**HANDOUT 2: Summary of changes/updates to policy and procedures implemented in MPLS since MT15 following Divisional and University consultations on DPhil supervision**

1. ***Changes to student reporting implemented from MT15:***

* Mandatory termly reporting: all students in MPLS must now submit a GSS report reflecting on their progress each term. If a student does not submit a report either for two subsequent terms, or for two terms out of three (on a rolling basis) this will trigger their being invited to a meeting with the Director of Graduate Studies to discuss their progress. Guidance for students on both the policy and process can be found at <http://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/supervision>.

1. ***New non-mandatory Project Initiation Plan issued in MT15:***

* Project Initiation Plan: is a new template for students to work through with their supervisors in establishing the scope and direction of their project. This is not a mandatory form and is for use (and modification) as the department/student/supervisor sees fit.

1. ***Changes to transfer of status introduced from MT15:***

* Preparing for Transfer of Status form: students should use this new form to complete their termly reflection for the term before they are due to transfer, and uploaded it to GSS. It will help support them in their preparations for their transfer of status assessment.
* Transfer of status forms and guidance for assessors: these new forms will be used by all assessors for the completion of the transfer of status assessment.
* Transfer of status - checklist for students: this new form should be used by all students to support them in their preparations for their transfer of status assessment. It maps directly to the new forms that assessors will be using in the assessment so the criteria are transparent.

**Other important changes to note:**

* All students should now complete the GSO.2 form at the time that they are applying for transfer of status, and not at the end of the assessment.  The DGS will use this form to sign and confirm that the student is ready to be assessed.  The department administrator will keep hold of the completed GSO.2 form until the assessment has been completed, and will return it to the MPLS Graduate Office with the completed assessors form.
* Before the students’ assessment takes place the transfer assessors will be given a copy of the completed GSO.2 form, and a copy of the students preparing for Transfer of Status form, as they are asked to use this in their assessment.
* Supervisors are no longer permitted to act as assessors for their student(s). Assessors will be appointed by the DGS in consultation with the supervisor(s) as/if the DGS sees appropriate.

1. ***New confirmation of status forms issued from HT16:***

* Preparing for Confirmation of Status form: students should use this form to complete their termly reflection for the term before they are due to confirm their status, and uploaded it to GSS. It will help support them in their preparations for their confirmation of status assessment.
* MPLS Confirmation of status forms – supervisors form:  supervisors should now use this new form to provide their evaluation of the students work.  The DGS and assessors will review the form as part of the confirmation assessment.

Link:  <https://www.mpls.ox.ac.uk/study/additionalinformation/examinations-for-higher-degrees>

* Confirmation of status forms and guidance for assessors: these new forms will be used by all assessors for the completion of the confirmation of status assessment.
* Confirmation of status - checklist for students: this new form should be used by all students to support them in their preparations for their confirmation of status assessment. It maps directly to the new forms that assessors will be using in the assessment so the criteria are transparent.

**Other Important changes to note:**

* We have now created a new MPLS specific GSO.14 form, which all students should use.  Supervisors should now confirm on the GSO.14 form that they are aware the student is applying for confirmation of status, and complete the new MPLS supervisor report form, which the DGS and assessors will review as part of the confirmation assessment. The new MPLS GSO.14 form can be found at <https://www.ox.ac.uk/students/academic/guidance/graduate/progression>.
* Before the student’s assessment takes place the confirmation assessors will be given a copy of the completed GSO.14 form, a copy of the student’s preparing for Confirmation of Status form, and a copy of the supervisor’s report form, as they are asked to use these in their assessment.
* **From MT16** it will be mandatory for an interview to be held for all confirmation assessments. The Examination Regulations will be updated to reflect this change.

***Document created by Helen Beauchamp, MPLS, April 2016.***