DEPARTMENT OF
COMPUTER
SCIENCE

RESEARCH STUDENT HANDBOOK

2018

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Disclaimer
The Examination Regulations relating to this course are available at

http://www.admin.ox.ac.uk/examregs/2017-18/grftdodoctofphil/

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 (Julie.sheppard@cs.ox.ac.uk).

The information in this handbook is accurate as at 1st October 2018, however it may be necessary for changes to be made in certain circumstances, as explained at www.graduate.ox.ac.uk/coursechanges 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.

Research in the Department of Computer Science

The Department of Computer Science is at the heart of computing and related interdisciplinary activity at Oxford. It is a centre for research in Computer Science, Algorithms & Complexity Theory, Artificial Intelligence and Machine Learning, Automated Verification, Computational Biology and Health Informatics, Cyber Physical Systems, Foundations, Structures and Quantum, Human Centred Computing, Information Systems, Programming Languages and Security. Cross disciplinary research is carried out in areas such as Linguistics, Biology, Medicine, Quantum Foundations and Quantum Computation. It is also a place where students obtain an outstanding education in computer science through a variety of undergraduate and graduate programmes, including a part-time, professional programme in software engineering.

Our central aim is to be among the world's leading Computer Science departments. Oxford usually ranks as the top university in the UK. The Department's research strength derives from its firm grounding in core Computer Science disciplines, a relatively high degree of mathematical sophistication among its researchers, and its committed engagement with applications and interdisciplinary work. Over the past several years we have significantly broadened the spectrum of computing research in the Department, and we plan to reinforce this in future, always conscious of the need to do work which is both relevant and of a high intellectual quality. In the 2014 REF exercise, which assessed university departments throughout the UK on their research quality, 53% of our research was judged to be of the highest possible quality (world leading), and in total 87% of our research was judged to be internationally excellent or better. More information on the research in the Department can be found at: http://www.cs.ox.ac.uk/research

Training research students is integral to what we do; it is perhaps the most vital contribution we make to the future of our subject. The training combines individual supervision with a selection of lecture courses, transferable skills training and opportunities to participate in leading-edge research activities. We recruit students from Oxford's high-quality undergraduate and Masters' degrees, as well as nationally and internationally, and are involved in Doctoral Training Centres in Systems Biology and Life Sciences Interface. We are also pleased to be part of the Centres for Doctoral Training in Cyber Security and Autonomous, Intelligent Machines & Systems.

Admissions into graduate programmes in the Department have sharply increased in the last few years, reaching well over 150 DPhil students today.

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:

http://www.cs.ox.ac.uk/teaching/dphil/

and on the university's pages:

http://www.ox.ac.uk/students/latestnews Individual colleges will also have their own handbooks.

David Kay
Director of Graduate Studies

TBC
Deputy Director of Graduate Studies

Leanne Carveth
Academic Administrator

Julie Sheppard
Graduate Studies Administrator

1. Sources of information

This handbook applies to students starting the DPhil in Computer Science in Michaelmas Term 2018, Hilary Term 2019 and Trinity Term 2019. The information in this handbook may be different for students starting in other years. It 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: http://www.admin.ox.ac.uk/examregs/ 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 Julie Sheppard, Graduate Studies Administrator: Julie.sheppard@cs.ox.ac.uk.

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:

http://www.cs.ox.ac.uk/teaching/dphil/

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:

http://www.admin.ox.ac.uk/examregs/

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:

- university (as distinct from college) student discipline
- complaints about university matters
- the running of University examinations.

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.

The University Students' Handbook (previously known as the Proctors' and Assessor's Memorandum) is the document relating to the rules and the statutes of the University which you are expected to follow. This can be found at:

http://www.admin.ox.ac.uk/proctors/info/pam/index.shtml

1.3 Statements of Provision for Research Students

These detail the provisions that have been made for you by the University and the Colleges. The statement that is applicable to you is written by the Department of Computer Science; this can be found at:

http://www.cs.ox.ac.uk/teaching/dphil/docs/handbooks/Provision2018.pdf

1.4 The Mathematical and Physical Life Sciences Division Graduate Handbook

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

https://www.mpls.ox.ac.uk/graduate-school

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

The Department of Computer Science houses lecture theatres and seminar rooms in which most of the university lectures in Computer Science take place. It also runs a network of computers and other facilities devoted to the teaching requirements, and administers lectures, practicals, projects and some University-wide classes in Computer Science.

The Head of the Department of Computer Science is Professor Michael Wooldridge, and the Academic Administrator is Leanne Carveth.

The building

The postal address for the Department is:

University of Oxford
Department of Computer Science
Wolfson Building
Parks Road
Oxford, OX1 3QD
England

After having occupied a succession of adapted buildings in and around the University Science Area, the Department of Computer Science is now housed in a building specifically designed, constructed and equipped for it, largely funded through the generosity of the Wolfson Foundation and the Wolfson Family Trust. The **Wolfson Building** stands at the south-eastern corner of what is known as the Keble Road Triangle consisting of Keble Road, Banbury Road and Parks Road. The **e-Science building** next to it houses OeRC (Oxford e-Research Centre), and the Software Engineering Programme. The Department also has seminar rooms in the Robert Hooke Building which is opposite Keble College and next to the Museum of Natural History. There are also some research groups based here together with the Centre for Doctoral Training in Cyber Security.

Lecture Theatres A and B are in the Wolfson Building on the lower ground floor and ground floor respectively: they can be reached through the door to the right of the main Parks Road entrance, as can the seminar room 051.

Room numbering

The number system for rooms is made up of a three digit number which designates the floor level in the building as well as the actual room number. Hence room numbers beginning with 0 are in the basement, room numbers beginning 1 are on the ground floor, room numbers beginning 2 are on the first floor, and so on up to room numbers beginning 5 which are in the attic.

Opening hours

The Wolfson Building opens at 8:45 and the doors are locked at 17:15, Monday to Friday, excepting closed periods (i.e. Bank Holidays, out of term time). Detailed rules governing access to the Department of Computer Science are as follows:

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. The cards also control access within the building from the Lecture Theatre areas. University cards, will be activated as the Department's entry card, when you have signed the declaration form (included in your information pack). To activate your entry card you will need to take your University Card to Brenda Deeley (106). You will need to select a four digit pin number. You will also need the card to be able to access your pigeon hole (which is a folder in a filing cabinet). When entering the building you need to tap in your four digit code followed by the # key to gain entry.

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. Please complete the form in your induction pack.
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. The card can also be barred when it is reported lost).
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. These are issued by Brenda Deeley (Room 106). Keys for other departments are usually obtained from that department. If you lose a key or entry card, you should report it immediately to the Administrator or Brenda Deeley (Room 106) who will advise on any further action and arrange for a replacement to be issued. There will be a charge of £20.00 for any replacement key.

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 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 cabinet at the back of the room. Any external post you receive will be put here.

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:

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

- **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.

This material is made available for your use only (it is copyright of the authors). You should not pass it on to anyone else, nor should you reveal the password to anyone.

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 joint 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.

You will find the list of academic staff in Appendix [A].

2.3 Other departments

Oxford University Language Centre

The Language Centre provides courses and other resources to help you learn modern foreign languages, or to keep up and develop your skills. It is situated on the Woodstock Road just north of St Giles church, and at the back of the IT Services building. It also provides academic writing courses for students whose first language is not English. Details of courses offered can be found here: http://www.lang.ox.ac.uk/

The Examination Schools

The Examination Schools is the department of the University which administers public examinations. It is housed in a building on the south side of High Street, east of University College.

3. Terminology

Matriculation
Matriculation is the formal University admission procedure and is organised by your college.

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
The University Examination Regulations state that all members of the University are required to wear academic dress with *subfusc* clothing when attending formal university events such as matriculation and university examinations. It consists of:

For women A dark skirt or trousers, a white blouse, black tie, black stockings and shoes, and, if desired, a dark coat

For men A dark suit and socks, black shoes, a white bow tie and plain white shirt and collar.

Candidates serving in HM Forces are permitted to wear uniform together with a gown. (The uniform cap is worn in the street and carried when indoors.)

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 manages the process of monitoring student progress, application for

suspension and final examination. These applications are made on GSO forms which are available from:

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

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 David Kay and he is assisted by the Graduate Studies Administrator, Julie Sheppard. The Deputy Director of Graduate Studies is Daniel Kroening who is responsible for admissions.

The Director of Graduate Studies will have office hours on Tuesdays and Thursdays from 10.00am-11.00am

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 joint 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 [D] 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:

http://www.learning.ox.ac.uk/supervision/

There is much useful information on this website including:

- Life as a doctoral student: more than research: http://www.learning.ox.ac.uk/supervision/dphil/experiences/
- New supervisors: http://www.learning.ox.ac.uk/supervision/supervisor/new/
- Stages of the doctorate and clarifying expectations http://www.learning.ox.ac.uk/supervision/stages/

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.

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: https://www.mpls.ox.ac.uk/training and here: https://www.mpls.ox.ac.uk/training/support-from-university-researchers

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:

https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression) 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 https://www.mpls.ox.ac.uk/training/course-programme-for-graduate-students and the Researcher Development Framework https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-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 online Research Integrity course by the time they apply for Transfer of Status. The Division also offers face-to-face Research Integrity training which complements the online course.

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 *[departments may wish to draw attention to those elements that are most relevant to their research areas]*.

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

4.5 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 advise 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 [L] 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 form and all documents in fulfilment of the three transfer of status requirements no later than Friday of the 0th 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 a 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, and seek permission from the lecturer to attend each advanced undergraduate course chosen, because of space restrictions. 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. 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 Academic Administrator. For advanced undergraduate courses, it is the supervisor's responsibility to ensure that the student's solutions to any tutorial or class sheets and collections are marked.

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 and mark a piece of written work based on the course followed.

If you wish to take one of the one week courses on the Software Engineering Programme then it is essential that you include it on the PRS Assessed Work Form but also register separately with the Software Engineering Programme Manager, room 471. Any such requests will be subject to approval from the Director of the Software Engineering 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.

Students are also able to take three skills training courses run by Division and a mark of 65 will be given to students on proof of attendance at the three courses. Three skills training courses will be the equivalent of one piece of assessed work: https://www.mpls.ox.ac.uk/training

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 research report 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 research report 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 Academic Administrator, 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 managed 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: GSR (Graduate Supervision Reporting)

Policy

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 https://www.ox.ac.uk/students/selfservice. Students will be sent a GSR automated email notification with details of how to log in at the start of each reporting window, and who to contact with queries.

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:

http://www.admin.ox.ac.uk/councilsec/dp

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 form and all documents in fulfilment of the transfer requirements by Friday of 0th week of your 4th term. (Although the MAT1 form actually says Wednesday of week 5 of your 4th term, meeting the earlier deadline gives you the best chance of completing the process on time) 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, 2017 (*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) These can be downloaded from:

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

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 available from the Graduate Studies Administrator.

There are two methods of transfer from Probationer Research Student to DPhil status. These are known as 'Category A' and 'Category B'. Category B applications are rare.

Category A (Normally all students in the Department of Computer Science): 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.

Category B: This normally applies to students who hold an MSc degree, either from Oxford or elsewhere, and who already have a clearly defined DPhil research programme, and are well-equipped to begin research immediately. Typically, the proposed programme builds on research that began during the student's MSc work. The transfer requirements for Category B candidates are a research report, and the qualifying dissertation (as per Requirement III). Such transfer applications should be submitted no later than the Wednesday of the fifth week in your *first term* as a Probationer Research Student. If you are such a student but do not feel ready to transfer to DPhil status so early in your research, you may submit a 'Category A' application instead.

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.

Transfer of Status - Checklist for Students

- ☐ Arrange meeting(s) with supervisor(s) to discuss transfer requirements
- ☐ Define/agree proposed research project
- ☐ Check department deadlines and requirements for transfer with (Graduate Studies Administrator)
- ☐ Draft/prepare transfer work following department requirements, which should include a research proposal and timeline
- ☐ Submit transfer work to supervisor(s) for review
- ☐ Refine/complete transfer work following supervisors feedback
- ☐ Complete any relevant forms and submit to (Graduate Studies Administrator)
- ☐ Obtain statement of support from Supervisor
- ☐ Obtain statement of support from College
- ☐ Submit transfer work to (Graduate Studies Administrator) for assessment by required deadline
- ☐ Transfer assessors appointed by Department/DGS
- ☐ Transfer assessment date arranged by assessors/department
- ☐ Following assessment written feedback received
- ☐ Official confirmation of recommendation from the MPLS Graduate Office received

Other key points:

- ☐ Research Ethics Approval has been applied for (if relevant)
- ☐ Keep a log/record of any permission for inclusion of 3rd party copyright material. (http://www.bodleian.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues/copyright_held_by_third_parties__and__other_rights)
- ☐ Keep a log/record of any subject-specific (e.g. research methodology; data analysis and management; record keeping; bibliographical skills; presentation of research) and personal and professional skills (e.g. time management, language skills, IT skills,

team work, problem solving, presentation skills, teaching skills, career planning) which you have already acquired during the course of your time as a Probationary Research Student

☐ Identify any skills which might require further development or refinement

☐ Keep a record of any other related activities,(e.g. presentation of posters, attendance at conferences, courses attended, publications, opportunities to undertake teaching, etc.), which have made a contribution to the development of your work

☐ Students are reminded that they should normally have completed the University's online research integrity training before applying for transfer of status,

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Preparing for Transfer of Status

Please use this form to complete your termly reflective progress report for the term before you expect to transfer, following your supervisions/meetings with your supervisor(s)/supervisor team, and upload it to GSR using the 'Upload File' facility. The questions are designed to help you reflect on the criteria your assessors will be considering for your transfer examination.

Is there potential for your proposed work to make a 'significant and substantial contribution' to your field of study (DPhil) or a 'worthwhile contribution' (MSc(R)? (provide a brief explanation)
What background knowledge/familiarity do you have with the literature that has already been published in your agreed/proposed area of research?
Do you think that your proposed work is novel and original?
Consider the work you have produced/completed to date and how confident you are with it?
Think about your ideas/plans for future work, do you understand what your next steps are (including any timescales for ongoing work)?
Do you think you have all the resources you need in place, e.g. equipment and funding for relevant fieldwork etc.?
Are you working appropriately toward becoming independent in your research?
In what period do you anticipate completing your DPhil / MSc(R)? Do you have enough funding to cover this period? Do you or your supervisor have any concerns about your funding?
Are there any factors that might threaten/impact on the successful completion of your work/research?

What academic training have you attended/identified? What further training might you need?
What training have you undertaken in relation to your broader career, e.g. professional development courses?

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.

Form to be completed by assessors after your viva:

MATHEMATICAL, PHYSICAL AND LIFE SCIENCES DIVISION

Transfer of status form and guidance for assessors

Transfer of Status from PRS to DPhil Status (1st Attempt)

Student name:		Start Date:	
Research Title:			
Date report received:		Date Interviewed:	
Funded period:		Max submission:	

Assessors are reminded that this is a formal examination of the University of Oxford. In order for transfer of status to be conferred, assessors must be satisfied that:

1. The student has proposed a viable DPhil project that can be completed within the proposed timeframe and funded period or within 12 terms.
2. The work undertaken to date provides an appropriate background and platform for progress.
3. The student has developed a critical understanding of the relevant literature.
4. The student understands, can justify and defend their research project, its objectives and rationale.
5. The student has a clear plan for the future direction of the project.
6. The student has begun to take intellectual ownership of the project.

In making your assessments (and in judging the level of the viva) it is important that your expectations of the student are moderated by (a) the student's previous academic background and (b) the point they have reached in their DPhil studies as this is still an early stage. The assessment panel should complete this report form, the contents of which should be communicated to the student and his/her supervisors. If transfer is not recommended, then it is critical that detailed reasons for this are given along with

instructions for any specific work that must be done prior to reassessment. A timescale for a subsequent meeting with the assessment panel (usually 3 months later) should be given.

On the basis of the student's transfer report/submitted work and the transfer interview, please indicate your assessment of the following, ticking as appropriate:

Assessment of verbal and written work	**Excellent**	**Good**	**Adequate**	**Not Satisfactory**
Familiarity with and knowledge of background literature				
Amount of work completed				
Quality of work completed				
Potential contribution to field of proposed work				
Coherence and organization of work				
Content of presentation				
Delivery of presentation				
Ability to defend work				
Ideas and plans for future work including a timescale for ongoing work				
Ability to work independently				
Compared to other students at this stage, this student's Research competency appears to be				
Student's competence in written and spoken English				

Likelihood of timely submission	**Very likely**	**Probably**	**Possible**	**Unlikely**	**None**
Prospect of the student submitting by their current maximum submission date					

Training and professional development	Yes – very well	Yes – but some areas requiring attention	Yes – but inadequately	No
Has the student appropriately engaged with academic skills training?				
Has the student appropriately engaged with career focussed and professional development activities?				

Would the student benefit from additional supervision to facilitate his/her studies? Yes / No
Please tick to confirm that you, the assessors, have received and reviewed the candidates GSO.2 Application for Transfer of Status form and that the DGS has signed to approve the candidate was ready to be assessed: ☐

Assessors are required to provide further comments in the box below on the student's work and interview. Assessors should particularly focus on areas of excellent or unsatisfactory work. Assessors should also comment on the student's acquisition of career skills (and plans to develop such skills) as outlined in the GSO.2/ departmental template form. This information will be reviewed by the DGS and students will receive the report once agreed. (Please continue on a separate page if required)

Overall Recommendation:
☐ **Transfer to DPhil status without reservations**
☐ **Transfer to DPhil status if a satisfactory written response to this report is obtained, signed by both the student and supervisor (to be returned within 2 weeks)**
☐ **Transfer to DPhil status with conditions (please state conditions above with timeframe) ****
☐ **Student should make a 2nd attempt to transfer to DPhil status in 1 term**

Signed: (Assessor 1)	**Signed:** (Assessor 2)
Print Name:	**Print Name:**
Date:	**Date:**
DGS Signature:	**Date:**

** In selecting this recommendation assessors are confirming that the student has just reached the required standard for DPhil status, and that they are happy for the student to be transferred. However, the assessors may feel that the student needs to do some additional work to strengthen and support their on-going research, and this should be clearly set out in the report with a timeframe, which will allow the department to review with the student.
Note: Any conditions that are set will not prevent the transfer from being processed.

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 and Form MAT.3. These can be downloaded from:

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

You also need to complete the "Preparing for confirmation" form which is available from the Graduate Studies Administrator.

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 assessor*s* 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 at:

https://weblearn.ox.ac.uk/portal/hierarchy/skills/ricourses

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 r 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.

MATHEMATICAL, PHYSICAL AND LIFE SCIENCES DIVISION

Confirmation of DPhil Status - Checklist for Students

☐ Arrange meeting(s) with supervisor(s) to discuss confirmation requirements

☐ Check department deadlines and requirements for confirmation with Graduate Studies Administrator

☐ Draft/prepare confirmation work following department requirements, which should include a brief written report about your research achievements to date and timetable for submission.

☐ Submit confirmation work to supervisor(s) for review

☐ Refine/complete confirmation work following supervisor's feedback

☐ Complete any relevant forms (including GSO.14 form – MPLS version) and submit to Graduate Studies Administrator

☐ Submit confirmation work to Graduate Studies Administrator for assessment by required deadline

☐ Confirmation assessors appointed by Department/DGS

☐ Confirmation assessment date arranged by assessors/department

☐ Following assessment official confirmation of recommendation from the MPLS Graduate Office received, with a copy of the assessors report

MATHEMATICAL, PHYSICAL AND LIFE SCIENCES DIVISION

Preparing for Confirmation of DPhil Status

Please use this form to complete your termly reflective progress report for the term before you expect to confirm your DPhil status, following your supervisions/meetings with your supervisor(s)/supervisor team, and upload it to GSR using the 'Upload File' facility. The questions are designed to help you reflect on the criteria your assessors will be considering for your confirmation assessment.

Does/will your work/research make a 'significant and substantial contribution' to your field of study (DPhil) (provide a brief explanation of what that is or will be, and what type of evidence you will provide to demonstrate this e.g. poster, publications, chapters etc.)
To what extent are you confident in the depth of your knowledge of the literature in your area of research, commensurate with holding a DPhil in that area?
Consider the work you have produced/completed to date. How confident are you in it and that it is at the right level for inclusion in your final thesis?
Think about your path to completing your thesis, do you understand what your next steps are (including timescales for finishing and writing up)?
Do you have all the resources you need in place for completing your research, e.g. equipment etc.? If no, please provide details.
To what extent do you think you are working as an independent researcher? Please provide some examples of this, e.g. taking ownership/lead of your project etc.
To what extent do you work as part of a team (only complete if applicable)?
How confident are you that you will finish within the time remaining (e.g. within the next three months)? Do you have enough funding to cover this period? Do you or your supervisor have any concerns about your funding?
Are there any factors that might threaten/impinge upon the successful completion of your thesis?
What academic training have you attended/identified? What further training might you need?

Have you begun to consider your career post DPhil and have you undertaken any activities in support of this, e.g. professional development?
What do you think are the strengths and weaknesses of your thesis?

Form to be completed by your supervisor before the viva:

MATHEMATICAL, PHYSICAL AND LIFE SCIENCES DIVISION

Confirmation of DPhil status form to be completed by the Supervisor(s)

The purpose of confirmation of status is to enable research students to receive an assessment of their work by two assessors, other than their supervisor(s). It is intended to provide an important indication that if work on the thesis continues to develop satisfactorily, then consideration of submission of the thesis within the student's 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 the student's 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 University's guidelines state that:

"The purpose of confirmation is to confirm that you are continuing to work at the appropriate doctoral level and to provide assurance that if the work on the thesis continues to develop satisfactorily, then consideration of submission within the course of three further terms would appear to be reasonable."

Confirmation of DPhil Status

Student name:		Start Date:	
Research Title:			
Planned Sub. Date:		Max submission:	

This is a formal assessment of the University of Oxford. In order for confirmation of status to be conferred, assessors must be satisfied that:

1. The student's DPhil project is following a trajectory that will lead to completion and submission within the remaining timeframe (and not exceeding 12 terms).
2. The work undertaken to date provides a sufficient background and a platform for completion/submission.
3. The student's work/research has the potential to make a 'significant and substantial contribution' to their field of study
4. The student has developed critical knowledge and understanding of the relevant literature.
5. The student understands, can justify and defend their research project, its objectives and rationale.
6. The student has a clear plan for the future direction of the project.
7. The student has taken intellectual ownership of the project.

In making their assessment (and in judging the level of the presentation/interview) the assessors' will moderate their expectations of the student by the nature of the project on which the student is engaged, for example if the work is interdisciplinary. Their primary focus will be on the quality of the work completed, that it is at the right level, and that a sufficient volume has been completed to enable them to be confident in their confirmation that the student is following the correct trajectory. Please complete this report form giving your own assessment of the student's work/progress to date, the contents will then be

reviewed by the assessors and DGS. If you have any concerns about the progress of the student and their readiness for confirmation then please provide detailed reasons of this in the box below along with any information about specific work that you think should be completed before confirmation of status is recommended. **Note:** All information and comments provided should be consistent with what you have previously reported to the student on GSR.

On the basis of the student's confirmation report/supporting evidence, please indicate your evaluation of the following, ticking as appropriate:

Assessment of written work	**Excellent**	**Good**	**Adequate**	**Not Satisfactory**
Sufficient familiarity with and in depth knowledge of the relevant background literature				
Amount of work completed				
Quality of work completed				
Potential to make a 'Significant and substantial contribution' to field of work/study				
Coherence and organization of work (proposed structure of the final thesis)				
Assessment of written work	**Excellent**	**Good**	**Adequate**	**Not Satisfactory**
Ideas and plans for future work including a timescale for writing up				
Ability to work independently				
Student's research competency				
Student's competence in written and spoken English				

Likelihood of timely submission	**Very likely**	**Probably**	**Possible**	**Unlikely**	**None**
Prospect of the student submitting a satisfactory thesis by their current maximum submission date					

Training and professional development	Yes – very well	Yes – but some areas requiring attention	Yes – but inadequately	No
Has the student appropriately engaged with academic skills training?				
Has the student considered their career post DPhil, and undertaken any activities in support of them e.g. professional development?				

Do you think the student would benefit from additional supervision to facilitate his/her studies? Yes / No

Please provide further comments in the box below on the student's work/research and progress to date, particularly focusing on areas of excellent or unsatisfactory work. Please also provide comments on the student's acquisition of career skills (and plans to develop such skills) as outlined in the GSO.14. Following the assessment the student will then receive a final report once agreed by the DGS.

Supervisor(s) Name (print in full):	
Supervisor Signature:	
Date:	
DGS Signature:	**Date:**

Form to be completed by confirmation assessors after viva:

MATHEMATICAL, PHYSICAL AND LIFE SCIENCES DIVISION

Confirmation of DPhil status form and guidance for assessors

The purpose of confirmation of status is to enable research students to receive an assessment of their work by two assessors, other than their supervisor(s). It is intended to provide an important indication that if work on the thesis continues to develop satisfactorily, then consideration of submission of the thesis within the student's 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 the student's 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 University's guidelines state that:

"The purpose of confirmation is to confirm that you are continuing to work at the appropriate doctoral level and to provide assurance that if the work on the thesis continues to develop satisfactorily, then consideration of submission within the course of three further terms would appear to be reasonable."

Confirmation of DPhil Status (1st Attempt)

Student name:		Start Date:	
Research Title:			
Date report received:		Date Assessed:	
Planned Sub. Date:		Max submission:	

Assessors are reminded that this is a formal assessment of the University of Oxford. In order for confirmation of status to be conferred, assessors must be satisfied that:

1. The student's DPhil project is following a trajectory that will lead to completion and submission within the remaining timeframe (and not exceeding 12 terms).
2. The work undertaken to date provides a sufficient background and a platform for completion/submission.
3. The student's work/research has the potential to make a 'significant and substantial contribution' to their field of study
4. The student has developed critical knowledge and understanding of the relevant literature.
5. The student understands, can justify and defend their research project, its objectives and rationale.
6. The student has a clear plan for the future direction of the project.
7. The student has taken intellectual ownership of the project.

In making your assessments (and in judging the level of the presentation/interview) it is important that your expectations of the student are moderated by the nature of the project on which the student is engaged, for example if the work is interdisciplinary. The primary focus should be on the quality of the work completed, that it is at the right level, and that a sufficient volume has been completed to be confident in your confirmation that the student is following the correct trajectory. The assessment panel should complete this report form, the contents of which will be communicated to the student and his/her supervisors. If confirmation is not recommended, then it is critical that detailed reasons for this are given along with instructions for any specific work that must be done prior to reassessment. A timescale for a subsequent meeting with the assessment panel (usually 3 months later) should also be given.

On the basis of the student's confirmation report/supporting evidence and the confirmation interview/presentation, please indicate your evaluation of the following, ticking as appropriate:

Assessment of verbal and written work	Excellent	Good	Adequate	Not Satisfactory
Sufficient familiarity with and in depth knowledge of the relevant background literature				
Amount of work completed				
Quality of work completed				
Potential to make a 'Significant and substantial contribution' to field of work/study				
Coherence and organization of work (proposed structure of the final thesis)				
Content of presentation/interview				
Delivery of presentation/interview				
Ability to defend work, and its significance				
Ideas and plans for future work including a timescale for writing up				
Ability to work independently				
Student's research competency				
Student's competence in written and spoken English				

Likelihood of timely submission	Very likely	Probably	Possible	Unlikely	None
Prospect of the student submitting a satisfactory thesis by their current maximum submission date					

Training and professional development	Yes – very well	Yes – but some areas requiring attention	Yes – but inadequately	No
Has the student appropriately engaged with academic skills training?				
Has the student considered their career post DPhil, and undertaken any activities in support of them e.g. professional development?				

Would the student benefit from additional supervision to facilitate his/her studies? Yes / No

Please tick to confirm that you, the assessors, have received and reviewed the candidates signed GSO.14 Application for Confirmation of Status form and the Supervisors report: GSO.14 signed by DGS ☐ Supervisor's Report ☐

Assessors are required to provide further comments in the box below on the student's work and assessment. Assessors should particularly focus on areas of excellent or unsatisfactory work. Assessors should also comment on the student's acquisition of career skills (and plans to develop such skills) as outlined in the GSO.14/ departmental template form. This information will be reviewed by the DGS and students will receive the report once agreed. (Please continue on a separate page if required)

Overall Recommendation:
□ **Confirmation to DPhil status without reservations**
□ **Confirmation to DPhil status if a satisfactory written response to this report is obtained, signed by both the student and supervisor (to be returned within 2 weeks)**
□ **Confirmation to DPhil status with conditions (please state conditions above with timeframe) ****
□ **Student should make a 2nd attempt to confirm DPhil status in 1 term**

Signed: (Assessor 1)	**Signed:** (Assessor 2)
Print Name:	**Print Name:**
Date:	**Date:**
DGS Signature:	**Date:**

** If some additional work is required e.g. further results, but the evaluation of statements is satisfactory, confirmation can be recommended with conditions.

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 obtain form GSO.3 from the GSO website at http://www.ox.ac.uk/students/academic/graduates/forms/ and arrange for its completion. The form has sections which should be completed by your supervisor, and by your College. Your supervisor must suggest the names of examiners on this 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. When the form has been submitted to the Graduate Studies Administrator, room 112, it must be approved by the Director of Graduate Studies and two examiners will be formally appointed on the recommendation of the supervisor. Two copies of the thesis should be submitted *no more* than a term (and the vacation which follows) after this has happened.

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 and binding) 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: http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonproofreaders/ 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:

http://www.bodleian.ox.ac.uk/ora/oxford_etheses

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

http://www.bodleian.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues

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 this website:

http://www.bodleian.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues/copyright_held_by_third_parties_and_other_rights

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 at

http://www.bodleian.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues/sensitive-content

ORA general Help & Information is available at http://ora.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 http://www.maths.ox.ac.uk/members/students/lecture-lists 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 Seminars

Research seminars run weekly within the Department, see

www.cs.ox.ac.uk/seminars

for more information. All graduate students are *expected* to attend the following series of seminars:

- Departmental Seminar. It is held on Tuesdays at 2.00pm in Lecture Theatre B during term. This usually features an eminent researcher from outside Oxford as an invited speaker, and the talks are normally aimed at a general computer science audience. Attendance at these seminars will help you broaden your knowledge of Computer Science beyond the confines of your own research area.

In addition, there are many informal seminars and discussion groups in the Department. Their meetings are usually publicised at relatively short notice on the notice-boards and electronic newsgroups and web pages. You should check www.cs.ox.ac.uk/news or the display at the Reception, Wolfson Building.

8.3 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.

8.4 Oxford Computer Science Conference

The Oxford Computer Science Conference is usually held on Friday of Week 6 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 prize giving and drinks reception. Prizes will be awarded for the best presentation, the best abstract and the best poster. A Conference Dinner is 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 2018/19 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.

8.5 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:

http://www.cs.ox.ac.uk/teaching/dphil/docs/Internform.pdf

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:

http://www.admin.ox.ac.uk/researchsupport/ip/

and ensure that any contracts are not signed until the departmental administrator has approved them.

Outreach Activities

The department offers a wide-ranging outreach programme, generally aimed at UK school students. DPhil students are very welcome to join the department's student ambassador scheme. Training sessions are held in Michaelmas Term. You will then receive an official ambassador t-shirt, and be added to a mailing list. You will be contacted when opportunities, including paid work, are announced. We ask that trained ambassadors undertake a minimum of one event per year, but there is no upper limit. Students interested in giving talks, running practical coding sessions for children, helping out at open days, or just finding out more may also contact the Schools Liaison team to discuss opportunities: outreach@cs.ox.ac.uk

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,:

http://www.oerc.ox.ac.uk.

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:

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

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. A form is enclosed with your information pack (see also Appendix [H]). 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

http://www.it.ox.ac.uk/courses/

9.2 Using your own Computer

You should not find it essential to have your own personal computer. On the other hand, the Department does not normally supply computers for use at home or in your college, and you may find it convenient to have your own. The Department 's computing facilities can be used remotely from personal computers attached to the University network or elsewhere on the Internet, provided they have an SSH client and either X server software or VNC client software. For Windows, the Exceed X server software is available from IT Services for a nominal charge and the PuTTY SSH client is available as a free download, as is VNC.

Before any personal computers may be used in the Department they must be tested for electrical safety and then checked for security patching and anti-virus software. Only after these checks have been passed will they be authorised for connection. The general workload at the start of the academic year is such that no appointments for the testing and checking of personal equipment will be available for the first couple of weeks. Machines running illegal copies of the Windows operating system or other software will not be connected to the Department network and should not be brought into the building. Similar rules probably apply to network connections in college rooms.

Please note that you will not be allowed to plug in a laptop in the Department of Computer Science unless this has been safety tested. Wireless connectivity is available in the department and most of the rest of the university as Eduroam. You self-register for this on-line with your university card and Single Sign-On (SSO). Details from IT Services http://www.it.ox.ac.uk/

9.3 Laser Printing

No restriction on the use of laser 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.

9.4 Photocopying

Photocopiers are available for use by staff and students on all floors of the Wolfson Building.

The copier in the Library is only available to copy articles etc. from journals (subject to copyright laws) and must not be used for general copying. The other copiers can be used by anyone, but please seek instruction from Jennie Charlton (Room 106) and always report any faults or problems so that we can get the machines repaired. Private copying is monitored and maybe chargeable. Copying in the Radcliffe Science Library or the Bodleian Library requires a PCAS (Print, Copy and Scan) account. Information on setting up an online PCAS account can be found on the Bodleian Libraries website at: http://www.bodleian.ox.ac.uk/whatson/about-us/using/copy/pcas

9.5 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.

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 a form available from the Graduate Studies Administrator, room 112 or downloadable here:

http://www.cs.ox.ac.uk/teaching/dphil/docs/conference.pdf

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 expenses claim form on your return. Please ensure that when you print the form that each page is printed correctly and fills an A4 sheet. There maybe 2 or 3 pages to the claim and they cannot be combined onto one printed page. The form needs to have itemised receipts, it is not sufficient to provide credit card receipts. You also need the form to be a hard copy original with an original signature, you cannot submit this via email. If your expenses are more than you have had approved you can list the total amount and then deduct the amount you are over in the box "less: funded from non-University sources" and enter the amount approved in the box "balance now claimed".

9.6 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.

9.7 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.

9.8 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.

9.9 Libraries

The Department of Computer Science Library

The Department of Computer Science Library contains books, monographic series, journals, technical reports and past theses covering the main research interests of the Department. It

is principally for use by graduate students and staff, and is situated **in room 240** on Level 2 of the building.

Opening hours: The library is open 24/7. Library staff are normally available from 09:00-13.00 and 14.00-16.30 **Monday to Friday.**

Registration: you will be pre-registered but you must confirm your registration by bringing your University Card to the library before you begin to borrow.

The Catalogue: books and journals are listed on SOLO (the University-wide online catalogue).

Borrowing: members are limited to 12 books at any one time. Books may be borrowed for 3 weeks at a time with possibility of renewal for a further three periods of three weeks unless a book has been recalled by another reader. Books are borrowed using the automated self-issue system. Please ask if you have problems using the machine.

Short-loan Collection: books in the short loan collection may be borrowed for 5 days **with possibility of renewal for a further six periods of 5 days.** They are kept in locked bookcases and can only be borrowed when the library is manned or by email request.

Web Pages: See http://www.cs.ox.ac.uk/internal/library

Other services: The library has a compact study area with a dedicated terminal for SOLO catalogue searches and a computer for general internet searches. The library also contains copies of the MSc. and DPhil theses submitted by students attached to the Department.

Contact the Library: Michael Neville (Librarian), telephone 73837, Aza Ballard-Whyte (Library Assistant), telephone 73872, e-mail library@cs.ox.ac.uk.

Other Library Resources
The most relevant libraries elsewhere in the University are the Radcliffe Science Library and the Whitehead Library (at the Mathematical Institute). Material that is not held in Oxford may be available on inter-library loan. Please consult the Librarian about loans from outside Oxford.

Electronic Journals: see http://www.bodley.ox.ac.uk/elec-res.html

DPhil**:** see http://www.bodley.ox.ac.uk/elec-res.html

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:

http://www.cs.ox.ac.uk/teaching/dphil/Trainingstrategy.html

10.1 Graduate Training Opportunities

The Research Training Portal: https://weblearn.ox.ac.uk/portal/hierarchy/grad, is a website for all research students, postdoctoral researchers and their supervisors at Oxford. It brings together a range of information about transferable skills development and has details of skills training courses, seminars and workshops offered throughout the University in a searchable database. There are links to online resources and tips on subjects such as leadership, team work, project management and teaching skills. It also gives advice on getting the most from your time at Oxford and putting yourself in the best possible position to succeed in your career, whatever it might be. The Skills Portal Forum is the place to ask questions, discuss issues with other researchers and make your views known to the people who organise the training. In addition, there are regular emails about Skills Training. There is also a lot of useful information on the Research Skills Toolkit web pages:

http://www.skillstoolkit.ox.ac.uk/

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 Good Practice in Citation and the Avoidance of Plagiarism: communication from the Graduate Skills Advisory Group

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. Upon completion of the 'Good Practice in Citation and the Avoidance of Plagiarism' course, participants may print off a certificate for inclusion in their skills training records.

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.

There is tracking in place to identify those who have completed the course and since this has been funded through the Skills Training agenda, there is no cost to the participant, Department, Faculty or College.

To take the course please login here:

https://weblearn.ox.ac.uk/portal/hierarchy/skills/generic

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.

One CDT representative from AIMS and one from Cyber Security 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 Academic Administrator or Graduate Studies Administrator will act as Secretary to the Committee. The minutes of the Committee shall be forwarded to the Research Committee.

The Committee shall be able as of right to address a communication direct to the Senior Management Committee or the Research 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 University Gazette and Oxford Blueprint

The Gazette is published weekly, in term time, and is the official publication for University business, regulation changes, meetings etc. It is available in all the University and College Libraries and in the Common Room on the ground floor. Oxford Blueprint, a newsletter for University and college staff and students, is published in 0th, 3rd, 6th and 9th weeks of term. It contains news, interviews and features reflecting the diversity of activity across the University, and an events diary will be included.

11.3 University Club

The University Club provides a social and recreational venue intended to serve the University's academics, post-doctoral staff, support staff, postgraduates, alumni and those who have retired from academic or staff positions. To apply to become a member of the University Club, please visit the Club's web site: http://www.club.ox.ac.uk/ and fill out the on-line membership application form (accessible via the 'Membership' link). Applications may take two weeks to process. Once processed your University card will admit you to the club.

11.4 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 –** Jaclyn Smith
- **Treasurer –** TBA
- **Secretary** - TBA
- **Social Committee –** TBA
- **MSc Representative** – TBA
- **Postdoc Representative –** TBA

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 could be addressed in a departmental committee, please address them a member of the committee who will ensure they get heard.

11.5 Women in Computer Science

The Oxford Women in Computer Science Society (OxWoCS) aims to support and promote women in computer science. The society exists for all women 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 Women in Computer Science Conference jointly with the Cambridge women@CL society. The next Oxbridge Women in Computer Science Conference will be held at Cambridge in early 2018. 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.

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:

http://www.vitae.ac.uk/1269/Research-staff.html

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:

http://www.careers.ox.ac.uk/

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:

http://www.cs.ox.ac.uk/news/vacancies.html

13. Safety Information

These notes give some information about the Department's safety arrangements. For further information, please contact the Departmental Safety Officer.

Action in case of emergency

To summon the FIRE BRIGADE, AMBULANCE SERVICE and/or POLICE, DIAL 999. Note that 999 can be dialled from any internal University telephone extension, even if it is otherwise barred from making outside calls.

For **SERIOUS ACCIDENTS** or **FIRES** on University premises, immediately after arranging for the emergency services, telephone again either the *University Safety Office* (ext. 70810), or if the Safety Office is unmanned, the *Security Services* (ext. 89999).

To summon the **SECURITY SERVICES**, dial 89999.

Remember that unless there is a continuing risk to others or to property, the law requires that in cases of serious accidents or fires the scene must remain undisturbed until it is examined by the Health and Safety Executive, the University Safety Office and Trade Union safety representatives. Some types of serious accident must be reported immediately. In those cases, the Safety Office is responsible for contacting the Health and Safety Executive.

First Aid

The department arranges in-house first aid training for new research students, normally through a two hour session in the week before Michaelmas Term. Any other member of the department interested in attending such a course should contact the Safety Committee Secretary, Jennie Charlton

Several members of staff have taken part in extended first aid training, and a list of qualified First Aiders is posted in the entrance hall of the Wolfson Building; their names are also marked on the departmental telephone list. **First Aid boxes are located with each of the qualified** first aiders.

Fire

There are blue **FIRE ACTION** notices in each building. Please read these *before* there is a fire!

If you discover a fire, immediately operate the nearest fire alarm call point (these are red, and are situated in the stair wells and at each emergency exit), and then attack the fire, if possible, with the fire extinguishers provided **but under no circumstances putting yourself or others at risk**. The receptionist or the senior person present should call the fire brigade immediately.

On hearing the fire alarm, leave the building **immediately** – use the nearest available exit, close all doors as you leave, do not stop to collect personal belongings. Do not use the lift – if you are unable to use the stairs, please wait inside the stairwell nearest the lift for the fire brigade to rescue you. Do not re-enter the building unless authorised to do so. Familiarise yourself with fire exit routes from the buildings, and relevant assembly points. The assembly point for the Wolfson Building is on the south side of Keble Road by the chapel of Keble College

– do not cluster at the exits to the buildings. The assembly point for the Robert Hooke Building is in front of the University Museum.
Fire alarms in the Wolfson Building are sirens. It is occasionally necessary to test the alarms, but notices are always posted beforehand, and the alarm sounds only for a few seconds – assume that any fire alarm sounding for more than five seconds is a signal that you must leave the building.

In the Wolfson Building, there are several sets of Fire extinguishers on each floor, including sets near each lift and staircase. Please take note of where the nearest fire extinguishers are to the rooms you normally use.

Fire extinguishers in the Wolfson Building are now in the European standard colours: they are all red! Carbon dioxide extinguishers are now identified only by a black panel, foam extinguishers by a cream label, and any remaining water extinguishers by a white label. Do not use water or foam on electrical equipment: use the CO2 extinguishers with the black label.

Escape routes
Please check that you know the **escape routes** from the buildings you use – again, *before* you actually need to use one in an emergency evacuation of the building. These are sign-posted in each building.

There are designated refuge areas for those unable to use the stairs in an emergency: on the Parks Road staircase, in the link between the north side of the Wolfson Building and the e-Science building, and on the external fire-escape at the western end of the atrium. The link and atrium refuge areas are equipped with (yellow) call points.

Corridors, stairwells and exits **must not be obstructed**. Anything left in corridors, stairwells or exits will be removed. Bicycles which obstruct any of the exits or emergency exits will be removed.

Smoking
Smoking is not permitted anywhere in the Department of Computer Science's buildings. Smoke detectors linked to the fire alarm system are in operation in the Wolfson Building.

Electricity
All electrical equipment (including personal property) must be tested for safety before it is used in the Department of Computer Science buildings. Equipment must not be dismantled. If equipment is faulty, do not attempt to repair it – please fill in a Fault Report Form (available from the pigeon-holes in the Wolfson Building, or from a tray in the Thom Building Software Laboratory). Do not tamper with electrical supply equipment – please report any problems to the Department's technicians.

Equipment rooms
Electrical power in the various equipment rooms (including the Software Laboratory in the Thom Building) can be cut by an `emergency stop'. In the Thom Building, this is a white break-glass unit; in the Wolfson Building, it is a red button (either just inside or just outside the door to each equipment room); it is normally clearly labelled with a green 'Emergency stop' sign. Please note that it will usually need the support staff to restart circuits.

Lighting

Do not switch off any corridor lighting at any time. Please report any faulty corridor or staircase lighting to the technical staff. Please advise the Administrator if there are any other areas which are poorly lit.

Hazardous Waste

The waste bins are for normal office waste only, and you have a responsibility not to dispose of anything hazardous in them. In particular: please dispose of batteries in the collection box in the post room (room 157); fluorescent (low-power) bulbs should be disposed of by contacting the Department's technicians.

Other Safety information

A Statement of the Department's Safety Organisation, a Statement of the University Safety Policy, and a collection of University and Departmental Guidance Notes are available on the web.

The University Safety Office has a library of safety publications and other material at 10 Parks Road.

Minutes of meetings of the Departmental Safety Advisory Committee are published, and are available on the department's notice boards.

13.2 University of Oxford Health and Safety Policy – Part 2

STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR OXFORD UNIVERSITY DEPARTMENT OF COMPUTER SCIENCE AND THE OXFORD e-RESEARCH CENTRE AND THE SOFTWARE ENGINEERING PROGRAMME

As Head of Department at Oxford University Department of Computer Science, I am responsible for ensuring compliance with University Health and Safety Policy. My responsibilities are set out in Annexe A, and I have delegated some of these responsibilities to others, as set out in Section 1.

1. Executive responsibility for safety

Every employee with a supervisory role is responsible for ensuring the health and safety of staff, students and other persons within their area of responsibility, and of anyone else (e.g. contractors and other visitors) who might be affected by their work activities. In particular, the responsibilities listed in Annexe A are delegated to supervisors for areas under their control.

As it is my duty to ensure adherence to the University's Health and Safety Policy, I instruct every employee with a supervisory role and the Departmental Safety Officer to report to me any breach of the Policy.

All those with executive responsibility should notify me and the Departmental Safety Officer of any planned, new, or newly identified significant hazards in their areas and also of the control measures needed to avert any risks identified.

Where supervisors or others in charge of areas or with specific duties are to be absent for significant periods, adequate substitution must be made in writing to me and such employees and other persons as are affected. Deputising arrangements must be in accordance with University Policy.

The following employees have executive responsibility throughout the department [1] for ensuring compliance with the relevant part of University Safety Policy.

Visitors and contractors

The Administrator is responsible for making or approving arrangements for visitors. Contractor's onsite will be supervised by the Building & Facilities Manager and in his absence a delegated person. This will involve carrying out suitable risk assessments & permits to work as appropriate.

Electricity

Work on the electrical distribution network can only be carried out on the authority of the Estates Directorate University Electrical Engineer. Requests for modifications should be made via the Administrator or Building & Facilities Manager, who will make the necessary arrangements with the University Estates Office.

[1] For the purposes of this document, "the department" shall be taken to mean "the Department of Computer Science, together with OeRC.

Computer systems

The installation or hardware modification of computers and peripheral equipment may only be carried out by a qualified technician, computer officer or an authorised service engineer. Requests for such work should be made to the IT Manager of the relevant unit.

Solvents

The person responsible for ensuring compliance with storage regulations of flammable and highly flammable liquids is the Administrator. Any requirement to introduce solvents to the Department of Computer Science must be discussed and approved before their introduction.

Abrasive wheels

Only the Building Facilities Manager, Mr Joe Atherton, is permitted to change and dress abrasive wheels.

2. Advisory responsibility for safety

I have appointed those listed below to advise me on matters of health and safety within the Department. If any member of the Department does not take their advice, the appointee should inform me. If they discover danger that requires immediate action, they are authorised to take the necessary action and inform me subsequently.

Departmental Safety Officer (DSO)

The Departmental Safety Officer, Dr Hanno Nickau, is responsible for:

- advising me on the measures needed to carry out the work of the Department without risks to health and safety;
- co-ordinating any safety advice given in the Department by specialist advisors and the University Safety Office;
- monitoring health and safety within the Department and reporting any breaches of the Health and Safety Policy to me; and
- Informing me and the Director of the University Safety Office if any significant new hazards are to be introduced to the Department.

The DSO's duties are described in University Policy Statement S1/01.

The Administrator acts as Assistant DSO, deputising for the DSO as and when appropriate.

To assist in this work, the Department has the following specialist advisors.

Departmental Fire Officer

The Departmental Fire Officer, Ms Jennie Charlton, is responsible for advising the DSO on all matters relating to fire precautions and fire prevention in compliance with University Health and Safety Policy.

Building Facilities Manager

The Building & Facilities Manager, Mr Joe Atherton, supports the work of the DSO, the Departmental Fire Officer and the Communication with Estates Directorate on Building and Electrical issues by ensuring that the facilities of the department comply with all relevant policies, directives and legislation.

DSE Assessment Co-ordinator

The Display Screen Equipment Assessment Co-ordinator, Mr Annette Vaneeden, is responsible on advising the DSO on all matters relating to DSE health and safety in compliance with relevant University policies. The department will have 2 further named staff at all times.

Departmental Safety Advisory Committee

In addition to the above arrangements, I have established a Departmental Safety Advisory Committee, whose functions are set out in University Policy Statement S2/01 and whose membership comprises:

- The Departmental Safety Officer
- The Administrator
- The Building Facilities Manager
- The IT Manager
- The Departmental Fire Officer
- A representative of the OeRC
- A representative of the Software Engineering Programme
- A representative of the academic staff
- A postgraduate student representative
- A representative of the research staff
- Union representatives from UNISON, Unite/Amicus and UCU
- A Representative of the Robert Hooke Building

The committee will meet once per term, with its minutes being submitted to the Departmental Management Committee. The minutes of meetings will also be made available on the internal section of the department's web site.

A member of the University's Safety Office will be invited to attend one meeting per year to observe.

3. OTHER SAFETY FUNCTIONS

First aid

The list of current trained and appointed first-aiders is detailed in Annexe B and these lists are displayed in all Kitchen areas throughout the buildings. First aid boxes are located with first-aiders and in all kitchen areas.

Accident and incident reporting

The Departmental Safety Committee secretary Ms Jennie Charlton is responsible for keeping the accident / incident report forms also for ensuring accidents are reported promptly to the University Safety Office. Accident report forms are kept in Room 106.

DSE assessors

The list of current DSE assessors is detailed in Annexe C.

Manual handling assessors

I have appointed Mr Joe Atherton as a manual handling assessor. Any lifting of heavy equipment (which is taken to mean something that might cause the individual in question discomfort) by unauthorised members of staff (during, for example, office moves) is not permitted.

Electrical equipment

Building & Facilities Manager is responsible for the Pat Testing of electrical equipment in guidance with the Departments Portable Appliance Testing Policy PAT/1.

4. Trades unions and appointed safety representatives

University Policy Statement S2/04 sets out the arrangements for dealing with trade unions and their appointed safety representatives. Employees who wish to consult their safety representatives should contact the senior safety representative of the appropriate trade union.

- UNISON: http://www.oxfordcityunison.com/
- Unite/Amicus: http://users.ox.ac.uk/~unite/index.html
- UCU: http://www.oxforducu.org.uk/

5. Individual responsibility

All Departmental employees, all students and all other persons entering onto the Department's premises or who are involved in Departmental activities have a duty to exercise care in relation to themselves and others who may be affected by their actions. Those in immediate charge of visitors and contractors should ensure that those persons adhere to the requirements of University Health and Safety Policy.

Individuals must

(a) Make sure that their work is carried out in accordance with University Safety Policy.

(b) Protect themselves and others by properly using any safety equipment or devices (e.g. machinery guards) provided.

(c) Protect themselves by properly wearing any personal protective equipment that is required.

(d) Obey all instructions emanating from the Head of Department in respect of Health and Safety.

(e) Warn me and the DSO of any significant new hazards to be introduced to the department, or of newly identified significant risks found on the premises or in existing procedures.

(f) Ensure that their visitors, including contractors, have a named contact within the department with whom to liaise.

(g) Attend training where managers identify it as necessary for Health and Safety

(h) Register and attend for health surveillance with the Occupational Health Service when required by University Safety Policy.

(i) Report all fires, incidents, and accidents immediately to the Administrator.

(j) Familiarise themselves with the location of fire fighting equipment, alarm points and escape routes, and with the associated fire alarm and evacuation procedures.

Individuals should

(a) Report any conditions, or defects in equipment or procedures, that they believe might present a risk to their health and safety (or that of others) so that suitable remedial action can be taken.

(b) Offer any advice and suggestions that they think may improve Health and Safety.

(c) Note that University Policy Statements are available on the web at http://www.admin.ox.ac.uk/safety/policy-statements/ Information pertaining to the Department is available at https://intranet.cs.ox.ac.uk/health-safety/

6. Specific arrangements

Mechanical workshop

Only the following persons are authorised to enter the workshop and use Machinery & Tooling (Room 025):

- Joe Atherton
- Steven Hill
- Colin James
- Daniel Unwin
- Or person authorised by Building & Facilities Manger

Anyone else wishing to enter the workshop must first seek authorisation from either the Buildings Facilities Manager or Senior Facilities Technician.

Student Workshops

Room 015 Wolfson Building
Room 301 Robert Hooke Building

Staff using the above rooms will have to undergo training and advice from group supervisors

Safety Policy in place for use of un–manned aerial vehicles (UAVs) or remotely controlled airborne devices

Lift

Under University rules no-one in the department is authorised to release anyone trapped in a lift. In the case of an emergency contact the University Security Services (Tel. 89999) using the telephone located in the lift and a lift engineer will be contacted to attend the site.

Please note that out of normal working hours there may be an extended delay if no engineer is available in Oxford.

University Security Services

The emergency telephone number for the University Security Services is 89999.

This number is manned 24 hours per day and should the first point of contact for any “out of hours” emergencies.

Professor Michael Wooldridge

Signed:

Date:

ANNEXE A: Head of Department's responsibilities:

It is my responsibility, as Head of Oxford University Department of Computer Science, directly or through written delegation,

(a) To ensure adherence to the University's Health and Safety Policy and to ensure that sufficient resources are made available for this;

(b) To plan, organise, control, monitor, and review the arrangements for health and safety, including the arrangements for students, contractors, and other visitors, and to strive for continuous improvements in performance;

(c) To ensure we carry out general and specific risk assessments as required by health and safety legislation and University Safety Policy from all areas within the department;

(d) To ensure that all work procedures under my control are, as far as is reasonably practicable, safe and without risks to health;

(e) To ensure that training and instruction have been given in all relevant policies and procedures, including emergency procedures;

(f) to keep a record of all cases of ill health, accidents, hazardous incidents and fires, to report them to the University Safety Office, and to ensure any serious or potentially serious accidents, incidents, or fires are reported without delay; and

(g) To inform the University Safety Office before any significant hazards are introduced or when significant hazards are newly identified.

ANNEXE B: Current trained and appointed first-aiders

Name	Room number	Telephone number
Emmanuel Apostolidis	147	73849
Emma Dunlop	142	73830
Stefano Gogioso	204	10780
Ania Brown	271	10645
Clementine Hadfield	262	83975
Ross McCartney	262	83975
Stef Salvini	226	10609
Joshua Tan	204	10780
Gavin Lowe	343	73841
Luke Garratt	465	10697
Ross Gales	39a	73875
Elizabeth Phillips	RHB 010	10706
Kasper Rasmussen	RHB 115	10769
Meredydd Williams	RHB 004	10716
Katherine Fletcher	RHB 115	10769

ANNEXE C: Current DSE assessors

Name	Room number	Telephone number
Grace Parsons	142	10751
Sharon Lloyd	140	83668
Monica Wilson	142	10698
Jill Farmer (for OeRC)	Engineering	jill.farmer@eng.ox.ac.uk

ANNEXE D: Individuals referred to in this document

Title	Name	Room	Tel. number	Email address
Head of Department	Professor Michael Wooldridge	256	10812	michael.wooldridge@cs.ox.ac.uk
Departmental Administrator	Sharon Lloyd	140	83668	sharon.lloyd@cs.ox.ac.uk
Director of the Oxford e-Research Centre	Dr Wes Armour		10789	wes.armour@oerc.ox.ac.uk
Director of the Software Engineering Programme	Professor Jim Davies	461	73835	jim.davies@cs.ox.ac.uk
Departmental Safety Officer	Dr Hanno Nickau	353	83588	hanno.nickau@cs.ox.ac.uk
Building Facilities Manager	Joe Atherton	156	73888	joe.atherton@cs.ox.ac.uk
Departmental Fire Officer	Jennie Charlton	106	83601	jennie.charlton@cs.ox.ac.uk
DSE Assessment Co-ordinator	Annette Vaneeden	154	73838	annette.vaneeden@cs.ox.ac.uk
IT Manager	Alfonso Gazo-Cervero	149	83567	alfonso.gazo@cs.ox.ac.uk
OeRC representative	Gary Douglas	70.03 Thom bldg	73180	gary.douglas@eng.ox.ac.uk
SEP representative	Shirley Sardar	471	83525	shirley.sardar@cs.ox.ac.uk
Academic staff representative				
Research staff representative				
Postgraduate students' representative	Jaclyn Smith	357	83510	jaclyn.smith@wolfson.ox.ac.uk
Safety Committee Secretary	Jennie Charlton	106	83601	jennie.charlton@cs.ox.ac.uk
UNISON				http://www.oxfordcityunison.com/
Unite/Amicus				http://users.ox.ac.uk/~unite/index.html
UCU				http://www.oxforducu.org.uk/

[A] People

Academic Staff

A full list of Academic, Research and Support Staff can be found here:

http://www.cs.ox.ac.uk/people/

Academics and Research Staff are also listed under their research themes.

http://www.cs.ox.ac.uk/research/

You may come across the following on a more regular basis:

Head of Department:	Professor Mike Wooldridge
Deputy Head of Department (Teaching):	Professor Pete Jeavons
Deputy Head of Department (Research):	Professor Marta Kwiatkowska
Director of Graduate Studies:	Professor David Kay
Graduate Studies Administrator:	Julie Sheppard
Departmental Administrator:	Sharon Lloyd
Academic Administrator:	Leanne Carveth
MSc Course Administrator:	Tim Jones
Finance Manager	Katie Dicks

Teaching Assistants

Mr Francisco Marmolejo-Cossio
Room 017, 10727
Dr Faris Abou-Saleh
Room 007, 73826
Mr Swarash Dash
Room 375 Phone 10807

Support staff of the Department of Computer Science

The Academic Administration team at the Department of Computer Science are responsible for supporting all aspects of teaching and examinations and work closely with the academic staff to do this. You will receive communication from them from time to time throughout the year. Please ensure that you read these emails and respond where necessary. They are also available should you need assistance.

Academic Admin Team

Leanne Carveth – Academic Administrator
Leanne.carveth@cs.ox.ac.uk – Room 114

Kathrin Gowers – Deputy Academic Administrator
Kathrin.gowers@cs.ox.ac.uk – Room 114

Julie Sheppard – Graduate Studies Administrator
Julie.sheppard@cs.ox.ac.uk – Room 112

Tim Jones – PGT Course Administrator
Tim.jones@cs.ox.ac.uk – Room 112

Jo Leggett – Academic Administration Officer
Jo.leggett@cs.ox.ac.uk – Room 114

Jennie Charlton – PA to the Administrators
Jennie.charlton@cs.ox.ac.uk – Room 106

Brenda Deeley – Admin Assistant
Brenda.deeley@cs.ox.ac.uk – Room 106

Lyn Hambridge – Admin Assistant
Lyn.hambridge@cs.ox.ac.uk – Room 112

[B] Department History and Research Groups

The Department of Computer Science, University of Oxford has one of the longest-established Computer Science departments in the country. Formerly known as the Oxford University Computing Laboratory, it is home to a community of world-class research and teaching. Research activities encompass core Computer Science, as well as algorithms, automated verification, computational biology, quantum computing, computational linguistics, information systems, and software engineering. The department is home to undergraduates, full-time and part-time Master's students, and has a strong doctoral programme.

Oxford University Computing Laboratory was set up in 1957 under the direction of Leslie Fox. Within a short time from its foundation it was providing undergraduate lectures in the Faculty of Mathematics, training a number of research students, and running a mainframe computer which provided a computing service to the University generally. During this initial period the research efforts of the Laboratory were directed almost entirely towards numerical analysis and led to the establishment of the Numerical Analysis Group.

The seeds of a radical shift of emphasis and broadening of scope were sown in 1965, with the foundation within the Laboratory of the Programming Research Group (PRG) under the leadership of Christopher Strachey. The Computing Service split off from the Laboratory in 1977. For the next several years the Programming Research Group and Numerical Analysis Group pursued their own individual research and teaching initiatives with little day-to-day contact, partly because until 1984 they were in separate rather isolated buildings.

However, since that time, from the rapid development in the number of staff and the range of their interests, and the steady improvement in the accommodation, has emerged a major department with a clear identity and common objectives. Christopher Strachey was succeeded by Tony Hoare from 1977 until 1999, and by Samson Abramsky since 2000. Leslie Fox was succeeded by Bill Morton from 1984 until 1997 and by Nick Trefethen since 1997. Joseph Goguen filled a new chair from 1988, and was succeeded by Richard Brent from 1998 until 2005, and by Georg Gottlob since 2006. Further chairs are now held by Stephen Pulman who joined the department in 1996, and Marta Kwiatkowska and Ian Horrocks who arrived in 2007. Between 1993 and his retirement in 1999, Hoare's Chair was supported by a generous benefaction from James Martin, who subsequently has been a major benefactor of the University through the Oxford Martin School.

The initial accommodation at Keble Road consisted of the converted Victorian houses comprising Nos 8-11, which were rapidly outgrown. In 1986 it was decided to seek permission and funding, through the University's Campaign for Oxford, for a major extension to the rear of the Keble Road houses. The planning, funding and construction of the new Wolfson Building gave the Laboratory a great sense of achievement; and its occupation since the summer of 1993 provided us with purpose-built accommodation capable of bringing all the staff together and meeting most of our needs. However, further expansion of the department has led to a

further extension, with a new eScience Building, which provides additional space for the Computing Laboratory, and also houses the Oxford e-Research Centre. In 2009 The Numerical Analysis Group moved to the Maths Institute. We also now have space in the Robert Hooke Building where the CDT in Cyber Security is housed together with research groups.

On 1 June 2011 The Oxford University Computing Laboratory changed its name to the Department of Computer Science, University of Oxford. Bill Roscoe, Head of the Department at the time, commented:

"This name change is simply to help the world at large understand our role as the University's department of computer science. I am excited that it gives us the opportunity to reach out more easily and tell everyone what we are doing in both teaching and research. When the Computing Laboratory was founded in 1957 it literally was somewhere where the University's scientists came to try things out on this new sort of machine. However we have long since become a large academic department doing world–leading research in many areas related to computing."

The Department now has responsibility within the University for all academic aspects of computing; for teaching, basic research and collaboration with other departments and with industry on applied research. Its research attempts both to solve problems by the use of computers and to address problems in the design and programming of computing systems themselves. In both areas it couples rigorous theory with industrial application, with each acting as a strong stimulus to the other, and this is reflected in the teaching.

Further information on departmental research groups can be found here:

http://www.cs.ox.ac.uk/research/

[C] Computer Resources

The Department network connects dozens of real and virtual servers, several hundred workstations (mostly Linux but also Windows), and many other machines. Facilities elsewhere are accessed via fast connections to the Internet. Details of the facilities available on the network may be obtained from any of the Department's IT Support or on the web at: https://wiki.cs.ox.ac.uk/support

The University has formal regulations and a code of conduct which govern the use and misuse of Computers and Networks. In addition to this, members of the Department of Computer Science are expected as a matter of honour to respect the privacy of other users of the networks to which they have access, and to refrain from actions which will cause others' work to be damaged or delayed. Any member of the Department seeking to explore the letter, rather than the spirit, of the University regulations would be well advised to consult the Director of Graduate Studies beforehand.

If you experience difficulties in using any of the machines or networks, please send electronic mail to support@cs.ox.ac.uk

The following notes are for reference:

The Data Protection Act

The Data Protection Act 1998 defines "personal data" as data which "relate to a living individual who can be identified- (a) from those data, or (b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller, and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual;"

The University has issued a statement on its Data Protection Policy, and you are requested to read and take note of this; a copy is appended. By signing the application form you are agreeing that you will not misuse personal data. If you are in any doubt about this, or other aspects of data protection, you should contact the support staff.

Other Notes

If you need any additional help or information, please contact the support staff at the Department of Computer Science, Wolfson Building, Parks Road, support@csox.ac.uk

Nobody may use the resources of the Department of Computer Science without signing an application form, nor continue to do so once their account has expired.

Queries about the conditions imposed by particular software licence agreements should be addressed to the support staff.

Heads of University departments issue rules and regulations which apply to all whose use facilities in their departments. The use of Department of Computer Science facilities based in the Thom Building is governed by the rules of the Department of Engineering Science (as they apply to the Thom Building) and by the rules of the Department of Computer Science (as they apply to use of practical facilities). You must comply with any such rules which are brought to your attention. The University has issued a policy on data protection and computer

misuse which you should read and take note of, copy attached. **By signing the application form you are agreeing that you will not misuse any of the resources.**

Referenced documents are available at or based upon:

http://www.admin.ox.ac.uk/dataprotection/policy/
(University Policy on Data Protection)
http://www.legislation.gov.uk/all?title=Data%20Protection
(Data Protection Acts)
www.ict.ox.ac.uk/oxford/rules (Regulations and Policies applying to all users of University ICT facilities)

Declaration

This is a copy of the declaration which each student who requires computing facilities is asked by the Department of Computer Science to sign:

> I accept that all software systems and software packages used by me are to be regarded as covered by software licence agreement, with which I agree to abide, which unless specifically stating otherwise will prohibit me from making copies of the software or transferring copies of the software to anyone else, other than for security purposes, or from using the software or any of its components as the basis of a commercial product or in any other way for commercial gain. I indemnify the Chancellor, Masters and Scholars of the University of Oxford, and the Oxford University Department of Computer Science, for any liability resulting from my breach of any such software licence agreement.
>
> I will not use personal data as defined by the Data Protection Act on computing facilities made available to me in respect of this application other than in the course of my work as per the University's registration. I accept that the Oxford University Department of Computer Science reserve the right to examine material on or connected to any of their facilities when it becomes necessary for the proper conduct of those facilities or to meet legal requirements and to dispose of any material associated with this application for access to its resources upon termination or expiry of that authorisation.
>
> I agree to abide by any code of conduct relating to the systems I use and the University policy on data protection and computer misuse. In particular, I will not (by any wilful or deliberate act) jeopardise or corrupt, or attempt to jeopardise or corrupt, the integrity of the computing equipment, its system programs or other stored information, nor act in any way which leads to or could be expected to lead to the disruption of the approved work of other authorised users.

[D] 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:

http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonresearchdegrees/

This includes responsibilities of the supervisor:

http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonresearchdegrees/section4supervision/

And responsibilities of the student:

http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonresearchdegrees/section5responsibilitiesofthestudent/

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

http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

[**F] 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 www.admin.ox.ac.uk/rso/ip 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).

[G] University Policy on Data Protection and Computer Misuse

https://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/

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

[H] 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.

[I] University of Oxford Equality Policy

http://www.admin.ox.ac.uk/eop/

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.

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. The University recognises that equality should be embedded in all its activities and will seek 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.

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[1] specified within it, as well as other relevant circumstances including parental or caring responsibilities, contract type, and working hours.

In particular, the University will:

Encourage applications for study and employment from the widest pool of potential candidates, especially where representation is disproportionately low; take steps to meet the particular needs of individuals from protected groups where these are different from the needs of others.

In respect of students, seek to attract applicants of the highest quality and potential, regardless of background. 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, 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 salary scale; and support career development and progression to ensure diverse representation and participation at all levels.

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 bullying or harassment. It has a Policy on Harassment and Bullying, 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:
Leanne Carveth
Tel: 73863
Email: leanne.carveth@cs.ox.ac.uk

Updated 3rd August 2018

[J] Plagiarism

http://www.ox.ac.uk/students/academic/goodpractice/about/

http://www.admin.ox.ac.uk/edc/resources/plagiarism/

What is plagiarism?

Plagiarism is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

Collusion is another form of plagiarism involving the unauthorised collaboration of students (or others) in a piece of work.

Cases of suspected plagiarism in assessed work are investigated under the disciplinary regulations concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university.

Why does plagiarism matter?

It would be wrong to describe plagiarism as only a minor form of cheating, or as merely a matter of academic etiquette. On the contrary, it is important to understand that plagiarism is **a breach of academic integrity**. It is a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another's work as your own is not only poor scholarship, but also means that you have failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for your future career; it also undermines the standards of your institution and of the degrees it issues.

What forms can plagiarism take?

- Verbatim quotation of other people's intellectual work without clear acknowledgement. Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and language.
- Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is entirely your own. It is better to write a brief summary of the author's overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.
- Cutting and pasting from the Internet. Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate

carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.

- Collusion. This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.
- Inaccurate citation. It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (e.g. Bradshaw, D. *Title of Book*, discussed in Wilson, E., *Title of Book* (London, 2004), p. 189).
- Failure to acknowledge. You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, Departmental technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.
- Professional agencies. You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided.
- Autoplagiarism. You must not submit work for assessment which you have already submitted (partially or in full) to fulfil the requirements of another degree course or examination.

Not just printed text!

The necessity to reference applies not only to text, but also to other media, such as computer code, illustrations, graphs etc. It applies equally to published text drawn from books and journals, and to unpublished text, whether from lecture handouts, theses or other students' essays. You must also attribute text or other resources downloaded from web sites.

Updated 3rd August 2018

[K] University of Oxford - Code of Practice Relating to Harassment

The University Policy and Procedure on Harassment and Bullying can be found at:
http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/

Guidance on taking action if you believe you have been harassed - informal or formal resolution?

If possible, you should attempt to resolve the matter informally; it may be that the alleged harasser does not know what effect his or her behaviour is having on you. If an informal resolution can be effectively achieved, this will in many cases be advantageous to you. It is however recognised that, in some cases, only a formal procedure would be appropriate.

Regardless of whether you succeed in resolving the matter informally, or decide to bring a formal complaint, try to keep a factual record of the offending behaviour. It is easy to forget details after the event and such a record will help you when seeking advice, in deciding whether to make a complaint, in formulating the complaint and in giving evidence at any subsequent hearing.

The harassment adviser will discuss with you what steps you can take to try to reach an informal resolution. The first step may be to speak with the alleged harasser and let him or her know that you object to his or her behaviour, explain why you object and ask that they stop. You should keep a factual record of what is said and done and of any witnesses present. Alternatively, or as a second step, you could put your objections and a request to stop in a letter addressed to the alleged harasser. Again, keep a copy. It is not advisable to communicate with the alleged harasser by email as these are easily copied and all too quickly sent without proper consideration of the wording.

The harassment adviser cannot tell you what you should say, or write a letter for you, but he or she can guide you, discuss the steps to take and review the outcomes with you.

If the behaviour continues regardless of your requests to stop, or, if attempting an informal resolution is not appropriate in the first place, the next stage will be to make a formal complaint.

The Harassment Advisors for the Department of Computer Science are:

Julie Sheppard
Tel: 73817
Email: julie.sheppard@cs.ox.ac.uk

Ani Calinescu
Tel: 83527
Email: ani.calinescu@cs.ox.ac.uk

Luke Ong
Tel: 83522
Email: luke.ong@cs.ox.ac.uk

And you should contact one of them in the first instance.

[L] 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:

http://www.ox.ac.uk/students/shw/childcare/

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

[M] 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 affect.

Full details of the policy can be read here:

http://www.admin.ox.ac.uk/curec/policystatement/

[N] Complaints and academic appeals within the Department of Computer Science

The University, the Mathematical, Physical and Life Sciences Division and the Department of Computer Science all hope that provision made for students at all stages of their course of study will result in no need for complaints (about that provision) or appeals (against the outcomes of any form of assessment).

Where such a need arises, an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below) is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available from colleges, faculties/departments and bodies like the Counselling Service or the OUSU Student Advice Service, which have extensive experience in advising students. You may wish to take advice from one of those sources before pursuing your complaint.

General areas of concern about provision affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the faculty/department's committees.

Complaints

If your concern or complaint relates to teaching or other provision made by the faculty/department, then you should raise it with the Director of Graduate Studies (Professor David Kay). Complaints about departmental facilities should be made to the Departmental administrator (Mrs. Sharon Lloyd). If you feel unable to approach one of those individuals, you may contact the Head of Department/Faculty (Professor Michael Wooldridge). The officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, you may take your concern further by making a formal complaint to the Proctors under the University Student Complaints Procedure (https://www.ox.ac.uk/students/academic/complaints).

If your concern or complaint relates to teaching or other provision made by your college, you should raise it either with your tutor or with one of the college officers, Senior Tutor, Tutor for Graduates (as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

Academic appeals

An academic appeal is an appeal against the decision of an academic body (e.g. boards of examiners, transfer and confirmation decisions etc.), on grounds such as procedural error or evidence of bias. There is no right of appeal against academic judgement.

If you have any concerns about your assessment process or outcome it is advisable to discuss these first informally with your subject or college tutor, Senior Tutor, course director, director of studies, supervisor or college or departmental administrator as appropriate. They will be able to explain the assessment process that was undertaken and may be able to address your concerns. Queries must not be raised directly with the examiners.

If you still have concerns you can make a formal appeal to the Proctors who will consider appeals under the University Academic Appeals Procedure (https://www.ox.ac.uk/students/academic/complaints).