

DEPARTMENT OF
STATISTICS

POSTGRADUATE RESEARCH DEGREES

2026-2027

STUDENT HANDBOOK

HANDBOOK

This handbook is designed to help you understand the programme structure for the DPhil in Statistics and MSc by Research in Statistics, including assessment; information on supervision; key contacts; facilities and where you can go to if you need support.

Other Key Sources of Information

- Research degrees webpage: https://www-prod.stats.ox.ac.uk/dphil-resources
- The MPLS Division also have a graduate website that includes information for graduate research students, which you should make sure you are familiar with: https://www.mpls.ox.ac.uk/study/graduate-school
- Examination regulations: https://examregs.admin.ox.ac.uk/
- General University information for students and access to Student Self-Service can be found via the University's Student website: https://www.ox.ac.uk/students?wssl=1
- College handbooks: These are available on the websites of each college.

If there is conflict between information in this handbook and the Examination Regulations, then you should follow the Examination Regulations. If you have any concerns, please contact the Academic Administrator in the Department of Statistics, **jonathan.whyman@stats.ox.ac.uk.**

The information in this handbook is accurate as at September 2026, however it may be necessary for changes to be made in certain circumstances, as explained at **www.graduate.ox.ac.uk/coursechanges.** If such changes are made, the department will publish a new version of this handbook together with a list of the changes and students will be informed.

Please note that many of the oncourse application forms are now accessed via student self serve and managed online.

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STATISTICS GRADUATE RESEARCH HANDBOOK 2025/2026

1. Introduction

1.1 Welcome and introduction

We welcome you to the Department of Statistics and our research programmes in Statistics. You are joining a thriving and supportive community, in which we very much hope that you will soon feel at home.

There is no doubt that our programmes are demanding, but that is part of what makes them so rewarding, and always remember that we are here to help and that we want to see you succeed. I wish you a successful and enjoyable academic year 2025-2026.

Frank Windmeijer (Head of Department)

1.2 Course contact

Professor Christina Goldschmidt is the Director of Graduate Studies. There is also a formally constituted departmental Graduate Research Committee.

Head of Department of Statistics	Professor Frank Windmeijer	frank.windmeijer@stats.ox.ac.uk
Director of Graduate Studies	Professor Christina Goldschmidt	christina.goldschmidt@stats.ox.ac.uk
Deputy Director of Graduate Studies	Professor Anastasia Ignatieva	anastasia.ignatieva@stats.ox.ac.uk
Academic Administrator	Jonathan Whyman	jonathan.whyman@stats.ox.ac.uk
CDT Director (StatML)	Professor François Caron	caron@stats.ox.ac.uk
CDT Administrator	Eliza Williams	eliza.williams@stats.ox.ac.uk
Departmental Administrator	Annette Miller	annette.miller@stats.ox.ac.uk
Statistics library	c/o Hannah Harrison	lib@stats.ox.ac.uk
Statistics Reception	Emma Bodger	reception@stats.ox.ac.uk
IT support		ithelp@stats.ox.ac.uk
Harassment Advisors	Dr Maria Christodoulou	maria.christodoulou@stats.ox.ac.uk
	Hannah Harrison	hannah.harrison@stats.ox.ac.uk
Disability Coordinator	Jonathan Whyman	jonathan.whyman@stats.ox.ac.uk

Graduate Liaison Group representatives https://www.stats.ox.ac.uk/graduate-liaison-group

1.3 Term dates and residence requirements

Each term lasts eight weeks, but terms simply set the periods during which formal instruction is given by way of lectures, seminars and tutorials. The University functions throughout the year and as a research student you will need to work in the vacations as well as in term time (apart from reasonable breaks). You should agree any days off in the working week (Monday-Friday) with your supervisor. The MPLS Division has set the DPhil holiday entitlement at 30 personal days a year in addition to Bank Holidays. We encourage you to take time off: we all need breaks to recharge. Where Bank Holidays are worked time can be taken in lieu. Keep a record of the days you have taken as holiday.

The three eight-week terms (weeks 1-8) in 2026/2027 are:

MICHAELMAS TERM Sunday 11 October 2026 to Saturday 5 December 2026

HILARY TERM	Sunday 17 January 2027 to Saturday 13 March 2027
TRINITY TERM	Sunday 25 April 2027 to Saturday 19 June 2027.

There are minimum residence requirements for the degree. DPhil students must have lived in college-approved accommodation within the University for at least six terms and MSc by Research students for at least three terms. If you are unable to keep the required number of terms because of illness or other reasonable cause, the University Proctors may excuse you from part of statutory residence. Students living out of college must reside within 25 miles of Carfax in the centre of Oxford. Dispensation from the residence limits will only be granted by the Proctors in exceptional circumstances. Applications need to be made through your College Office. If you live outside the residence limits without permission, you will not fulfil the statutory requirements for your degree. See form GSO.8 **http://www.ox.ac.uk/students/academic/guidance/graduate/progression** to apply for dispensation from statutory residence.

1.4 Location

The Department of Statistics is located at 24-29 St Giles', Oxford OX1 3LB. A map can be found at **www.ox.ac.uk/visitors/maps-and-directions/departments**.

2. Programme Information

2.1 Overview

The Department of Statistics in the University of Oxford is a world leader in research in computational statistics and statistical methodology, probability, bioinformatics and mathematical genetics. Oxford's Mathematical Sciences submission came first in the UK on all criteria in the 2021 Research Excellence Framework (REF) and in 2016 the department moved into a single building in the centre of Oxford.

Much of the department's research is either explicitly interdisciplinary or draws its motivation from application areas, ranging from biology and physics to the social sciences. The department is also part of a number of current Centres for Doctoral Training.

All graduate research students are initially registered as Probationary Research Students (PRS). Students should normally transfer status to DPhil or MSc by the end of their fourth term.

In the DPhil in Statistics, students will investigate a particular project in depth and write a thesis, which makes a significant contribution to the field. They will acquire a wide range of research and transferable skills, as well as in-depth knowledge, understanding and expertise in their chosen field of research.

The MSc by Research in Statistics resembles a doctorate in that it involves writing a thesis on a research project, but in contrast the process is designed to take no more than two years. There are no required lectures, classes or written examinations. It can be in any of the subject areas for which supervision is available.

Students will be assigned a named supervisor or supervisors, who will have overall responsibility for the direction of their work on behalf of the department. They will also be assigned a secondary supervisor, who has a mentoring role. They will have the opportunity to interact with fellow students and other members of their research groups, and more widely across the department. Typically research students should expect to have meetings with their supervisor or a member of the supervisory team with a frequency of at least once every two weeks averaged across the year. The regularity of these meetings may be subject to variations according to the time of the year, and the stage that a student is at in their research programme.

The MSc by Research in Statistics is an award at Frameworks for Higher Education Qualifications (FHEQ) level 7. The DPhil in Statistics is an award at Frameworks for Higher Education Qualifications (FHEQ) level 8. The University does not assign credit values for the majority of its awards.

Useful flowcharts outlining the usual student research career (DPhil and MSc by Research) can be found at **http://www.mpls.ox.ac.uk/study/graduate-school/information-for-postgraduate-research-students/progression-1.**

2.2 The nature of research

Research is not easy! Sometimes long periods can pass without any progress seeming to take place; at other times everything seems to happen at once. You should not be too down-hearted if the going appears to be hard at times - most of the lecturers and research staff here have had a similar experience so there is always someone sympathetic to talk to.

2.3 Roles and expectations

The close working relationship with your supervisor is likely to be the most important element during your research life in the department, and much of the first year will be spent on arriving at a good working relationship. The nature of this relationship will depend to a large extent on individual work patterns. It is important that all graduate students are aware of their own responsibilities as research students, but also those of their supervisor. Information on the responsibilities of students and supervisors can be found in the University's Policy on Research Degrees, section 4 Supervision and section 5 Responsibilities of the student

https://academic.admin.ox.ac.uk/research-degrees

The MPLS Division has set the DPhil holiday entitlement at 30 personal days a year in addition to Bank Holidays. Where Bank Holidays are worked time can be taken in lieu. Timing of holidays should be explicitly discussed by the student and supervisor, taking into consideration both the requirements of the research and the well-being of the student. The expectations and requirements of different cultures and religions should also be taken into consideration when discussing holidays. Students should consider how these needs may impact on the needs of their research and consult their supervisors on how to structure work within set deadlines.

Each incoming graduate student is assigned a buddy: a current graduate student. The role of the buddy is to contact the new student before they start, to welcome them to Oxford, and to help them to settle into the new life as an Oxford Statistics graduate student. You will have an opportunity to return the favour by becoming a buddy in the future!

The Department of Statistics does not tolerate any form of bullying or harassment and expects all members of the Department to treat others with dignity, respect and consideration no matter their age, disability, race, sex, sexuality, gender identity, religion, belief or appearance. The University has a Single Comprehensive Source of Information: https://www.ox.ac.uk/about/organisation/harassment-and-sexual-misconduct

2.4 Structure of assessment

For the DPhil in Statistics there are formal assessments of progress on the research project at around 12 to 15 months and at 36 months. These assessments involve the submission of written work and oral examination.

The final thesis should be submitted for examination between the end of the third and the fourth years of the programme and is followed by the viva voce examination.

Students are expected to acquire transferable skills as part of their training, and to undertake a total of 100 hours of broadening training outside their specialist area over the course of their DPhil. Part of that broadening training is obtained through APTS, the Academy for PhD Training in Statistics. They will also give a research presentation or prepare a research poster each year in the department.

For the MSc by Research in Statistics, there is a formal assessment of progress on the research project at around twelve months. The MSc by Research thesis is expected to be submitted for examination during the second year of the programme and there will be a viva voce examination.

3. Progression

General information on the research degree stages can be found at **https://www.ox.ac.uk/students/academic/graduate/research**

The Divisional Graduate Schools has guidance at **https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students**

All the progression forms required can be found at **https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression**. **Many of the oncourse application forms have been moved online and can be accessed via the My Student Record section of Student Self Service. Where mentioned in the handbook these forms are marked *.**

The Examination Regulations can be found at **https://examregs.admin.ox.ac.uk/**

The University's Policy on Research Degrees can be found at **https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/research-degrees**

The University also provides a useful website on research degree supervision and examining at **https://www.mpls.ox.ac.uk/graduate-school/information-and-resources-for-supervisors/essentials-of-supervision**. Although this is aimed primarily at supervisors, it should be of interest to research students.

The MPLS project initiation plan can be found at **https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/information-for-new-students** The plan can be used as a useful tool to help assist students with working through with their supervisor(s) in establishing the scope and direction of their project.

3.1 Transfer of status

These notes must be read in conjunction with the relevant regulations given in the University's Examination Regulations
https://examregs.admin.ox.ac.uk/Regulation?code=rdinmathscie&srchYear=2026&srchTerm=1&year=2025&term=1

Whilst the contents of the notes reflect the wishes of the Department, they are advisory and nothing in them should be construed as augmenting or modifying the University and Divisional regulations.

A very useful **checklist for transfer of status** can be found at: **https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression** and also on the department's graduate student Canvas site.

Fee implications

Before applying for transfer from Probationer Research Student to DPhil status, students should make sure that they are aware of the fee implications and that they will have adequate financial support.
Applications to transfer to DPhil status need to be signed by the appropriate officer of the student's college, who will need to be assured on this point (form GS02MPLS*).

Preparing for the application to transfer from probationer to DPhil student status
Category A application -
If a student has had little or no previous experience of research then they must prepare to make a Category

A application. **Most research students follow this route**.

In consultation with the supervisor the student must write a dissertation which is specifically for the purpose of supporting the application. The dissertation should be preferably **25-50 pages of TEX**, with a font no smaller than 11pt. The dissertation may consist of a short piece of original work that could be included or developed to be part of a doctoral thesis, or a critical review of some part of the subject area, for example. It must offer something which is not readily available in the existing literature. Simply interlacing sections of existing texts and papers is not enough. Please note, though, that you do not need to have a completed research paper in order to transfer.

The purpose of the dissertation and its assessment is simply to establish whether the probationer student has the potential to undertake doctoral research as well as a viable doctoral project to pursue. Such basic feedback should be clear and forthcoming after 12 months of graduate study, and in fairness to the student, the supervisor is expected to work towards that schedule.

Category B application -
If the applicant has already had experience of statistical research (for example if they have studied for a Master's degree) and think that they already satisfy these criteria, then a decision must be made whether or not the applicant should make a Category B application.

For category B applications the written work may consist of:

a thesis or dissertation produced in connection with another course of research or study;
or work that has been accepted for publication in a learned journal;
or other work which is in the opinion of the applicant's supervisor of comparable standing.

If at the start of study, the applicant considers that they have work such as this and also have carried out sufficient course work and study to prepare themselves for research for the DPhil, then the applicant should consult the supervisor immediately. If, in the light of the supervisor's opinion the applicant then decides to make a Category B application, they should proceed to do as described in the next sections.

Timing of the application
Category A
Category A applications should normally be made by the **Wednesday of week 5 of the student's fourth term**. Only in exceptional circumstances may this be delayed beyond the end of the fourth term, when a formal application for deferral must be made for a maximum of two terms. Form **GSO.2b*** is required for deferral beyond the fourth term. The form is now found online as part of the on-course applications in student self-service

Category B
If the applicant makes a Category B application, this should be done in their **first term** of study.

Centre for Doctoral Training students
Note that CDT and DTC students normally submit their application for transfer in the fifth term of study and must do so **no later than the end of week 8 of the sixth term from admission to the CDT or DTC programme.**

MSc by Research status
Instead of making a Category A application for transfer to DPhil student status, applicants may instead apply for transfer to MSc student status. The procedure is similar except that no written work is needed. Transfer to MSc status is, of course, appropriate if applicants decide they would prefer to study for the MSc by Research; but it is also appropriate if applicants are uncertain. A student registered for the MSc by Research may subsequently make a Category A application for transfer to DPhil status.

	Application due
DPhil in Statistics category A	Normally by end of fourth term of study. Application should be submitted by Wednesday 5th week of fourth term and viva held before end of fourth term.
DPhil in Statistics category B	Application should be submitted by Wednesday 5th week of first term of study.
CDT student	Application should be submitted normally in the fifth term of study and no later than end of week 8 of sixth term of study and viva held before start of seventh term.
MSc by Research	Normally by end of fourth term of study. Application should be submitted by Wednesday 5th week of fourth term and viva held before end of fourth term.

Making the application for transfer to DPhil Status

To make an application the following must be submitted:

- an application for transfer from Probationer Research Student to DPhil student status (form GS0.2 MPLS*) now found online as part of the oncourse applications in student self-service see: https://www.ox.ac.uk/students/academic/guidance/graduate/progression/
- A completion certificate for the online research integrity course (see below)
- A dissertation of between 25-50 pages of TEX with a font no smaller than 11pt as a pdf. This can be uploaded at a later date, see notes below.

The online form should be completed by the applicant and will then go to their supervisor, college and DGS for approval.

The written work can either be uploaded at the time of the application or afterwards. If the latter then please allow time for the assessors to read the report before the assessment interview, the recommended gap is two weeks. The written work will be retained as it is assessed work and so the uploaded version of the work should be the only version reviewed by the assessors (they will be given online access to it), please don't email the assessors a different version.

Students in the MPLS Division are required to complete the core online Research Integrity course and should upload the certificate of completion when completing online the transfer of status form: **https://researchsupport.admin.ox.ac.uk/integrity-and-ethics-training#collapse409401** by the time they apply for Transfer of Status. Some CDTs cover similar material as part of their first-year programme and so their students are not required to undertake the online course. Please refer to your CDT administrator for guidance.

Transfer viva

After submission of the written work applicants should expect their assessors to contact them to arrange a time for the interview. The interview will be conducted informally. There will be an opportunity for the applicant to discuss their research plans, but the major portion of the time will indubitably be taken up by the assessors orally examining the applicant on the work submitted.

The form of this interview will depend considerably on circumstances and the supervisor may be able to help by providing the applicant with some general indication of what to expect. Applicants can be assured that they will not be expected to commit every detail to memory. The length of the interview will vary, but it is likely to be between one and two hours.

The assessors will also examine the student's skills training. The assessors will need to confirm that the student's training is at the required rate of 10 days per year.

Having completed the interview the assessors will prepare a report. It is the responsibility of the Director of Graduate Studies to decide in the light of this report either to approve the application to transfer to DPhil student status, or to allow the applicant to transfer to MSc status, or to permit the applicant to remain only as a Probationer Research Student. An applicant failing to secure a Category B transfer to DPhil status would be allowed to apply subsequently to transfer under Category A: one further application in Category A

is allowed. Applicants whose applications to transfer to DPhil status are rejected are also allowed to apply for transfer to the status of MSc by research. The possible outcomes are:

Pass

- Transfer to DPhil status without reservation
- Transfer to DPhil status if a satisfactory written response to this report is obtained, signed by both the student and supervisor (to be returned within 2 weeks)
- Transfer to DPhil status but follow-up action required. The requested action should be completed normally within the next 2 months and submitted to the DGS for review.

Fail

- Student should make a 2nd and final attempt to transfer to DPhil status within 1 term.

If your 2nd and final application to transfer to DPhil status is unsuccessful you will be allowed to apply for transfer to the status of MSc by research.

The **MSc by Research** is less advanced in that the course of research is generally of shorter duration and also that it is a course where diligent scholarship is more likely to ensure a favourable outcome. However, it is a degree with value of its own requiring a different pattern of discipline and training.

Transfer from MSc by Research to the status of DPhil Student
This is similar to the process for transfer from Probationer Research Student to DPhil student, except that the time limit is nine terms from admission as PRS. A student whose application is rejected may re-apply just once more.

Deferral of transfer
If, for good reason students are unable to submit an application for transfer of status by the end of their fourth term. They may apply to defer this for a maximum of two terms, with the support of their supervisor, by completing form GSO.2b*, which can be accessed via student self-service on course applications. It is for the Director of Graduate Studies in each department to decide how many terms a candidate may be allowed to defer.

3.2 Confirmation of Status

The purpose of confirmation of status is to enable research students to receive an assessment of their work by one or more assessors. It is intended to provide an important indication that if work on the thesis continues to develop satisfactorily, then consideration of submission of the thesis within the course of three further terms would appear to be reasonable. It therefore provides a second stage of formal progress review in the 3-4 years of the student's overall research programme.

Please note however that Confirmation is by no means automatic. Those whose work does not demonstrate the necessary aptitude for research at doctoral level will not be allowed to continue in that status.

A very useful **checklist for confirmation of status** can be found at:
https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression and also on the department's graduate student Canvas site.

Timing
DPhil students
Confirmation of status should normally take place during the **eighth or ninth term** after admission to graduate status, and not later than the end of the ninth term. This timetable has been set to allow sufficient time to make confirmation of status a helpful part of a student's development as a scientific researcher. Students are therefore encouraged very strongly to apply for confirmation of status at least 6-12 months before they expect to submit their thesis for examination.

CDT students

Confirmation of status should normally take place by the end of the **tenth term** after admission to graduate status.

Confirmation forms

The candidate's application, using form **GSO.14 MPLS*** (now found online as part of the on-course applications in student self service), accompanied by their progress report. Two assessors will be appointed to interview the candidate. The assessors will also examine the student's Skills Training. The assessors will need to confirm that the student's training is at the required rate of ten days per year. **http://www.ox.ac.uk/students/academic/guidance/graduate/progression/**

The online form should be completed by the applicant and will then go to their supervisor, college and DGS for their approval.

The written work can either be uploaded at the time of the application or afterwards. If the latter then please allow time for the assessors to read the report before the assessment interview, the recommended gap is two weeks. The written work will be retained as it is assessed work and so the uploaded version of the work should be the only version reviewed by the assessors (they will be given online access to it), please don't email the assessors a different version.

Work required

Confirmation applications provide an opportunity for the assessors to decide whether a student is likely to have enough material for submission in a year's time; and for the student to focus on constructing a thesis from the results they have, or are likely to obtain by then. Although some students will require more than 3 years in total to complete their theses, it is essential that everyone should be able to demonstrate at Confirmation a sound core of research already achieved, and a realistic timetable for the future.

To meet the first of those aims, a student should give evidence of their work through a confirmation of status report which consists of drafts of parts of the thesis already written and likely to be the most appropriate material to submit. When the student has published some of their work already, then the published paper could form part of the confirmation of status report. **The report is usually between 50 and 100 pages long**.

To meet the second aim, a student might provide, for example, a table of contents of their proposed thesis, with dates for completion of each chapter. If a student proposes to submit a report substantially different from that described above, they should consult their supervisor as to whether it is likely to be suitable.

Confirmation viva

The confirmation viva takes place with two assessors. Any student, who is not successful, may have one more attempt to be confirmed in DPhil status. Applications for the second attempt must be made normally within one term of the original application, and no later than the end of tenth term. The assessors may require evidence of progress such as written work at this second interview. The assessors will have indicated what is required of the student when making their report of the first attempt.

If, after considering a candidate's application for confirmation of status, it is concluded that the student's progress does not warrant this, the status of student for the degree of Master of Science by Research may be approved.

Deferral of confirmation

If, for good reason, students are unable to submit an application for confirmation of status by the end of their 9th term, they may apply to defer this for a maximum of three terms, with the support of their supervisor, by completing form **GSO.14b*,** which can be accessed via student self service in the section entitled oncourse applications. It is for the Director of Graduate Studies in each department to decide how many terms a candidate may be allowed to defer.

3.3 Informal interim progression steps

One afternoon each term, usually either week 7 or 8, students in years 1, 2 or 3 are required to either make a short presentation to the Department or to display a poster of their research (usually A0 or A1 size). The timetable is:

Michaelmas Term – Year 3 presentations
Hilary Term – Year 2 posters
Trinity Term – Year 1 posters.

Please note that the timing of the talks and poster sessions is currently under review. Details of any changes will be communicated in week 3 Michaelmas term.

3.4 Extension of time

DPhil students are expected to submit their thesis between three and at most four years of starting their doctoral course. Students lose their DPhil status if they fail to submit their thesis within 12 terms of being admitted as a research student, and will no longer be registered as a student of the University.

MSc by Research students are expected to submit their thesis within three years of starting their research course and lose their status as an MSc by Research student if they fail to submit their thesis within nine terms of being admitted as a research student.

In exceptional circumstances extensions of time can be given for up to six terms for DPhil students, and up to three terms for MSc by Research students. The Department will normally only give one term of extension at a time. Form – GS0.15* which can be accessed via student self service and further information is available at **https://www.ox.ac.uk/students/academic/exams/research**

If you are funded by a research council or charity you may need to make a separate application to the funding body in parallel to that being made within the University. Your funding body's regulations for extension of time will not necessarily be the same as those of the University.

3.5 Suspension of status

If you cannot work for a particular reason such as embarking on an internship or for health reasons, then you can apply for suspension of status for not less than one and not more than three terms at any one time. Overall, you cannot suspend status for any more than six terms.

If you are funded by a research council or charity you may need to make a separate application to the funding body in parallel to that being made within the University. Your funding body's regulations for suspension of status will not necessarily be the same as those of the University. Form GSO.17 - **http://www.ox.ac.uk/students/academic/guidance/graduate/progression** Students wishing to apply for a suspension of status for *Maternity, Paternity or Adoption Leave* will need to complete form GSO.17b available at the site above.

Further information regarding suspension is available at
https://www.ox.ac.uk/students/academic/graduate/status

Students on Student visas should note the information given at
https://www.ox.ac.uk/students/visa/during/changes?wssl=1 . If you hold a Student visa issued using a CAS number, the University is obliged to report your suspension to the UKBA who may cut your visa length short.

Students returning from a period of suspension of status, should complete form GSO.17a
http://www.ox.ac.uk/students/academic/guidance/graduate/progression

3.6 Withdrawal, Lapsing and reinstatement

If students decide to withdraw from their research degree before being given leave to supplicate, they should inform the University using form GSO.29.
http://www.ox.ac.uk/students/academic/guidance/graduate/progression
It is possible to request reinstatement to the register following a withdrawal or lapsing of registration. See **https://www.ox.ac.uk/students/academic/guidance/graduate/status?wssl=1** for further details.

4. Research Degree Examination Process

4.1 Before the examination

Information about preparation and submission of the thesis can be found at
https://www.ox.ac.uk/students/academic/exams/research

This includes information on format and binding. **The text of theses submitted for the DPhil should not exceed 200 pages, A4 size, double-spaced in normal-size type, but there is no limit on references, numerical tables, diagrams, computer output, etc. The normal length of a thesis, however, is nearer 100 pages (exclusive of the material defined above**). Also see the Notes of guidance for research examinations for students submitting their thesis at
https://www.ox.ac.uk/students/academic/guidance/graduate/progression?wssl=1 .

It is your responsibility to ensure your thesis has been adequately proof-read before it is submitted. Your supervisor may alert you if they feel further proof-reading is needed, but it is not their job to do the proof-reading for you. You should proof-read your own work, as this is an essential skill in the academic writing process. However, for longer pieces of work it is considered acceptable for students to seek the help of a third party for proof-reading. Such third parties can be professional proof-readers, fellow students, friends or family members (students should bear in mind the terms of any agreements with an outside body or sponsor governing supply of confidential material or the disclosure of research results described in the thesis). Proof-reading assistance may also be provided as a reasonable adjustment for disability. **Your thesis may be rejected by the examiners if it has not been adequately proof-read.**

The University's Policy on the Use of Third Party Proof-readers may be found at:
https://examregs.admin.ox.ac.uk/Regulation?code=grgrdp7eogradresestud. The MPLS Division offers training in proof-reading as part of its Scientific Writing training programmes.
https://www.mpls.ox.ac.uk/training/courses?tab=pgr

Four to six weeks before the thesis is to be submitted, the online appointment of examiners form GS0.3* should be submitted for appointment of examiners
https://www.ox.ac.uk/students/academic/guidance/graduate/progression?wssl=1
The supervisor must suggest the names of examiners on this form, after consulting the student: one internal and one external.

From MT25 you must submit your digital examiners' copy of your thesis online, via the 'My Research Degrees' tab in Student Self Service. **Please note that you must not submit copies of your thesis directly to your examiners as this could result in your examinations being declared void and you could be referred to the University Proctors.**

4.2 Examination by integrated thesis

An integrated thesis may constitute an acceptable thesis for students registered on the DPhil and MSc by Research Statistics.

An integrated thesis may either be a hybrid of conventional chapters and high-quality scientific papers, or be fully paper-based. Regardless of the format, the content of the thesis should reflect the amount, originality and level of work expected for a conventional thesis. It should not be assumed that the act of publication (in whatever form) means the work is of suitable academic quality and content for inclusion in a thesis, and

students should discuss all papers in detail with their supervisor before including. It would be anticipated that the candidate would be a lead contributor, rather than a minor author, on at least some of the papers in order to consider this format. There is no minimum, or maximum, number of papers a candidate is expected/allowed to include as part of such a thesis and it will remain a matter for the examiners to conclude whether the contributions are equivalent to that which would be expected of a standard DPhil.

Any papers utilized must concern a common subject, constitute a continuous theme and conform to the following guidelines:

- (i) If a candidate for the Degree of Doctor of Philosophy wishes to be examined through an integrated thesis, they should apply for permission to be examined in this way when they apply for confirmation of status. A candidate for the Degree of Master of Science by Research should normally apply for permission to be examined in this way six months before submitting their papers for examination by email to the director of Graduate Studies. To revert to being examined by a conventional thesis rather than an integrated thesis, the candidate must inform their department of the change.
- (ii) Work can be included regardless of its acceptance status for publication but candidates may be questioned on the publication status of their work by the examiners.
- (iii) Any submitted/published papers should relate directly to the candidate's approved field of study, and should have been written whilst holding the status of PRS or a student for the MSc (by Research), or DPhil.
- (iv) The collection of papers must include a separate introduction, a full literature review, discussion and a conclusion, so that the integrated thesis can be read as a single, coherent document.
- (v) The candidate must ensure all matters of copyright are addressed before a paper's inclusion. A pre-print version of any published papers should be included as standard.
- (vi) Joint/multi-authored papers are common in science-based subjects and thus acceptable if the candidate can both defend the paper in full and provide a written statement of authorship, agreed by all authors, that certifies the extent of the candidate's own contribution. A standard template is available for this purpose.

The length and scope of theses, including word limits for each subject area in the Division are set out in Departmental guidelines. A statement of authorship form can be found at https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/submitting-your-thesis, under Thesis Structure vi).

4.3 Viva voce examination

Once the thesis has been submitted, the examiners will arrange a date for the viva voce examination. This is formal, so you must wear subfusc.

Information about the possible outcomes of the examination, and time scales for corrections to the thesis, can be found at **https://www.ox.ac.uk/students/academic/exams/research?wssl=1 .**

4.4 Library copy of thesis

You will need submit your thesis for examination via the 'My Research Degrees' tab in Student Self Service, no later than the last day of the vacation immediately following the term in which your application for the appointment of examiners was made. If you fail to submit by this date your application will be cancelled and you will have to reapply for appointment of examiners when you are ready to submit. Your thesis should not be submitted until your application for confirmation of status has been approved (this applies to DPhil students only). For MSc by Research students you should ensure that your transfer of status has been completed.

Please see **https://www.ukri.org/publications/ukri-open-access-policy/** for the Research Councils policy on Open Access and also **https://libguides.bodleian.ox.ac.uk/digitaltheses/theses_copyright** for information on copyright and sensitive content for theses deposited in ORA.

4.5 Graduation

Once a student has been granted leave to supplicate, he or she will receive an email invitation with information about booking a degree ceremony. Students are presented for their degrees by their college. Further information about Degree Ceremonies can be found at **https://www.ox.ac.uk/students/graduation/ceremonies?wssl=1**

4.6 Corcoran Memorial Prize

The Corcoran Memorial lectures are named in memory of Stephen Corcoran, a DPhil student in the Department of Statistics. Stephen's research was in the field of empirical likelihood. He made substantial progress in this work but sadly his thesis remained unfinished at the time of his death from cancer in 1996. Part of Stephen's uncompleted thesis was edited by Professor A.C. Davison and published in *Biometrika* (1998, pp 967-972).

A family bequest established a lecture in honour of Stephen in which distinguished guest lecturers are invited to deliver a lecture on important aspects of their work. In addition, the Corcoran Memorial Prize is awarded every two years to students of the Department of Statistics for outstanding graduate work. The prize-winners are also invited to give a lecture.

4.7 Academic Integrity and the avoidance of plagiarism

Academic integrity
The University's code of practice concerning academic integrity in research is set out on the website at **https://unioxfordnexus.sharepoint.com/sites/OxIntranet-ResearchandInnovation/SitePages/integrity.aspx,** and, while the code's principles relate specifically to the conduct of research, *all* graduate students are advised to make themselves aware of the document's contents. The University code of practice on Public Interest Disclosure can be found at **https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/public-interest-disclosure-whistleblowing**.

Research Integrity
Research integrity is a commitment to creating an environment that promotes responsible conduct by embracing standards of excellence, trustworthiness and lawfulness. The University expects its students to maintain the highest standards of integrity in their research.

For individual researchers, research integrity entails a commitment to a range of practices including:

- intellectual honesty in proposing, performing, and reporting research;
- Accuracy in representing contributions to research proposals and reports;
- transparency in handling conflicts of interest or potential conflicts of interest;
- protection of human participants in the conduct of research;
- humane care of animals in the conduct of research.

There are no universally correct ways to do research. There are, however, standards of practice which apply generally. Researchers should:

- be aware of the legislation, codes of practice and University policies relevant to their field;
- have the necessary skills and training for their field;
- comply with University and funder policies relating to research data management;
- be aware of the publication rules for the journals they want to publish in;
- ask if they feel something isn't quite right;
- not ignore problems;
- be accountable to the University and their peers for the conduct of their research.

All researchers are expected to be committed to ethical principles and professional standards. Not upholding such standards, either intentionally or through lack of knowledge, damages the scientific process and may harm research participants, colleagues, the University and society as a whole.

Policies and Resources
All those involved with research at Oxford are expected to read and abide by the University's Code of Practice and Procedure for Academic Integrity in Research.
https://www.ox.ac.uk/research/support/governance-and-committees/research-policies/research-integrity-policy

Students in the MPLS Division are required to complete the online core Research Integrity course by the time they apply for Transfer of Status
https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression

Your supervisor will play an important role in helping you to develop skills for good practice in research, and is the first person you should ask if you have queries about any aspect of research integrity. Other sources of support and advice include your Director of Graduate Studies, other academics in your department, and the ethics advisors in University Research Services **https://www.ox.ac.uk/research/support/about-research-services**.

Plagiarism

University Definition – see
www.ox.ac.uk/students/academic/guidance/skills/plagiarism

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence. Collusion is another form of plagiarism involving the unauthorised collaboration of students (or others) in a piece of work.

Cases of suspected plagiarism in assessed work are investigated under the disciplinary regulations concerning conduct in examinations. **Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university.**

Why does plagiarism matter?

It would be wrong to describe plagiarism as only a minor form of cheating, or as merely a matter of academic etiquette. On the contrary, it is important to understand that plagiarism is **a breach of academic integrity**. It is a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another's work as your own is not only poor scholarship, but also means that you have failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for your future career; it also undermines the standards of your institution and of the degrees it issues.

What forms can plagiarism take?

Verbatim quotation of other people's intellectual work without clear acknowledgement. Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and language.

Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is

entirely your own. It is better to write a brief summary of the author's overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.

Cutting and pasting from the Internet. Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.

Collusion. This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.

Inaccurate citation. It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (e.g. Bradshaw, D. *Title of book*, discussed in Wilson, E., *Title of book* (London, 2004), p. 189).

Failure to acknowledge. You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.

Professional agencies. You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided.

Autoplagiarism. You must not submit work for assessment which you have already submitted (partially or in full) to fulfil the requirements of another degree course or examination.

The necessity to reference applies not only to text, but also to other media, such as computer code, illustrations, graphs etc. It applies equally to published text drawn from books and journals, and to unpublished text, whether from lecture handouts, theses or other students' essays. You must also attribute text or other resources downloaded from web sites.

Cases of apparently deliberate plagiarism are taken extremely seriously, and where examiners suspect that this has occurred, they bring the matter to the attention of the Proctors. Your attention is drawn to the Proctors' and Assessor's Memorandum, Section 9.5, 'Conduct in Examinations', and in particular to sections 4 and 5 and the concluding paragraph of the section:

4 No candidate shall present for an examination as his or her own work any part or the substance of any part of another person's work.

5 In any written work (whether thesis, dissertation, essay, coursework, or written examinations) passages quoted or closely paraphrased from another person's work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be clearly acknowledged.

The University employs software applications to detect plagiarism in submitted examination work, both in terms of copying and collusion. It regularly monitors on-line essay banks, essay-writing services, and other potential sources of material. It reserves the right to check samples of submitted essays for plagiarism. Although the University strongly encourages the use of electronic resources by students in their academic work, any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions.

4.8 AI Policy

Oxford's overarching position on the use of AI in teaching, learning and assessment is as follows:

- The use of AI can be a supportive tool in learning, so long as that use is ethical and Appropriate.
- In some instances, academic staff, departments and colleges may give more detailed guidance on how they expect AI tools to be used (or not used) for different tasks or on specific assignments. Students should always follow the guidance of their tutors, supervisors and department or faculty.
- Whenever AI is used, similar safeguards to those relating to plagiarism should be adopted. Authors should never pass off ideas or text gleaned from AI as their own, and there should be a clear acknowledgement of how AI has been used in the work.
- Given that the output of LLMs can be incorrect or entirely fictitious, users of these tools must recognise that they retain responsibility for the accuracy of what they write.

For more information, please see the University's pages on the Use of Generative AI Tools to Support Learning and the Policy for using Generative AI in Research (which includes links to a helpful set of FAQs) **https://www.ox.ac.uk/students/life/it/genai-tools**

4.9 Intellectual Property

The University of Oxford has in place arrangements governing the ownership and exploitation of intellectual property generated by students and researchers in the course of, or incidental to, their studies. These arrangements are set out in the University's Statutes 2013 under which the University claims ownership of certain forms of intellectual property which students may create. The main provisions in the Statutes can be found in the Regulations for the Administration of the University's Intellectual Property Policy **https://www.ox.ac.uk/research/support/governance-and-committees/research-policies/oxfords-intellectual-property-policy**

5. Skills and Learning Development

5.1 Graduate Supervision Reporting (GSR)

Each term it is **compulsory** for students to write a short report on their progress on the Graduate Supervision Reporting system (GSR). Access for students is via Student Self Service **https://www.ox.ac.uk/students/selfservice**. GSR is open for student reporting in weeks 7 to 9 each term. There will be a fourth reporting window at the end of the Long Vacation, which will open for students in the last week in August. From week 10 onwards each term, the supervisor is responsible for writing a report about the student on GSR. Reports can be viewed by the student, supervisor, Director of Graduate Studies and College Advisor.

Responsibility for an individual student's progress is usually taken by the supervisor, but the reports from students and supervisors on the Graduate Supervision Reporting system (GSR) each term are also read and commented on by the Director of Graduate Studies. Unsatisfactory progress may also lead to discussion with appropriate college officers.

Students are always welcome at any time to discuss their concerns with their supervisor, secondary advisor, the Director and Deputy Director of Graduate Studies, the Head of Department or the Academic Administrator as appropriate.

The MPLS policy and notes of guidance for GSR can be found at: **https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/supervision**

5.2 Learning development and skills

The Department of Statistics organises distinguished speaker seminars usually on Fridays during term. Further information can be found at

https://www.stats.ox.ac.uk/event/1/full
Students will also attend talks, workshops, reading groups and group meetings organised by relevant research groups.
A wide range of information and training materials are available to help students develop their academic skills – including time management, research and library skills, referencing, revision skills and academic writing – though the Oxford Students website
www.ox.ac.uk/students/academic/guidance/skills.

Graduate students within the MPLS Division automatically become a member of the Mathematical, Physical and Life Sciences (MPLS) Division Graduate School. Through the Graduate School, students can view and book training provided by all MPLS departments as well as the Division, Bodleian Libraries, Careers Service, IT Services and Language Centre. **https://www.mpls.ox.ac.uk/training**

Transferable skills
The DPhil is a period of professional research training during which you will develop advanced specialist skills and knowledge, as well as broader transferable skills to equip you for a range of careers.

You are expected to engage in at least 10 days of transferable skills training per year. Engagement with transferable skills training is a requirement of your transfer and confirmation of status and you will be asked to give an account of the skills training undertaken.

Details of the Mathematical, Physical and Life Sciences (MPLS) Divisional Graduate School can be found at **https://www.mpls.ox.ac.uk/graduate-school** and graduate training, including a link to the Graduate Academic Programme, where a wide range of courses can be found.

Broadening training
All students are expected to undertake 100 hours of broadening training outside their specialist area. (EPSRC insist on this for students funded by them). A natural way to do this training (or most of it) is to attend APTS courses in your first year. Other courses are available through the Graduate Academic Programme (and elsewhere in Oxford). There are also many opportunities to attend international summer schools. Students should discuss plans with their supervisor. Students should also attend **Fridays@4** held in the Mathematical Institute.

Academy for PhD Training in Statistics **– wwwhttps://www.ukri.org/publications/ukri-open-access-policy/.apts.ac.uk *– DPhil students only***
A week consists of two modules, each of which corresponds to about 20 hours of training. It is not possible to take individual modules: applications have to be for one or more APTS week(s), where each week is a pair of modules. You can choose 0, 1, 2, 3 or 4 weeks, but note that later modules may build on earlier ones (to some extent) so attending later weeks only may not be very useful.

Each week is composed of two modules. Students attending a module are expected to engage (before attendance) in a two-week period of preparatory study directed by web-based material; this is to enable students to ensure that they have covered prerequisites necessary for the module, and to enable the module leaders to make efficient use of the training-week time. After each module there will be an assignment (exercises or mini-project), to be undertaken back in the student's home institution and to be assessed by home-institution staff.

Students should be properly prepared for each APTS week they attend. They should participate fully in the week's activities and engage appropriately with the assessment material following the week.

Applying for APTS weeks is a firm commitment to attend. If a student is given a place on an APTS week and then drops out, there is a financial cost which will be met by a corresponding reduction in the departmental travel funding available to that student during their DPhil, unless there is a compelling reason that they cannot attend. (The last minute cancellation of a place on an APTS week may cost several hundred pounds.)

Fridays@4 is a programme for graduate students, postdoctoral research associates and research fellows that covers many of the important aspects of academic life that are not addressed elsewhere. Topics include:

- How to make the most of supervisions and how best to work with your supervisor.
- How to give a good talk, how this differs depending on the audience, and what not to do when presenting your research.
- Imposter syndrome and how to manage this.
- Tips for writing grant applications and preparing job applications.\
- Careers in academia and outside academia and the route to take to apply to jobs.
- How to get involved in outreach and how to pitch your work at the right level for this.

Fridays@4 takes place in L1, Andrew Wiles Building 4-5pm and is followed by Happy Hour in the Common Room 5-6pm.

Conference Funding and Travel Expenses

Research students are entitled to claim up to £500 per academic year for their first three years of study for conference funding and travel expenses, this is where funds aren't available from their CDT or studentship funder. Students should always apply to their college for assistance as well as to the Department.

Travel Insurance

Where students are travelling overseas on University of Oxford business a University travel insurance scheme operates. Please see **https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-finance/SitePages/Travel-Insurance.aspx** for details.

University Language Centre

International students whose first language is not English are strongly advised to visit the University Language Centre to find out more about the courses on topics such as Academic Writing and Advanced Communication Skills which run during term time. These have a registration fee for graduate students. Details are available at **www.lang.ox.ac.uk/courses/english.html.**

5.3 Teaching by graduate students

Being taught to teach is regarded as a fundamental part of training for an early career researcher and an opportunity for you to engage and be integrated into the life of the Department. Students are **expected** to assist with undergraduate problems classes for statistics courses by acting as Teaching Assistants, marking student work and assisting in the class teaching for 3rd and 4th year undergraduates, and possibly also demonstrating at undergraduate/MSc practical sessions. This will be approximately 12 contact hours (paid) per year for years 1-3. This number of contact hours is the contact time in classes, it does not include preparation time, e.g. marking. 12 contact hours is the equivalent of two sets of classes and each set of classes will consist of approximately 10 to 12 students. In later years, students may act as class tutors, where they lead whole classes of undergraduate students, using problem sheets prepared by the course lecturers.

Students wishing to take on additional paid college-based teaching should check with their supervisor and the Director of Studies, Dr Neil Laws (laws@stats.ox.ac.uk), before making any commitment. This does not count towards the 12 hours of teaching the Department expects.

Information about the undergraduate course syllabuses is available in the *Syllabus and Synopses* booklets at
https://www.stats.ox.ac.uk/bammath-mathematics-and-statistics-student-resources

Anyone involved with undergraduate class teaching should attend the Class Teaching Seminar at the beginning of an academic year. Training is also available for those wishing to become Class Tutors in subsequent years. See the Mathematical Institute website **https://www.maths.ox.ac.uk/members/students/postgraduate-courses/doctor-philosophy/skills-training/training-teaching** .

5.4 Induction

In 0th week of Michaelmas Term, the week before the full term begins, students are provided with an induction programme which includes familiarisation with the Department's library and a tour of the Radcliffe Science Library; setting up Departmental computer accounts and familiarisation with the practical facilities; and a talk from the Director of Graduate Studies. Other arrangements will be made for students starting at other times of the year. Supervisor(s) will arrange more specialised induction subsequently.

5.5 The Careers Service

The University Careers Service can be found at 56 Banbury Road with a website at **www.careers.ox.ac.uk/.** It is a free service for all Oxford University students including postgraduates, and also for alumni. It provides one to one guidance, support and advice; information on occupations, vacancies and further study, feedback on CVs and application forms; and skills coaching for preparing for interviews and making applications.

5.6 Internships

The Department encourages doctoral students to spend some time in industry or other research institutions, as such placements benefit professional development and provide inspiration for research.

The Careers Service runs the University Internship Programme
https://www.ox.ac.uk/careers/internships

If you wish to take up an internship position, you need to complete the MPLS Internship Monitoring form which can be found here
https://forms.office.com/e/b8hWLswT2X

The form is intended to help students to work through the things that they should consider when taking an internship, and is subject to approval by the Director of Graduate Studies. **Students must have discussed their internship with their supervisor prior to submitting this form**. A statement from the supervisor confirming their support for the internship must be uploaded as part of the application process (a form for the supervisor statement can be downloaded from the main internship form). The internship form must be submitted, and approval secured, before starting the internship. Please do this well in advance.

If the work done during the internship is not relevant to the DPhil, and the internship spans more than 6 weeks of a term, then it is appropriate to apply for a suspension of status for that term. Application for suspension of status is better done in advance, but can be done retrospectively if necessary but the application should include the reason why.

If you aren't applying for suspension of status, and the internship is outside of Oxford, then it may be necessary to apply for a dispensation from residence. Students on visas should be advised of any work restrictions/limitations attached to their visa – in the case that the proposed internship could exceed these, they will need to contact the Academic Administrator and the Student Immigration team for advice.

Students should also be aware of intellectual property regulations and check with the Academic Administrator if they have any concern over a contract:

https://www.ox.ac.uk/research/support
https://www.ox.ac.uk/research/support/governance-and-committees/research-policies/oxfords-intellectual-property-policy

6. Student Representation, Evaluation and Feedback

6.1 Departmental representation

Each cohort of research degree students is invited to elect, soon after the beginning of the academic year, a representative who can act as a link with the staff, and in particular bring to light and discuss any problems

that might arise. The representatives of each cohort will be invited to attend the Graduate Liaison Group which meets once a term in week 3.

Research student representatives also sit on the Departmental Committee which meets once a term, the Graduate Research Committee and the Good Practice Steering Group

6.2 Division and University representation

A postgraduate research student representative attends the Divisional Graduate Joint Consultative Forum.

Student representatives sitting on the Divisional Board are selected through a process organised by the Oxford University Student Union (OUSU). Details can be found on the OUSU website along with information about student representation at the University level.

6.3 Opportunities to provide evaluation and feedback

Feedback can be channelled through the informal meetings between supervisors and students, and the informal contact that students have with the Director and Deputy Director of Graduate Studies and with the Academic Administrator.

Students on full-time and part-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at **https://www.ox.ac.uk/students/life/student-surveys.** Results from the Student Barometer survey are discussed by the departmental Graduate Research Committee.

7. Student Life and Support

7.1 Who to contact for help

Welfare
Students are always welcome at any time to discuss their concerns with their supervisor(s), secondary advisor, the Director and Deputy Director of Graduate Studies, the Head of Department or the Academic Administrator as appropriate. Support is also available via College Advisors and College Offices.
In case of illness or being otherwise unable to attend, students should contact Jonathan Whyman, the Academic Administrator.
Every college has their own system of support for students. Please refer to your College handbook or website for more information on who to contact and what support is available through your college.

MPLS Division Postgraduate Research information:
https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students

Other sources of advice and help include:
Student Counselling Service **https://www.ox.ac.uk/students/welfare/counselling/**
Oxford University Student Union **https://www.oxfordsu.org/**
Nightline **https://oxford.nightline.ac.uk/**
Current information for students – health & welfare **https://www.ox.ac.uk/students/welfare**

Harassment
The Departmental advisors on matters of harassment are Maria Christodoulou (room 3.10), email **maria.christodoulou@stats.ox.ac.uk** and Hannah Harrison (room G.09), tel. x82857, email

hannah.harrison@stats.ox.ac.uk. The University's *Policy on Harassment including Bullying* can be found at
https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/harassment-and-sexual-misconduct

Disability
The Disability Co-ordinator is Mr Jonathan Whyman (room G.09, tel. x 72870, email **jonathan.whyman@stats.ox.ac.uk**). The academic departmental Disability Lead is Dr Neil Laws (room 1.04, tel. x72597, email **laws@stats.ox.ac.uk**)**.**

For University guidance and support please refer to **www.ox.ac.uk/students/welfare/disability/.**

Mental Health First Aiders
The Department has a number of Mental Health First Aiders who you can contact, see **https://www.stats.ox.ac.uk/mhfa**

Childcare Services
Information on the University's childcare services can be found at **https://childcare.admin.ox.ac.uk/home**

University policies
The University has a wide range of policies and regulations that apply to students. These are easily accessible though the A-Z of University regulations, codes of conduct and policies available on Oxford Students website **https://www.ox.ac.uk/students/academic/regulations**

These policies include:
Equal Opportunity Policy for Students **https://www.ox.ac.uk/about/how-we-are-run/equality-diversity**
Code of conduct for using IT facilities **https://www.ox.ac.uk/students/life/it**

Financial matters
Information on fees and funding matters can be found at
https://www.ox.ac.uk/students/fees-funding/living-costs
Information on the length of time given to pay your fees can be found at
https://www.ox.ac.uk/students/fees-funding/fees/liability
Information on continuation charges can be found here
https://www.ox.ac.uk/students/fees-funding/fees/graduate-continuation-charge
Information on Maternity and Paternity leave can be found here
Student parents | University of Oxford
Information on MPLS Funding for Parental Leave can be found here
https://www.mpls.ox.ac.uk/graduate-school/funding-for-graduate-students/funding-for-parental-leave

7.2 Complaints & academic appeals within the Department of Statistics

The University, the Mathematical, Physical and Life Sciences Division and the Department of Statistics all hope that provision made for students at all stages of their programme of study will make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.

Nothing in this guidance precludes an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below). This is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available within colleges, within departments and from bodies like Student Advice Service provided by the Oxford University Students' Union (OUSU) or the Counselling Service, which have

extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.

General areas of concern about provision affecting students as a whole should, of course, continue to be raised through the Graduate Liaison Group or via student representation on the department's committees.

Complaints

If your concern or complaint relates to teaching or other provision made by the Department**,** then you should raise it with the Chair of the Teaching Committee (Dr Neil Laws) or Director of Graduate Studies (Professor Christina Goldschmidt) as appropriate. Within the department the officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. The procedures adopted by the Proctors for the consideration of complaints and appeals are described on the Proctors' webpage **https://unioxfordnexus.sharepoint.com/sites/oxintranet-education-student-support/SitePages/resources.aspx** the Student Handbook (**https://www.ox.ac.uk/students/academic/student-handbook?wssl=1**) and the relevant Council regulations (**https://www.ox.ac.uk/students**).

If your concern or complaint relates to teaching or other provision made by your college, then you should raise it either with your college advisor or with the Senior Tutor or Tutor for Graduates (as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

Academic appeals

An appeal is defined as a formal questioning of a decision on an academic matter made by the responsible academic body.

For taught graduate courses, a concern which might lead to an appeal should be raised with your college authorities and the individual responsible for overseeing your work. **It must not be raised directly with examiners or assessors.** If it is not possible to clear up your concern in this way, you may put your concern in writing and submit it to the Proctors via the Senior Tutor of your college

For the examination of research degrees, or in relation to transfer or confirmation of status, your concern should be raised initially with the Director of Graduate Studies. Where a concern is not satisfactorily settled by that means, then you, your supervisor, or your college may put your appeal directly to the Proctors.

As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are described on the Proctors' webpage **https://unioxfordnexus.sharepoint.com/sites/oxintranet-education-student-support/SitePages/resources.aspx** the Student Handbook (**https://www.ox.ac.uk/students/academic/student-handbook?wssl=1**) and the relevant Council regulations (**https://www.ox.ac.uk/students**).

Please remember in connection with all the academic appeals that:

(a) The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.
(b) The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate's performance.
(c) On no account should you contact your examiners or assessors directly.

7.3 Policies and regulations

The University has a wide range of policies and regulations that apply to students. These are easily accessible though the A-Z of University regulations, codes of conduct and policies available on Oxford Students intranet **https://unioxfordnexus.sharepoint.com/sites/OxIntranet-forStudents**

8. Facilities

8.1 Social spaces and facilities

Facilities and provisions for making tea and instant coffee are on the ground, first, second and third floors. There is also a coffee machine in the ground floor kitchen (costs of drinks are 10 or 20 pence) and some upper floors also have coffee clubs. The fridges are kept stocked with milk.

Please do not take food or drink into the LG.01, LG.02 or LG.03 lecture and teaching rooms.

Students are welcome to participate in the social and sporting activities of their college. Individual college websites give for further details about all aspects of college provision.

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

8.2 Workspace

First year students will usually be offered a computer and desk space in a shared office. All 2nd, 3rd and 4th year PGR students, including MRes students, whose primary supervisor is in the department, will all be treated in the same way and given either a “priority desk” or “hotdesking” allocation. All available student desks, with the exception of G.05 and designated hotdesks on upper floors, will be allocated to those who come in most frequently (using the SALTO card reader data). Any remaining students, without a “priority desk” allocation, will be designated a hotdesking allocation.

8.3 Libraries

The Department of Statistics has its own small library in LG.05 (lower ground floor). A current University card is required for registering and for entry to the Statistics library.

Most of the departmental books and journals are catalogued on SOLO, the University’s on-line catalogue. SOLO can be accessed through the library terminal. The lending books are currently undergoing a process of re-shelving using **Library of Congress** classifications (eg QA274 for Probability and QA276 for Mathematical Statistics). Shelves have been marked accordingly.

The other library sections are as follows:
100. White spine labels - Main statistics lending section
200. Yellow - Probability and operational research
300. Green - Genetics and Biology
400. Orange - Mathematics and computation
700. Gold - Reference only. These books may not be borrowed.
The books in each of the main sections are in alphabetical order of the surname of the first author or editor.

Dissertations and theses are for reference only.

Books are borrowed on a self-issue basis by scanning into the self-issue computer firstly the barcode from the reader’s University card, and then the barcode sticker inside the front cover of the book to be borrowed. Each book borrowed **must be recorded** on the self-issue computer in the library. Stolen books have to be replaced, reducing the budget for new books.

Books should be left in the **returns box** in the library. If books are overdue then reminder notices will be sent out by email. If a book is reserved by another reader or needs to be recalled then a reader may receive a notice, again by email.

Reservation requests can be made via SOLO, the University's library catalogue. Reserved books can be collected from Hannah Harrison in G.09.

Research students can borrow books for four weeks and then can be renew them online unless recalled by the library. Loans may be renewed either by using SOLO before the due date, by checking them out again, or by e-mailing lib@stats.ox.ac.uk

Breaches of library rules may lead to suspension of borrowing privileges, fines or suspension from the use of the library.

- Every book borrowed must be recorded on the self-issue computer in the library. Books must be returned by the due date or renewed. Any book recalled by the library must be returned as soon as possible.

- Returned books must be replaced in the returns box. A reader is responsible for a book until it is returned to the library.

- Replacement costs will be charged for lost, damaged or defaced books.

- The library self-issue and catalogue computers **must not** be unplugged or switched off.

- Personal belongings should not be left unattended in the library at any time. Any such items will be removed. The Department will not be responsible for personal belongings which are stolen or damaged.

- Photocopies may only be made in compliance with copyright law.

The University Card also serves as a library card and will allow access to the Radcliffe Science Library (RSL) in Parks Road, and also the Social Studies Library, Manor Road.
The Physical Sciences Librarian with responsibility for the statistics collection in the RSL is Rachel Scanlon (email rachel.scanlon@bodleian.ox.ac.uk). A specific training session for statistics research is held in Hilary Term.

College libraries may also be useful although access is usually restricted to members of that college. However, Nuffield College Library has a good collection of Statistics books which can be borrowed by research students across the University.

Links to the University's e-resources, including electronic journals can be found at **https://www.bodleian.ox.ac.uk/english/eresources** or via SOLO.

8.4 IT

If you need help with IT, please contact **ithelp@stats.ox.ac.uk**.

Courses, particularly those on high-level programming languages, which are provided by the University's IT Services in Banbury Road may be of interest to students: **https://www.ox.ac.uk/about/digital/training-and-skills**

Information on departmental IT can be found at **https://www.stats.ox.ac.uk/it-support** along with details of how to use your laptop on the Oxford Wireless LAN.

The Department, including the IT computing laboratory (LG.02). Wireless access is provided throughout the Department. The Department also has its own computing support team if there are problems with equipment or software (email ithelp@stats.ox.ac.uk).

Individual photocopying/printing accounts are set up by the IT staff. Access to the machines in the buildings is then available by means of your university card number. Copyright law applies. A comb binding machine is available in LG.02.

It is the policy of the MPLS Division that all departments will ensure that PGR students have access to adequate personal computing resources to enable them to work effectively on their projects. The computing facilities provided will necessarily vary from department to department and group to group, dictated by specific needs for that group and the tools required.

You should discuss what computing facilities are available to you with your supervisor(s). If you are unhappy with your computing provision, you should let your supervisor(s) know, and if this issue is not resolved satisfactorily, you should raise the issue with the Director of Graduate Studies.

8.5 Computer equipment

All laptops and other equipment purchased by the University remain its property. As such all must be returned to IT if either (i) it is no longer required; or (ii) at the end of the individual's course or employment.

8.6 Department of Statistics - General information

Access to 24-29 St Giles'
The Department's building at 24-29 St Giles' is accessible by the University card 24 hours a day, 7 days a week including bank holidays; administrative staff are on duty from 9.00 am to 5.00 pm (Monday to Friday).

Care of Buildings
As there is no caretaker for the building, we ask all users of the building to help with security. Please leave doors secure and follow the security notices. Please report any building problems needing attention to **buildings@stats.ox.ac.uk**.

Recycling is encouraged. Paper, cardboard, drinks cans, food tins, plastic bottles and marked plastic items (recycling types 1,2,3,5 or 6) should be put in the green topped recycling bins. All recyclables must be empty or rinsed out. No food or liquid should be put in the recycling bins. There is one bin for glass with a turquoise topped lid, please ensure that you use the correct bin. There are compose bins around the department for organic waste.

Please avoid using the lift out of general office hours, if possible.

Post
Pigeonholes on the ground floor are appropriately marked for department members and graduate students. ***University Messenger Service*** collects and delivers mail for the departments and colleges of the University. Items can be left for collection in the tray in Reception.

Telephones
You can use MS Teams for telephone calls both within and outside the University.

Bicycle shed
There is a bicycle shed at the rear of the building which you may use. Access is via your university card. Abandoned bicycles will be removed. There is a bicycle pump available at Reception if you need to inflate your tyres.

Lost property
Items which have been found are lodged at Reception. Uncollected items are disposed of at the end of each term.

Emergencies, security and safety

Fire:
Please read the blue fire-action notices posted in the buildings and familiarise yourself with the escape routes. If there is a fire emergency, immediately break the glass on the nearest fire alarm point and then call both Security Services (89999) and the Fire Brigade ((9)999). Operate extinguishers only if this does not put you at risk and otherwise vacate the building immediately.

On hearing the fire alarm ringing please leave the building immediately. **DO NOT** stop to pick up your belongings. The assembly point is on the corner of the Physics building in Keble Road. Do not re-enter the building until told by someone in authority that it is safe to do so. Someone in authority means either the Head of Department, the Administrator, Deputy Administrator, or in their absence a fire officer.

Security:
Theft of personal items does occur from time to time. It is important to remain aware of this and help maintain the security of the buildings. Personal belongings should not be left unattended at any time.

The University Security Service can be reached by phone on 89999.

First Aid: lists of qualified First Aiders are posted on each floor and there is a First Aid Kit in the ground floor kitchen. Out of hours, please phone 89999 for first aid assistance. For an ambulance phone (9)999.

Fires, security alerts and serious accidents must be reported to the Administrator or Deputy Administrator and the scene of report must remain undisturbed.

Department of Statistics
University of Oxford
24-29 St Giles'
Oxford
OX1 3LB

Tel: +44 1865 272860 (Reception)
Departmental web-site: **www.stats.ox.ac.uk/**

Emergency telephone numbers (from any phone) are:
UNIVERSITY SECURITY SERVICES: 89999
FIRE BRIGADE, AMBULANCE SERVICE, POLICE: (9)