

APPLICATION FOR TRANSFER OF A GRADUATE STUDENT FROM ONE STATUS TO ANOTHER

This form together with any supporting and subject specific 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 then ensure that SECTION 2 and SECTION 3 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 transfer 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:	
Current Status (i.e. PRS, M.Litt):			
Status to be transferred to (i.e. D.Phil):			
Address for communication:			
Telephone Number:		Email Address:	
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"/>
Date of Admission as Graduate Student:	/ /	OFFICE USE ONLY Last Term:

I confirm that I have ascertained the maximum University fee liability applicable to the proposed new status (e.g. 9 terms for D.Phil., 6 terms for M.Litt/MSc by Research)			
Signature:		Date:	
Full Name:			

SECTION 2 – to be completed by the current Supervisor

Comments			
Signature:		Date:	
Full Name:			
<p>Supervisors are also asked to include a brief comment on the supplementary information provided by the Student. Any further report by the Supervisor may be attached to this form or may be sent under separate cover to the relevant Graduate Studies Assistant (<i>please see www.admin.ox.ac.uk/gso/staff/shtml for contact details</i>), for communication to the relevant Faculty Board or Committee.</p>			

SECTION 3 – to be completed by the College's Tutor for Graduates

I confirm that the College is prepared to support this application, subject to Faculty Board/Department approval and confirmation of the Student's financial status.			
Signature:		Date:	
Full Name:			
Position (if not Tutor for Graduates):			
College Stamp:			

SECTION 4 – to be completed by the Director of Graduate Studies (or equivalent)

Comments			
I certify that this application has the approval of the Candidate's Department		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature of DGS (or equivalent):		Date:	
Full Name:			

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 transfer 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 in the course of Probationary Research Student status;*
- *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 transfer assessors and to those responsible for approving applications for transfer, the University does not wish to make this a formal aspect of the transfer 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.

A. Please describe briefly any subject specific research skills that you have developed or improved in the course of your time as a Probationary 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 Probationary 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.