Provision for Graduate Research Students in the Department of Education

1. What arrangements will be put in place for supervising my work?
You will normally have two named supervisors who will have overall responsibility for the direction of your work on behalf of the department. They may share supervision responsibilities, or one may act as first and one a second supervisor, as agreed on a case-by-case basis. In your first term you should meet with your supervisor(s) not later than the second week of Full Term and then typically, you should expect to have individual meetings with your supervisor(s) for one hour not less than three to four times each term. The frequency may vary according to the time of year and according to the stage you are at in your research programme.

2. What induction arrangements will be made?
Over the summer period before your first term you will receive an induction pack of essential information and guidance, including some preliminary reading lists. The main induction to the department is in the week before the start of Michaelmas Term (usually the first full week in October), when you will be introduced to the Department, its courses, staff and students. During that induction week you will meet with your supervisor to discuss your studies, and your supervisor(s) will arrange more specialised induction during the early weeks of the term. You will also be involved in extensive College induction activities.

In addition, all students are invited to attend a Divisional induction event through the Social Sciences Doctoral Training Centre later in October, which you are strongly encouraged to attend.

3. What workspace will be provided?
The Department aims to provide shared workspace for second and third year research students who request space, and for some students in their fourth year, in addition to Library workspaces. In addition there may be desk space available to students to use for shorter periods if appropriate.

4. What IT (Information Technology) support and library facilities will be available?
The Department has two ICT technicians to support students and staff. Where possible, requests for support should be made by email. You will have access to the Bodleian Education Library, in addition to all the other Oxford University libraries. You will also be able to access electronic resources, including full text e-resources, subscribed to by the library service. All course materials, administrative forms and any other information you need about the department is available on Weblearn, the University’s Virtual Learning Environment. The Department offers a number of training workshops on the use of the library and IT systems, and provides excellent support for students in bibliographic and related resources. One-to-one assistance in using the library resources is also available. Wifi internet access is provided in all public spaces.

5. What research seminars will be available?
The Department has a rich and varied programme of research seminars and lectures in which research students are expected to participate. Its research groups (see Department website) provide opportunities for research students to discuss work in progress; and we encourage all doctoral researchers to regularly present their own work. You will also have the opportunity to attend seminars and lectures across the University relevant to your research.
Departmental seminars bring research students together with academic and other research staff in the department to hear about on-going research, and provide an opportunity for networking and socialising. Our annual poster conference (in October) and research students’ conference (in March) provide opportunities for students to meet each other, discuss their research and meet socially with other students and staff. There is also regular Work-in-Progress events organised for research students by the Student Liaison Coordinator. There are also many other research seminars available within the Social Science Division and across the University.

6. What access to research funds will be available?

There are a number of different scholarships and studentships available within the department and its associated research centres, and all are awarded on the basis of academic merit. As well two Economic and Social Research Council quota awards, the department also occasionally awards part-funded DPhil studentships. All funding opportunities are advertised on the department’s webpages.

7. Will there be any additional costs associated with the programme?

Most research projects involve a period of fieldwork, and it is likely that there will be additional travel and subsistence costs associated with this. Students can apply to the department for a £100 research expenses bursary each year. The department also pays for the travel insurance of all students. Most colleges have travel grants and other sources of research funding that students can apply to.

8. What formal skills training will be provided?

All research students are registered first as PRS (Probationer Research Student) and receive a comprehensive training in a range of research methods relevant to the field of education. We take into account prior training and experience and in their first weeks all PRS undertake a Skills Review and Training Needs Analysis in order to plan a personalised professional development programme. All research students present and gain feedback on their research proposals and written work each term during this first year. They also prepare a portfolio of work and develop their research proposal that is assessed in a ‘transfer of status’ viva at the end of the 3rd or beginning of the 4th term.

In addition the Department offers more advanced and specialised courses and support for research students in the 2nd and 3rd year (for example Advanced Qualitative Data Analysis, Quantitative Specialist Interest Group).

Under the auspices of Doctoral Training in the Social Sciences, there are also opportunities to access advanced and specialist research training provided elsewhere in the division and University. Further information on these opportunities is available on the Research Methods hub page of the DTC Website, and you can enrol via the Student Enrolment System.

The Social Sciences Division organises an Academic and Professional Development Programme covering a range of relevant generic transferable skills and which research students are encouraged to attend. Details of the programme are available via the Student Enrolment System (SES) in WebLearn.

Information about training and other courses offered across the University is available through the University’s Graduate Training WebLearn site.
9. **What opportunities will be available for developing teaching skills (for second and third year graduates)?**

   The department offers occasional teaching opportunities for second and third-year doctoral students. These opportunities are limited, although there may also be possibilities for getting voluntary teaching experience.

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

    **Department:**
    The Department has a common room for all students and staff, offering a place to meet and talk. All students are invited to a weekly Wednesday morning departmental coffee-morning. Most seminars are followed by refreshments, giving students a chance to meet visiting speakers. There are also other regular events, parties and opportunities to network and socialise.

    **College:**
    Many colleges will be able to provide you with at least one year’s accommodation. Generally speaking your college will provide meals throughout the year, but provision will vary from college to college, especially during vacations, and you will need to familiarise yourself with your college’s arrangements. In addition there are usually self-catering facilities available in graduate accommodation. You will be a member of the Middle Common Room, or equivalent, of your college, which is the main social centre for graduates. The MCR provides a common room and usually organises a programme of social events throughout the year.

    The college will also provide a bar, some computing facilities and a library, and may often have dedicated funds for research (conference and field grants). It also represents the interests of its members to the college through an elected Committee or through elected representatives to College Committees. Again, details will vary from college to college. Graduates are also welcome to participate in all other social and sporting activities of the college. Please see individual college websites for further details of college provision.

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

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

    **Department:**
    Within the Department, your supervisor, the Director of Graduate Studies and the Higher Degrees Administrator are all available to offer support or to advise you on where to get appropriate support. Weblearn provides detailed information of how to get support and where to go for information and guidance.

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

12. **What opportunities exist for undertaking work experience or internships?**

The department encourages PGR students to gain appropriate work experience or internships as appropriate during their DPhil studies, and a number of opportunities are available.

13. **What arrangements are in place for gaining the views of research students?**

Individual student feedback is sought regularly through such means as taught course evaluation forms. Students are represented on all relevant committees. The Joint Consultative Forum (JCF) in the Department is chaired by a research student, and provides a channel through which students’ views and concerns can be brought to the attention of Academic Committee and the Departmental Board.

At divisional level, there is a PGR Discussion Forum, made up of student representatives from each department. The Department's JCF nominates representatives for the PGR Discussion Forum. Issues raised by this body are reported to the division’s Graduate Studies Committee. The views of research students are also sought by means of a centrally administered questionnaire called the Student Barometer.