

APPLICATION FOR CONFIRMATION OF STATUS AS A STUDENT FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

This form and any subject specific supporting documentation required, should be sent to the relevant Graduate Studies Assistant (*please refer to www.admin.ox.ac.uk/gso/staff.shtml for contact details*).

Please complete SECTION 1 and SECTION 2 and then ensure that SECTION 3 and SECTION 4 are completed by your Supervisor and College. You should make sure that you are aware of the maximum fee liability you will incur in your proposed new status, and consult your College or Graduate Studies Assistant if in doubt.

Please use **BLOCK CAPITALS**, and refer to the current edition of the Examination Regulations or your Board or Department's Notes of Guidance for Graduate Students, where full details of the relevant confirmation requirements are given.

SECTION 1 – to be completed by the Student. Please use **BLOCK CAPITALS**.

Surname:		Title (Mr/Mrs/Miss/Ms/etc.):	
First Name (in full):		OSS ID Number:	
College/Hall:		Faculty/Department:	
Address for communication:			
Telephone Number:		Email Address:	
Term Transferred to D.Phil. Status:			

Funded Students: Are you in receipt of a studentship/scholarship (e.g. Research Council)			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name of Funding Body:	
If Yes , by what date are you expected to submit?		/ /	
Please give dates of any applications for Suspensions or Extensions approved by the Research Council:			

Title of thesis proposed or branch of study:	NOTE: For Students admitted in or after October 2007 (please tick box); I am aware that I must deposit a digital copy of their thesis following successful completion of my degree, and am aware of copyright issues (http://www.ouls.ox.ac.uk/ora/oxford_etheses)			<input type="checkbox"/>
Initial Term of Entry to Course:		OFFICE USE ONLY	Final Term:	

Signature:		Date:	
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SECTION 2 – to be completed by the Student

Progress Report:	
(i) Please give a brief indication of the nature and progress of your research to date (See Divisional Notes of Guidance for additional requirements):	

(ii)	Your proposed timetable for submission:

SECTION 3 – to be completed by the Supervisor

Comments (please include a comment on the progress of the Student's research and the proposed timetable for submission – if you wish to do so, this may be sent directly to the relevant Graduate Studies Assistant (<i>please refer to www.admin.ox.ac.uk/gso/staff.shtml for contact details</i>).

I confirm that the candidate's progress has been such to warrant confirmation of status:

Signature:		Date:	
Full Name:			

SECTION 4 – to be completed by the College’s Tutor for Graduates

I confirm that the College supports this application for confirmation of status as a student for the degree of D.Phil.			
Signature:		Date:	
Full Name:			
Position (if not Tutor for Graduates):			
College Stamp:			

SECTION 5 – to be completed by the Director of Graduate Studies (or equivalent)

Comments:			
Signature of DGS (or equivalent):		Date:	
Full Name:			

NOTES

Confirmation of D.Phil. status was introduced to give Faculties and Departments an opportunity to monitor the direction and progress of a D.Phil. student’s work in the period between transfer of status and submission of thesis. It is intended both to assess the progress of the research work and to support the work of a student and his or her Supervisor(s) by ensuring that other members of the Faculty or Department with a responsibility for graduate students are aware of the state of the research in progress, and the likely timetable for submission.

While all candidates seeking confirmation of status are required to complete the form in full, further detailed requirements vary from subject to subject. You should find the specific requirements relating to your subject set out in the *Examination Regulations* or in the relevant Notes of Guidance for Graduate Students.

For candidates admitted to the status of Probationer Research Student, it is the University’s expectation that a D.Phil. thesis will be submitted within twelve terms (the work representing ‘what may reasonably expected of a capable and diligent student after three or at most four years of full-time study’). Candidates may apply for extensions of time beyond twelve terms, within a maximum of nine further terms. Faculty Boards/Departments or other committees will require such applications to include full explanation of the reasons for the request, as well as the support of the student’s Supervisor and College. Approval of applications is not automatic, and most bodies will give not more, and may give less, than three terms’ extension at any one time.

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

SUPPLEMENTARY INFORMATION TO BE PROVIDED BY THE STUDENT

The University recognises that the identification of particular areas of skills training and development is a regular aspect of a student's work with his or her supervisor(s). It regards confirmation of status as an appropriate point at which to ask the student, with the help of his or her supervisor(s), to:

- *record those subject-specific and personal and professional skills which the student has already acquired;*
- *identify any such skills which might require further development or refinement;*
- *note any other related activities, e.g. presentation of posters, attendance at conferences, etc., which have made a contribution to the development of the student's work.*

In making this record available to confirmation assessors and to those responsible for approving applications for confirmation, the University does not wish to make this a formal aspect of the confirmation process, but to acknowledge the importance of such activities in a research student's training and to provide assessors and others with a fuller picture of an individual student's progress. It also aims to help individual students cope with the increasing expectation on the part of research councils and other funding bodies that, in conjunction with their supervisor(s), they will maintain a record of such skills and achievements throughout the course of their career as a research student.

Supplementary Information to be provided by the Student:

A Please describe briefly any subject specific research skills that you have developed or improved in the course of your time as a Research Student. For example, these might include: research methodology; data analysis and management; record keeping; bibliographical skills; presentation of research.

B Please describe briefly any personal and professional skills in which you have received training or which you have enhanced during the course of your time as a Research Student. For example, these might include: time management; language skills; IT skills; team work; problem solving; presentation skills; teaching skills; career planning.

C Please identify any subject-specific or personal and professional skills in which you (and your supervisor(s)) foresee the need for further development or training.

D Please list any other activities which have contributed to the development of your work. For example, these might include courses attended, conference presentations given, publications, opportunities to undertake teaching etc.