

Provision for Graduate Research Students in the Department of Engineering Science

The purpose of this statement is to indicate what a graduate research student might expect to be offered in the Department of Engineering Science. It is expected that during a graduate's first term at Oxford, each graduate student and their supervisor will discuss the statement of provision. The provision should be reviewed by the supervisor with the student at least once a year.

Further information and guidance about research degrees may be found in the University's Notes of *Guidance for Research Degrees* at

<http://www.admin.ox.ac.uk/epsc/guidance/index.shtml>

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

You will have a named supervisor or supervisors, normally as indicated in your offer letter, who will have overall responsibility for the direction of your work on behalf of your department. Typically, you should expect to have meetings with your supervisor or a member of the supervisory team with a frequency of at least once a fortnight averaged across the year. The regularity of these meetings may be subject to variations according to the time of the year, and the stage you are at in your research programme.

The Division's Code of Practice on the Supervision of Graduate Research students is available at <http://www.mpls.ox.ac.uk/intranet/teachingandlearning/graduateprog.html>

2. What induction arrangements will be made?

You will have departmental induction at the start of the academic year. Other arrangements will be made for students starting at other times of the year. Your supervisor(s) will arrange more specialised induction subsequently.

3. What workspace will be provided?

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

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

You will have access to the Engineering Computing Support Group, the Engineering Department Library (in addition to the RSL and other university libraries, and the centrally provided electronic resources) and experimental facilities are available as appropriate to the research topic. The provision of other resources specific to your project should be agreed with your supervisor as a part of the planning stages of the agreed project. The Department also has a number of workshops and there is a Teaching and Design Support Group, which provides advice on design to research groups.

5. Which research seminars will be available?

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

6. What access to research funds will be available?

You will find that limited departmental funds are available to assist with attendance at conferences, in addition to any allocated funds via individual research group/supervisors. There

is also a departmental scheme of support for the purchase of computers to ensure that every research student is provided with the computing facilities required to undertake relevant research activities.

7. What formal graduate skills training will be provided?

You will have the opportunity to attend a variety of skills training sessions offered by the Department, e.g. Managing a D.Phil., Report and Thesis Writing, Preparing a Poster, Presentation Skills, as appropriate to the different stages of your graduate career. The MPLS Division also organises courses and career planning events, details of which are emailed to students via their departments. Information about transferable skills training is provided on the division's web site

<http://www.mpls.ox.ac.uk/skillstraining/index.html>

Information about divisional training and other courses offered across the University is also available through the Skills Portal at

<http://www.skillsportal.ox.ac.uk>

This site provides information about transferable skills development for research students and research staff at Oxford University, and includes a searchable database of skills training opportunities, links to articles on subjects such as project management, teaching and career planning, and message boards for asking questions and discussing issues with other researchers. An online Personal Development Planning System also is available through the Skills Portal.

If it is considered beneficial to their research, graduate students may attend relevant fourth year engineering lectures. Any graduate student interested in doing so should contact the lecturer in advance of the first lecture.

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

You will be able to undertake training for laboratory demonstrating, and a course is also available for teaching assistantships. There may also be opportunities to undertake tutorial teaching in colleges for which training is also provided in the department.

9. What arrangements for accommodation, meals and social facilities, will be made, on a year round basis?

Department:

Research students can use the departmental cafeteria on the Parks Road site. This encourages interaction between research groups in the department.

Departmental seminars and colloquia bring research students together with academic and other research staff in the department to hear about on-going research, and provide an opportunity for networking and socialising. Details of such events are circulated by email and in the Departmental Bulletin.

College:

Many colleges will be able to provide you with at least one year's accommodation. Generally speaking your college will provide meals throughout the year, but provision will vary from college to college, especially during vacations, and you will need to familiarise yourself with your college's detailed arrangements. In addition there are usually self-catering facilities available in

graduate accommodation. You will be a member of the Middle Common Room, or equivalent, of your college, which is the main social centre for graduates. The MCR provides a common room and usually organises a programme of social events throughout the year. The college will also provide a bar, some computing facilities and a library, and may often have dedicated funds for research (conference and field grants). It also represents the interests of its members to the college through an elected Committee or through elected representatives to College Committees. Again, details will vary from college to college. Graduates are also welcome to participate in all other social and sporting activities of the college. Please see individual college websites for further details about all aspects of college provision.

Central:

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

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

Department:

Within the Department, your supervisor, Director of Graduate Studies and Academic Administrator are all available to offer support. There is a Joint Consultative Committee on which there is undergraduate and graduate student representation. Meetings are held twice per term.

College:

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

Central:

The University provides a Student Counselling Service (<http://www.admin.ox.ac.uk/shw/counserv.shtml>) and Careers Service (<http://www.careers.ox.ac.uk/>).