**HANDOUT 3: Brief Timings Checklist for Supervisors**

* **Each term** complete a supervision report via GSS (<http://www.admin.ox.ac.uk/gss/>) for all your students (**From Monday week 8. Final deadline Friday week 1** of the following term).
* Ensure your student(s) submit a reflective progress report **each term** (**From Monday week 6. Final deadline Friday week 7**).

- for the term before they are due to transfer they must complete and upload (via GSS) their ‘*preparing for transfer of status form’*. You should actively encourage the student to engage with it, and ideally use this as a basis for a supervision session to go through it. This will also help you and the student identify if there are any specific areas they might still need help with.

* **Between terms 2-4** prepare student(s) for transfer of status process (**4-6 for doctoral training programme students**)

- Arrange meeting(s) with student to discuss transfer requirements.

- Define and agree proposed research project.

- Check department deadlines and requirements for transfer with graduate studies secretary or administrator.

- Review and provide feedback on the students draft transfer work before it is submitted for assessment.

- Assess whether the student needs to attend any relevant training.

* **Between terms 7-9** prepare student for confirmation of status (**7-10 for doctoral training programme students**)

- Arrange meeting(s) with student to discuss confirmation requirements.

- Check department deadlines and requirements for confirmation with graduate studies secretary or administrator.

- Review and provide feedback on the students draft confirmation work before it is submitted for assessment. Look at whether it is at the right level, and that a sufficient volume has been completed which shows that the student is following the correct trajectory for completion.

- Assess whether the student needs to attend any relevant training or other activities to support their professional development.

* **Between terms 9-12** prepare student for writing up and submission

- Arrange meeting(s) with student to discuss plan of action for writing up and final submission.

- Review and provide feedback on the students draft chapters and final version of the thesis before it is submitted for examination.

- Assess whether the student needs to attend any relevant training or other activities to support their professional development.

**Please ensure that you refer to the MPLS ‘Information and Resources for Supervisors’ webpages for more detailed information -** <http://www.mpls.ox.ac.uk/graduate-school/information-and-resources-for-supervisors>.

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