Research students are initially registered as Probationer Research Students (PRS). After a year you are expected to apply for transfer to advanced status, which will be examined by two assessors. One of the assessors is likely to be your departmental advisor; the other will be chosen based on suggestions from you and your supervisor. Your supervisor, however, is not allowed to act as an assessor.

If the assessors recommend transfer to advanced status, then you may be registered as a student for the degree of DPhil. If your application for transfer is unsuccessful, you will be given one opportunity to apply again during the following term. Alternatively your assessors may recommend that you be allowed to apply for transfer to the status of a student for the degree of MSc by Research.

It is important to ensure that you plan and carry out your work in the first year so that you will be ready to apply for transfer. **You must apply to transfer status by submitting the application forms and an assessment pro-forma (detailing the marks of the three pieces of assessed work) by Friday of the 0th week of your fourth term. The literature review and thesis proposal should be submitted no later than Wednesday of 5th week of your fourth term. If you are unable to meet this deadline, you and your supervisor should apply to the Director of Graduate Studies for you to defer your application to transfer. Please note, however, that approval will only be granted in exceptional circumstances.**

For details of the formal rules governing transfer, see Examination Regulations, 2022 (*Mathematical Physical and Life Sciences Division)*.

7.3 Application for Transfer

When you are ready to apply for transfer, you should complete the appropriate forms (MAT.1 and GSO.2 MPLS). These can be downloaded from:

Graduate forms | University of Oxford

and these forms must be signed by both your supervisor and your College. Completed forms should be returned to the Graduate Studies Administrator for DGS approval. You will also

need to complete the “Preparing for Transfer” form which should also be submitted with your GSR report.

In Computer Science there is only one method of transfer from Probationer Research Student to DPhil status: ‘Category A’.

Category A: Your application must be submitted, together with all documents in fulfilment of Requirements I, II and III, no later than the Friday of 0th week of your *fourth term* as a Probationer Research Student.

Warning: Most funding bodies, including the Engineering and Physical Sciences Research Council, will discontinue a student’s grant if satisfactory progress is not made. Failing to transfer on time may constitute a lack of satisfactory progress.

Students who have transferred from the Centres for Doctoral Training have a different timetable; they must transfer by the end of their sixth term (which means that they must submit their application by Wednesday of 5th week of their 6th term and all documents in fulfilment of the transfer requirements by 31st August, assuming their 6th term is Trinity). In other terms the written work should be submitted no later than one month before the transfer deadline.

7.4 Transfer of Status Examination

The qualifying examination is informal (the regulations call it an 'interview') and so academic dress (sub fusc) is not necessary. Usually there are just two assessors. The assessors must certify they have considered the documents you have submitted in fulfilment of all three requirements of the transfer of status—and they are satisfied that these demonstrate that you are capable of completing a DPhil in the time remaining. In making that decision they must be satisfied 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
- You are well-suited and able to undertake advanced research
- You have good general background knowledge of the field related to your work
- 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
- You are likely to submit within your funded period/within 12 terms for DPhil or 9 terms for MRes
- You are able to work independently as appropriate
- Your work to date is of a good standard and quality
- You are able to express ideas clearly, in English, both in writing and orally
- There is the potential for your work to make a significant and substantial contribution to your field of study
- Your ideas and plans for future work are clear and realistic
- You can defend your completed and future work
- 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 have a statement of support from your supervisor and college
- You have a critical understanding of relevant literature.

In the examination itself, the assessors are likely to concentrate on the thesis proposal. They will want to be satisfied that you can explain and justify your research plan. They will also have a record of your coursework performance, and the term papers that you have written; you may expect the assessors to ask questions about your first year's work generally. Although there is no *formal* commitment to carry out the proposed plan in detail, and you are free to exploit discoveries made later and change direction, it is expected that by this stage you at least have a definite starting point.

In summary, the assessors must be sure that you have a specific, unsolved, and worthy problem to work on, that you have a plan for solving the problem, and that you have a reasonably good chance of completing the DPhil in your remaining time (usually a further two to two and a half years).

After the examination a report will be written to provide feedback to you, your supervisor and College. The report will include an assessment of the viability and suitability of the proposed research, and the prospect of its completion in a reasonable timescale. A copy of the report will be sent to your College, and a copy will be filed on your University records.

Please note that your assessors may recommend a range of possible outcomes, including transfer to degree of MSc by Research, subject to the opportunity to make a further application. If you pass the transfer examination, you will be formally allowed to transfer status. If your first application for transfer to DPhil status is not approved, you may make one further application. An extension of time of one term will be granted if necessary to make the second application. If you are transferred to MSc by Research status, you may have one further opportunity to apply to transfer to DPhil status, subject to (a) that a sufficient period of time has elapsed from the original transfer attempt to allow for the possibility of significant development; and (b) your supervisor being prepared to support a further application.

7.5 Confirmation of DPhil Status

The University Regulations require that doctoral students have their status *confirmed* before being permitted to submit a dissertation for examination. The Department and the University take very seriously their duty to monitor the progress of research students, and confirmation of status is one way in which we do this. *Moreover, most funding bodies—including the Science and Engineering Research Council—will discontinue a student's grant if the University cannot certify that progress has been acceptable each year.*

Confirmation of status is conditional on the preparation of a satisfactory research progress report and involvement in graduate activities such as attendance at seminars, publications, and presenting papers at conferences (see Section [8]). Evaluation of applications for confirmation of status takes the form of an oral examination with two assessors, based on your written progress report. The departmental policy is that your supervisor(s) cannot be assessors, and one of your assessors must have successful experience of supervising doctoral students to completion. The progress report does not have to be long. Its most important ingredients are:

- **(a)** a table of contents of your proposed DPhil dissertation,
- **(b)** a clear plan for any research investigations that remain to be done,
- **(c)** draft chapters of your thesis or papers you have written,
- **(d)** and a timetable for completing the writing.

To apply for confirmation of status you need to complete Form GSO.14 MPLS and Form MAT.3. These can be downloaded from:

Graduate forms | University of Oxford

You also need to complete the "Preparing for confirmation" form which should be submitted with your GSR report.

Once the forms are signed by your supervisor and your college, you should return them to the Graduate Studies Administrator for approval by the Director of Graduate Studies. A student is allowed two attempts at confirmation. If a student fails both attempts it is likely that a recommendation would be made to submit for the degree of MSc by Research. If the assessors felt your work was not up to MRes standard then you would be withdrawn from the register of 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 should normally 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 online.

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.

- Computer Science students are expected to confirm their DPhil status by the end of their *ninth term* from admission as a Probationer Research Student. Students transferring from the CDTs are expected to confirm their DPhil status by the end of their tenth term. The Department therefore recommends that you apply for confirmation no later than the beginning of your ninth or tenth term. In order to allow enough time for your application to be assessed, your application, accompanied by the progress report, should reach the Graduate Studies Administrator by the end of 0th week of your ninth term or tenth.

- If, for good reason, you are unable to apply to confirm status by the end of your ninth term, you may apply to defer confirmation for a maximum of three terms, with the support of your supervisor. This application has to be approved by the Director of Graduate Studies and your college.

- **If you have not applied to confirm or defer your confirmation by the end of your ninth term your student status will lapse**.

- Students who defer their confirmation of status but who have still not applied by the end of their twelfth term will be subject to a formal review before any applications for extension of time are considered.

Please note that you do not need to wear sub-fusc for the confirmation viva.

7.6 Submission and Examination

When you and your supervisor are agreed that your thesis is within one term (and the vacation which follows) of completion, you should complete the GSO.3 form online in the 'My Student Record' section of Student Self-Service.

The online form has sections which should be completed by your supervisor, and by your College. Your supervisor must suggest the names of examiners on this online form, after consulting with you: one internal (normally a member of academic staff in the Department of Computer Science, but academics from other departments are also possible, depending on the topic) and one external (normally a member of another university or research institute, in the UK or Europe, who is expert in the area of the thesis) — plus a reserve for each.

If you and your supervisor want an examiner outside of Europe, then a case must be made to the Director of Graduate Studies as to why this person is the only person who could examine you.

Examiners must be independent, and therefore cannot have been closely associated with the candidate or his/her work, for example through joint-authored publications, the sponsoring organisation(s), or previous colleagues of the candidate. The departmental policy is that at least one of the examiners should have prior experience of examining theses at Oxford. Approval of the examiners rests with the Director of Graduate Studies who considers the balance of expertise and examining experience. The thesis should be submitted *no more* than a term (and the vacation which follows) after this has happened.

You will be required to submit a digital copy of their thesis via the Research Thesis Digital Submission (RTDS) for your examination instead of two soft-bound copies. Examiners will no longer receive print copies of any submissions (however there is facility to request a soft bound copy through the RTDS system if they wish). Further information can be found on the Research Examinations webpage.

Once the thesis has been submitted, the examiners will arrange a date for the *viva voce* (oral) examination. This is formal, so you must wear *subfusc*. After the examination the examiners will submit their report and recommendation to the Mathematical, Physical and Life Sciences Divisional Board. In many cases this decision is delegated to appropriate office holders under the aegis of the Board. It is because they can do no more than make a recommendation to the Board that the examiners are unable to comment to you on the outcome of the *viva*. No matter how much attention your supervisor or advisor has given to the technical details of the work, the final responsibility for the thesis rests with its author. It would be unwise of a student to expect the supervisor to *proof-read* a thesis; this is a task which can more properly be performed by friends.

For more detailed information on the regulations (in particular, for information on standards of typesetting) consult the *Notes for the Guidance of Graduate Students in Mathematical Sciences*, issued by the Mathematical, Physical and Life Sciences Division, and the *University of Oxford Examination Regulations*. You should refer to Section [1] for how to access these materials.

After the viva there are four outcomes: pass outright, pass with minor corrections (to be completed within one month), pass with major corrections (to be completed within six months) or referral back for resubmission or award of a lower degree. Most students have minor corrections and once these are completed to the satisfaction of the examiners you will be given leave to supplicate. At this point you should submit a hard copy of your thesis to both the Bodleian library and the Computer Science library and an electronic copy of your thesis.

7.7 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: Governance and policy | Academic Support (ox.ac.uk) The MPLS Division offers training in proof-reading as part of its Scientific Writing training programmes.

7.8 Digital Theses

Once you have been granted leave to supplicate you are required to deposit a digital copy of your thesis in the Oxford University Research Archive. Further information on how to do this can be found here:

ORA Help & Information | Home (ox.ac.uk)

7.9 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 Copyright and Other legal issues

ORA Help & Information | Home (ox.ac.uk)

You can download a form to use as a record to enable you to keep track of permissions for use of 3rd party copyright materials from the website:

Stage	Actions to reduce risk	Responsibility
Thesis/dissertation guidelines	Ensure information about sensitive content are easily available to students and supervisors and factored into training, publications (e.g. handbooks) and similar.	Directors of Graduate Studies
Supervision	Supervisors ensure students are aware at appropriate points in their programme. Be aware of potentially problematic content when reading drafts and advise student.	Supervisor
Writing thesis	Remain aware of and note any content being included in the work to which access should be restricted.	Author
Transfer of status	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.	Supervisor
Deposit in ORA	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.	Author/depositor
ORA Review	Follow depositor instructions regarding embargo. Run quick check of content to identify any obviously potentially problematic content. If necessary contact author and/or supervisor.	ORA staff
Post-deposit	Retain a robust take down policy and procedure and take prompt action if necessary.	ORA staff

This information is also available online.

ORA general Help & Information is available at http://ora.ox.ac.uk or contact ORA staff at ORA@ouls.ox.ac.uk

8 Graduate activities

This section lists the main types of activities that every graduate research student should strive to engage in throughout the duration of their studies.

8.1 The Lecture List

The Division of Mathematical, Physical and Life Sciences publishes a lecture list for Mathematical Sciences just before the beginning of each term, as do all other Divisions of the University. Copies of the Mathematics list are usually available from the Receptionist in the Department of Computer Science or the Mathematical Institute and can also be found on the web at Lecture Lists | Mathematical Institute (ox.ac.uk) Depending on your interests it may also be useful to attend other courses—for example those of Engineering, Psychology, Physiology, or Philosophy. All members of the University may attend any publicly announced University lectures or seminars.

8.2 Teaching

All research students are permitted to teach for up to six hours a week during the course of their degree. This teaching may include demonstrating in practical sessions that take place in the Department's computer laboratories, or giving College tutorials, usually arranged through one of the tutors. The teaching is paid for by the department or college. In both cases you should ensure that you get your supervisor's permission in advance.

Many of you will have no previous teaching experience, but to give you some insight into what teaching at Oxford involves, a half-day training session on teaching methods is held at the beginning of each academic year. This is run by the Department and was developed in collaboration with The Learning Institute. It is expected that all new DPhil students will attend this course. DPhil students are not allowed to help with class teaching and marking unless they have attended the seminar on class teaching beforehand.

8.3 Oxford Computer Science Conference

The Oxford Computer Science Conference is usually held towards the end of Trinity Term. It has been designed to be attended by all DPhil students, faculty and other interested students. It contains chaired sessions of talks, posters, a buffet lunch, and a reception with prize giving followed by a dinner. The Conference is usually run by an organizing committee of DPhil students with administrative support from the Graduate Studies Administrator.

All DPhil and PRS students entering their second year are encouraged to submit a short abstract. DPhil students in later years are strongly encouraged to submit abstracts as well, and all first year PRS students should attend the conference and are encouraged to submit an abstract. Presenting a paper is good experience for your transfer viva. It is expected that students will submit an abstract of the work they have recently been doing.

Students may have given a research group talk on the work (all to the good) or perhaps are summarising new results which have not yet been presented (even better). Students completing their first year may find themselves submitting an abstract arising from their transfer dissertation. In all cases students will gain from the experience. The Organizing Committee will choose, from those abstracts, a programme of talks and posters. Chosen speakers will be notified in advance of the conference, to give them time to prepare.

The conference includes a key note speech from a senior member of academic staff or an external speaker or a panel discussion with representatives from academia and industry and will end with a drinks reception. In the past prizes have been awarded for the best presentation, the best abstract and the best poster and a Conference Dinner held in the evening. The Conference Dinner is open to all students and academic staff, not just those presenting a paper or poster.

Conference proceedings, containing all the abstracts, will be published on the Department website and will also be handed out to attendees. Further details of the 2022/23 conference will be announced later in the year but if you would like to get involved please do talk to your student rep or the Graduate Studies Administrator.

8.4 Summer Intern Positions

If you wish to take up a summer intern position you need to complete an internal application form which can be found here:

Department of Computer Science, University of Oxford

You will need a case for support from your supervisor then return the form to the Graduate Studies Administrator for approval by the Director of Graduate Studies. You will be required to apply for suspension of status if the internship is for more than one month. It is possible that your stipend will be stopped during the period of your internship.

Overseas students should be aware that they can only work 20 hours per week during term time and research students are considered to have 8 weeks' vacation each year. If your internship is likely to be more than 8 weeks then you should discuss with the Graduate Studies Administrator and Tier4 Compliance before confirming arrangements. If we can confirm that the internship is a work placement that is directly relevant to your DPhil thesis then it might be possible to update your CAS number with this information and you would then be able to work for more than the 8 weeks.

Students should also be aware of intellectual property regulations:

Innovation & impact | Research Support (ox.ac.uk) and Council Regulations 7 of 2002 | Governance and Planning (ox.ac.uk)

and check with the Graduate Studies Administrator if they have any concern over a contract.

9 Graduate resources

9.1 Computers

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.

The Department of Computer Science offers all PRS and DPhil students IT provision in the form of a desktop PC for their use in their office, or screen and keyboard if using own laptop. This is connected to the Department's network and backed-up user directory fileservers (the local desktop is not backed up by default). This equipment is supplied in order to give you a basic provision in information technology for the purposes of preparation of reports, papers, and your DPhil dissertation. It is also intended to provide you with what might be called the basic 'IT tools' for research: word processing, email, internet connectivity, connection to the World Wide Web, and backed up file store services.

For many students, their Department-supplied PC will also be sufficient to serve as their computing equipment for what might be called 'experimental use'—e.g. writing and testing computer programs, or running research software tools. Some students, however, will need access to more substantial computational resources or special software. There are several options. If you are working in a research group or are connected to a funded research project, then the group or project is likely to have experimental equipment that you can use. Consult your supervisor about this. There are also compute/application servers available for Computer Science research student use, currently linux.cs.ox.ac.uk running Linux which can be accessed by using SSH, and windows.cs.ox.ac.uk accessed by remote-desktop for Windows. The Department of Computer Science's teaching network (used by undergraduates and M.Sc. course students) comprises 83 PCs running Linux. Students requiring fast parallel computation may be able to access the machine clusters at the Oxford e-Research Centre; for details of the resources available and contact information please see their website,:

Oxford e-Research Centre, Department of Engineering Science at Oxford

Finally, if a student's research needs to use exotic or specialised equipment, expensive commercial software, stand-alone machines with root access for systems programming, or any other special provision, then this should have been discussed and agreed with their supervisor before undertaking doctoral work with these requirements. Special equipment like this must be funded through external research grants obtained by the supervisor or research group. The Department is not routinely able to fund the unforeseen acquisition of specialised experimental equipment for individual student projects. For more details of the Department's computers, networks and technical support, see the web pages at:

SupportIndex - CS Support Wiki (ox.ac.uk)

You will need your university single sign on (SSO) details to log into these pages.

All students need to complete an application form to use Department of Computer Science computing facilities. Oxford University IT Services runs introductory courses throughout the year. These courses will be helpful for those of you who have had less opportunity of hands-on experience with computers. They will also help you to explore facilities available at the University of Oxford which, although possibly not required for your research, may be of interest to you. IT Services are based at 13 Banbury Road—opposite the Department of Engineering Science. There you will find information on its courses, also available at

IT training | IT Services (ox.ac.uk)

9.2 Printing

No restriction on the use of printer output is made, but we do monitor individual totals. Please make only single copies of output and use the photocopiers to duplicate them if required. Printing multiple copies of documents causes delays for other users, so please do not abuse the privilege. We reserve the right to charge for excessive use.

9.3 Conference Funding

Presentation of papers and attendance at scientific conferences and workshops is an important—perhaps even essential—activity for the practising scientist. It enables you to communicate your results to the community, to keep up to date with the work being done by other researchers in the field and share ideas with them, and to get feedback on your research.

It is essential you apply well in advance of the conference. Retrospective applications of any kind are unlikely to be funded.

Students will receive up to a maximum of £2000 towards conference expenses over the course of their studies. We expect that the paper will be published and ask for an abstract to be provided with the request for funding together with a link to the conference webpage showing when you will be presenting. Students should carefully consider what conferences to attend in their first or second years as they will not receive further funds for a more important conference in their final year. Please be advised that students will not be eligible to claim from this fund upon submission of the thesis or beyond the maximum submission date for their thesis, whichever is the earliest.

Funding is unlikely to be approved for attendance at a workshop or attendance at a conference where no paper is being presented, however useful this maybe for networking.

The Department may contribute towards the cost of attendance at summer schools or other similar events, although other funding sources (of which there are usually several) should be explored first. This would come out of your £2000 allowance.

The Department will not contribute towards MSc students giving papers at internationally recognised conferences, unless they will be continuing in the Department as DPhil students immediately after their MSc.

Students funded by the CDTs should check how much travel grant they have available before applying for departmental funding.

Supervisors are also able to help fund travel costs so you should discuss costs with your supervisor before putting in a request to the department. Colleges are often able to make a contribution to the cost of presenting papers at conferences and conference organisers also may have grants available to students. You should make it clear the total cost and how much of that you wish to claim from the Department.

You can apply for funding by completing the form at:

ConferenceFundingReqForm21_v2 (ox.ac.uk)

You must get your supervisor's written support and you must apply ***well in advance*** of the conference you want funding for. Requests from research students in computer science will be considered by the Director of Graduate Studies.

Payment of Conference Expenses
If you have funding approved to attend a conference or other event, you will need to submit an e-expenses claim on your return. The department has now switched to using the new e-expenses system (SAP Concur). You will need to go in and submit the claim there, uploading scans of all relevant receipt(s) where requested, therefore please be sure to keep track of all receipts of expenditure related to this. You can login to SAP Concur to start the process here: eExpenses system, training and support | Finance Division (ox.ac.uk)
More information on the claim process is available at the above link as well as the quick reference guide here - sapconcureexpensesclaimantqrgpdf (ox.ac.uk)

9.4 Hardship Fund
Unfortunately the Department of Computer Science does not have any hardship funds but there are other sources within the university and colleges that you can investigate.

9.5 Payment of Stipends
If you are receiving a stipend that is administered by the department you will receive your payments monthly or quarterly depending on what you selected on arrival. Regardless of how often the payments are made you will receive them on or around the 1st of the month but payments are made on a Wednesday so there will be slight variation each time. Quarterly payments are made in October, January, April and July. The first payment will be later as it takes time to set up on the system so if you are paid monthly you could receive your October and November payments very close together. It is also likely that you will receive your January stipend, be it monthly or quarterly in mid-December as the University closes for the Christmas and New Year vacation. Sometimes stipends have to be paid termly when although the student is fully funded they have to pay their fees themselves.

9.6 Publications
Each group publishes a series of either Research Reports or Technical Reports and a series of Monographs. These are distributed within the Department and to the wider academic community, and provide a speedy way of publicising the work of the Department. Publication

in these series can lead (and has led) to fruitful contacts with fellow-researchers and organisations who may wish to apply the research. Research students may be encouraged to publish results in the form of a Research Report before embodying them in their thesis or submitting them for journal publication. Feedback gained from members of the Department can be very helpful indeed in guiding further work. Students wishing to publish their work in the form of a report should first show it to their supervisor, and obtain approval from the monograph editor.

10 Skills training

Skills training is seen as an increasingly important element of your graduate course experience. The University provides a wide range of skills training opportunities. You can see the department's statement of Research Training Strategy here:

Current Students - DPhil (ox.ac.uk)

10.1 Graduate Training Opportunities

The MPLS Career Development and Training page details training and resources to support you in carrying out your research and develop and progress your career. It brings together a range of information about transferable skills development and has details of skills training courses, seminars and workshops offered in a searchable database. There are links to online resources and tips on subjects such as leadership, team work, project management and teaching skills. Training opportunities available through other divisions are bookable through the training portal at CoSy.

It is your responsibility to record the training you have undergone and also to communicate your training needs.

10.2 Presentation Skills

The most important thing to keep in mind is that research presentations are meant to communicate your work to a general audience. A talk should therefore start by setting the scene, posing the questions you attempt to answer, and explaining why these questions are relevant. It is much more important that you give an intuitive feel for the field you're working in rather than show the technical details of a solution. You need a good understanding of where you are on the map of computing science, and why you're there.

Any talk, especially a short one, needs a lot of preparation. Unless you already have given dozens of seminars, you won't be able to tell whether your seminar fits the time limit simply by writing out some key points you intend to mention. The only solution is to practise for yourself, perhaps in your research group meeting, or for an audience that consists of a friend and your supervisor. That will also help you to think of the right formulations for your thoughts.

Finally, it makes sense to study the text of some 'model lectures' to learn the fine tricks of the trade that make a truly captivating presentation. Two examples you may find useful are **[1,2]**. More good advice can be found in **[3]**. Good luck!

References

[1] R.C. Backhouse. Making formality work for us. EATCS Bulletin, 38:219-249, 1989.

[2] D.E. Knuth. Theory and practice. Theoretical Computer Science, 90:1-15, 1991. http://www.sciencedirect.com/science/journal/03043975/90/1

[3] S.L. Peyton-Jones, J. Hughes and J. Launchbury. How to give a good research talk. (published in SIGPLAN Notices)
http://dl.acm.org/citation.cfm?id=165564.903972&coll=DL&dl=ACM&CFID=91970806&CFTOKEN=27535610

10.3 An introduction to the issues surrounding plagiarism

Plagiarism is an increasingly important issue for both undergraduate and graduate students. It may also be an issue for early career researchers new to the University. We wish to draw your attention to the existence of an online course that provides information on academic integrity and the avoidance of plagiarism.

Completion of the course provides proof that the participant has engaged with the material, while also demonstrating that the institution has made efforts to publicise the issue and provide guidance for students.

This is the certification course recommended by the Education Committee and the divisions.

11 The University and you

11.1 Faculty of Computer Science

The graduate student representative, attends the meetings of the Faculty of Computer Science, which is generally Thursday of sixth week each term. Please tell your representative of any matters or questions you would like raised at the Faculty meetings. The student representative is also part of the Joint Consultative Committee with Graduates, the remit of which is printed below:

TERMS OF REFERENCE

Joint Consultative Committee with Graduates

There shall be a Joint Consultative Committee with Graduates comprising the Director of Graduate Studies, the Deputy Graduate Studies Director, the Academic Administrator, the Graduate Studies Administrator and the MSc Course Administrator and representatives from DPhil, MSc and CDT students. MSc and DPhil students (minimum of two each) will be elected by the students from each year's cohort and will remain on the Committee for the duration of their studies. Ideally DPhil representation will come from each research group. If too many students volunteer they will be asked to put forward a short statement on why they should serve on the Committee and an election will be held by email and decided by a simple majority.

Representatives from AIMS and the Health Data Science CDT will be elected each year and remain on the committee. However if such student does not actually join the Department of Computer Science after their first year then an alternative representative for that year should be elected.

The Committee may operate, if necessary, without its full complement of places having been filled.

The Committee will:

- Act as a two-way channel of communication between the department and its students on all aspects of their educational experience in the department.
- Refer matters raised through the representation system to the relevant department committee.
- Receive and comment on any changes planned by the department with respect to admissions, induction, teaching, and assessment as referred to them by any department committee.
- Comment on physical resources within or related to the department, for example, computer facilities, laboratory provision, library provision etc. and online resources.
- Comment upon safety within the department.
- Receive and consider analyses of and department responses to: the outcomes of course evaluation mechanisms, National Student Survey and the Student Barometer;

student performance and outcomes; and annual reports of the Chairs of boards of examiners, external examiners reports.

- Receive and consider reports from department reviews, course reviews and professional, statutory and regulatory bodies (as relevant and when allowed by PSRBs).
- Review on an annual basis the effectiveness of the student representation system in the department including identifying any changes to the system.
- Discuss follow-up action resulting from previous JCCG meetings, in particular any matter which was referred to other department committees
- Report to the [agreed committee (s)] by submission of notes/summary of each meeting of the JCCG.
- Be concerned with matters such as training, supervision, research facilities for research degree students and social events.

The Director of Graduate Studies shall chair the committee. The Head of Student Administration or Graduate Studies Administrator will act as Secretary to the Committee. The minutes of the Committee shall be forwarded to the Faculty Committee.

The Committee shall be able as of right to address a communication direct to the Senior Management Committee or the Faculty Committee of the Department of Computer Science depending on the matters involved.

The committee shall meet once each Full Term. Your representative will be happy to communicate to the committee any matters or questions you would like raised.

11.2 CoGS

The **Co**mputer Science **G**raduate **S**ociety (COGS) is an organisation within the Department of Computer Science that provides organised events and outings for the graduate students and research assistants within the lab. In addition, a member of the COGS committee sits on a number of departmental and divisional committees including:

- Buildings and Safety Committee
- Joint Consultative Committee for Graduates (JCCG)
- Faculty

The current COGS committee consists of the following members:

- **President –** Maximilian Doré
- **Treasurer –** Ahmet Küçük
- **Secretary** - Leto Riebel

COGS was created with the following goals in mind:

- Increase the face-to-face contact in the Department of Computer Science

- Represent the graduate students at both the departmental and divisional level
- Increase the social uptake of the 1st year students.

If you have any suggestions for events or other social opportunities, please feel free to contact one of the committee members. In addition, if you have any concerns about the Department of Computer Science that might be addressed in a departmental committee, please address them a member of the committee who will ensure they are heard.

The Computer Science Graduate Society (CoGS) (ox.ac.uk)

11.3 Women in Computer Science

The Oxford Wom*n in Computer Science Society (OxWoCS) aims to support and promote wom*n in computer science. The society exists for all wom*n in computer science, be they students, faculty, or staff. OxWoCS runs a number of academic, social, and career events throughout the year, including weekly coffee meetings, talks by distinguished female speakers, and industry sponsored events. OxWoCS also organises the annual Oxbridge Wom*n in Computer Science Conference jointly with the Cambridge women@CL society. Details of the next Oxbridge Wom*n in Computer Science Conference will be made available in due course. OxWoCS also run outreach events and an introductory workshop to machine learning. The society provides networking opportunities and a support network comprising role models, mentors, and peers. OxWoCS exists to help enhance the quality of life for all members of the department. Whether you're interested in career progression, scientific talks from researchers at the forefront of their field or meeting like-minded people over coffee or food, OxWocS is proud to provide a welcoming space for wom*n in CS.

12 What next?

12.1 Becoming an academic

Many of our graduates continue on to successful research and academic careers, which typically begin with a postdoctoral research position. A number of Junior Research Fellowships are available at Oxford, and Engineering and Physical Research Council, Royal Academy of Engineering and the Royal Society each offer schemes to fund postdoctoral fellows. There are also many postdoctoral research positions and lectureships advertised at UK universities and abroad. Also talk to your supervisor and the Departmental Research Facilitators about your career plans.

12.2 Vitae - Online Career Development Resource

Vitae are an organisation that is committed to enhancing the quality and output of the research base in the United Kingdom through supporting the training and development of the next generation of world-class researchers. It is funded by the Research Councils UK, managed by CRAC: The Career Development Organisation and delivered in partnership with regional universities. Sections of the Vitae website are dedicated to career development options for e.g. early career research staff; for more information see:

Research staff — Vitae Website

12.3 Careers in IT

Information about careers is provided by Oxford University Careers Service, 56 Banbury Road. The Careers Service organises many events to help you choose a career that suits you, and to put you in touch with recruiters. Their website is:

Careers Service, University of Oxford | Home | Oxford University Careers Service

You are urged to contact the Careers Service for detailed information on careers, and also for advice on compiling a CV, on how to apply, and on interview technique. Information on general job vacancies in the department can be found on our website at:

Department of Computer Science, University of Oxford

[A] Student and Supervisor Responsibilities
UNIVERSITY OF OXFORD
Education Policy on Research Degrees

This *Policy* has been approved by the University's Education Committee as the framework the University expects to see underpin the provision of its research degrees at Oxford. The *Policy* supplements the requirements for research degrees set out in the *Examination Regulations*.

The three main purposes of the *Policy* are:

- To let staff know what they must do;
- To let students know what the rules are; and
- To ensure that the University's practice complies with external requirements and to articulate the way in which it complies.

Full details can be seen here:

Policy and Guidance on Research Degrees | Academic Support (ox.ac.uk)

[B] Regulations Relating to the Use of Information Technology Facilities

https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002

[C] University Policy on Intellectual Property

Introduction
The University in its Statutes claims ownership of certain forms of intellectual property which students create in the course of, or incidentally to, their studies. There are arrangements in the University's regulations for protecting and exploiting this property, and sharing the commercial exploitation revenues with the student originators. By accepting a place at Oxford and signing the Student Contract with the University, you agree to be legally bound by these provisions.

Further Information
The Statute and associated regulations relating to intellectual property are published on the University's web-site. The related regulations for the administration of the policy explain the approved arrangements for revenue-sharing. Further information may be obtained from Research Services, University Offices (tel. (2)70143 or email research.services@admin.ox.ac.uk).

[D] University Policy on Data Protection and Computer Misuse

https://compliance.admin.ox.ac.uk/data-protection-policy

Computer Use and Misuse
The University regards computer misuse as a serious matter which may warrant disciplinary action.

A policy statement, rules and guidelines on the use of the University's IT facilities are published by the ICT Committee with the approval of Council. They appear in the Proctors' and Assessor's Memorandum, and may also be found at http://www.it.ox.ac.uk/policies-and-guidelines

[E] Use of Department of Computer Science Equipment and Premises
The formal conditions under which use may be made of Computer Science equipment in the Department of Computer Science and on level six of the Thom Building can be seen here:

https://wiki.cs.ox.ac.uk/support

Users *must* abide by the rules

Use of Department of Engineering Science Premises
In addition to the rules of the University and of the Department of Computer Science, students using the facilities in the Thom Building should be aware of, and comply with, the following rules extracted from the Rules of the Department of Engineering Science:

5. Normal working hours of the department are Monday to Thursday, 08:15–13:00 and 14:00–17:15; and Friday, 08:15–13:00 and 14:00–16:45.
6. Undergraduate members of the department may use the buildings only during normal working hours except that during term, access to the library, staff rooms and lecture rooms are permitted during the following additional hours: Monday to Friday, after normal working hours up to 19:00; and Saturday, 08:15–13:00.
10. Except by permission of the staff member responsible, junior members may not remove tools or equipment from any part of the buildings.
12. Except by permission of the member of staff responsible, junior members of the department are not permitted to enter research laboratories, staff offices, stores, workshops (other than the staff/student workshop), roof areas, service areas, photographic darkrooms, the enquiry office and rooms carrying notices of special hazards. Except in the case of fire, junior members must not use the walk way round the outside of the Thom Building at the seventh floor level.
16. Permission must be obtained from the Head of Department before photographs or articles concerning the work of the department are communicated to the press.
17. Cars can only be parked in the university car parks in working hours if you hold a peak time parking permit.
18. Motor cycles should be parked in the spaces provided and pedal cycles should be left in the racks, including those adjacent to the Department of Metallurgy and Science of Materials.

19. Those entrusted with a key or swipe card to any departmental building are responsible for ensuring that the building is properly locked if they leave outside normal working hours. The loss of a key must be reported immediately. The copying of keys is forbidden.

[F] University of Oxford Equality Policy

Equality Policy | Equality and Diversity Unit (ox.ac.uk)

The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.

The University embraces diversity amongst its members and seeks to achieve equity in the experience, progression and achievement of all students and staff through the implementation of transparent policies, practices and procedures and the provision of effective support. It also seeks to ensure that its public engagement work and services benefit diverse audiences and communities.

The University recognises that equality and inclusion should be embedded in all its activities and seeks to promote awareness of equality and foster good practice. The University is committed to a programme of action to support its equality policy, to monitoring its effectiveness, and to publishing information on progress towards its equality aims.

The University seeks to ensure that no member of its community is unlawfully discriminated against on the basis of age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief (including lack of belief), sex, or sexual orientation (hereafter referred to as the 'protected characteristics').

In exercising its policies, practices, procedures and other functions, the University will have due regard to its duties under the Equality Act 2010 and to the protected characteristics, as well as other relevant circumstances including parental or caring responsibilities, contract type, and working hours.

The University will seek to make a positive contribution to the advancement of equality through all its activities. In particular, the University will:

- Encourage applications for study and employment from the widest pool of potential candidates, especially where representation is disproportionately low, and take lawful positive action, for example with targeted scholarships, to improve diversity where appropriate.

- Take appropriate steps to meet the particular needs of individuals from protected groups where these are different from the needs of others, and work to eliminate any barriers to their success.
- **In respect of students**, seek to attract and admit students of outstanding potential whatever their background, and work to ensure that teaching and assessment provide an equal opportunity for all students to achieve and demonstrate their full academic potential. Decisions on the admission of students will be based solely on the individual merits of each candidate and the application of selection criteria appropriate to the course of study.
- **In respect of staff**, seek to ensure that entry into employment and progression within employment are determined solely by criteria which are related to the duties of a particular post and the relevant grade; and support career development and progression with the aim of ensuring diverse representation and participation at all levels.

The University understands inclusion to mean institutional and individual efforts and actions to foster an environment and institutional culture in which each member feels, and is, valued, listened to and respected, able to be themselves and empowered to participate fully in the life of the University.

The University expects all members of the University community to treat each other with respect, courtesy and consideration and does not tolerate any form of unlawful discrimination, bullying, harassment or victimisation. It has a Policy on Harassment, which includes examples of unacceptable behaviour, supported by a Harassment Advisory Service.

The Department's Equality and Diversity Committee meet once a term to ensure the university's policies are implemented at departmental level.

Departmental Disability Co-ordinator:
Rachel Breward
Tel: 73833
Email: Rachel.breward@cs.ox.ac.uk

Updated 26th August 2022

[G] University Policy on Student Maternity, Paternity and Adoption Leave

To support students seeking to take parental leave, the University's Student Maternity, Paternity and Adoption Leave Policy [pdf] provides details of the arrangements for students who are about to have or adopt a child. The policy outlines how much leave students are entitled to, access to University facilities, graduate accommodation and childcare services and the provision for a flexible return to full-time study.

Graduate research students should note the requirements for applying for maternity leave, including the forms required and timings, for notifying their college, supervisor and director of graduate study. Full information can be found here:

Student parents | University of Oxford

If you have already taken the six terms of leave your board may allow and have already taken a previous period of parental leave you may apply via your college to the Education Committee for permission to suspend your studies for a further period.

The Research Councils have harmonised their terms and conditions for Maternity Leave for Research Council funded students. The terms and conditions of training grants have been amended from January 2017 and state: 'Research Council funded students are entitled to 52 weeks of maternity or shared parental leave. The first 26 weeks should be paid at full stipend rate. The following 13 weeks should be paid at a level commensurate with employee entitlements to statutory maternity pay. This is c. 41% of the minimum doctoral stipend. The final 13 weeks are not paid. Partners are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend. Partners may be entitled to up to 50 weeks of Shared Parental Leave; this may include paid and unpaid leave, depending on the individual circumstances, any paid leave should be at full stipend. There is no qualifying period for maternity, paternity, adoption or shared parental leave.'

Funding for parental leave

The MPLS Division's parental leave funding policy aims to support women doctoral students in STEM subjects to proactively manage any pause in their studies due to maternity. It is intended to support women to progress through their academic career and improve the representation of women over time in STEM subjects.

MPLS doctoral students who suspend for maternity leave are entitled to 26 weeks paid leave regardless of their current funding situation at the RC stipend level. In those cases where both the mother and father are students, this financial support can be shared if it enables the female student to return to study in her MPLS department. Funding is available for students in years 1-4 of their programme.

Where funding is not already provided for under a student's existing grant arrangements eligibility for this funding is as follows:

Oxford Division / location

Mother	***Partner***	***Eligibility***
MPLS	MPLS	Mother eligible and partner eligible for sharing
MPLS	Other Oxford Student	Mother eligible and partner eligible for sharing
Not MPLS	MPLS	Neither are eligible
MPLS	Student at other UK HEI	Mother eligible and partner eligible for sharing
MPLS	Not a student	Mother eligible only

[H] Policy on the Ethical Conduct of Research involving human participants and personal data

The University's aims

The University of Oxford seeks to protect the dignity, rights and welfare of all those involved in research (whether they are participants , researchers or third parties) and to promote high ethical standards of research. The University achieves this by:

- fostering a culture within the University that embraces the principles set down in this policy and the obligations contained in relevant legislation to protect the rights, dignity and welfare of those involved in research;

- providing ethical guidance that communicates regulatory requirements and best practice, and offering ongoing support and training to staff and students to maintain high ethical standards;

- maintaining a review process that subjects research to a level of scrutiny in proportion to the risk of harm or adverse effect.

Full details of the policy can be read here:

Committee information | Research Support (ox.ac.uk)