RESEARCH STUDENTS IN THE DEPARTMENT FOR CONTINUING EDUCATION

Statement of Provision

In recent years Oxford University’s Department for Continuing Education (OUDCE) has introduced a number of postgraduate courses at DPhil level. This is in line with its commitment to provide flexible access to study for those whose family or work commitments prevent them from studying full time. The opportunity to study in this way will often provide an adjunct and enhancement to an existing professional career, as well as allowing academic development. The courses are studied on a half-time basis, that is, at fifty percent of the time it takes to obtain a full-time DPhil. They are currently in four areas:

- Archaeology
- English Local History
- Evidence Based Healthcare
- Software Engineering

The Department undertakes that it will continue to give serious attention to the academic training and skills provision offered to research students on its courses. This statement sets out what a research student in the Department may expect in the way of academic and other support.

Postgraduate Research provision

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

You will have (a) named supervisor(s), who will have overall responsibility for the direction of your work. Part-time postgraduate research students should expect to be in regular and frequent direct or e-mail contact with their supervisor, and to meet them on a face-to-face basis normally not less than once a term.

2. What induction arrangements will be made?

Your supervisor will arrange a one-to-one induction to your programme of study.

3. What workspace will be provided?

A significant number of part-time research students work and study away from Oxford. You will need to ensure that you have a satisfactory workspace where you undertake your studies. When in Oxford you will be able to use the library facilities at Rewley House, where students can work; you will also have access to a computer room. You may, where appropriate, also have access to facilities provided by your subject area Department.

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1 NB: No new admissions are being made currently to the DPhil in Evidence Based Healthcare or Software Engineering.
4. What formal graduate skills training will be provided?
You will create a Personal Development Plan (PDP) with your supervisor early on in your studies, which will identify your particular training needs.

You will have the opportunity to attend various training skills sessions, such as Presentation Skills, at appropriate stages of your graduate studies. There is a Skills Portal online at [http://www.skillsportal.ox.ac.uk/](http://www.skillsportal.ox.ac.uk/) which has links to other skills training provision.

5. What arrangements for accommodation, meals and social facilities, will be made, on a year round basis?
As a member of the Department for Continuing Education, you will be welcome to use the dining facilities at Rewley House.

Generally speaking your college will provide meals throughout the year, but provision will vary from college to college, especially during vacations, and you will need to familiarise yourself with your college’s detailed arrangements. 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 library², and may often have dedicated funds for research (conference and field grants). It also represents the interests of its members to the college through an elected Committee or through elected representatives to College Committees. Again, details will vary from college to college. Graduates are also welcome to participate in all other social and sporting activities of the college. Please see individual college websites for further details about all aspects of college provision.

6. What arrangements are in place for pastoral and welfare support?
Departmentally, on matters of welfare support, you should approach in the first instance your supervisor or the Director of Studies for your DPhil programme. If either your supervisor or the Director of Studies is unavailable, or it would be inappropriate to consult them on a particular matter, you would be able to approach the Department’s Director of Graduate Studies (DGS), currently Dr Angus Hawkins, who will be available to offer support, as will the Student Support Officer.

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

² In the case of Kellogg College, library and catering, including bar, facilities are currently provided in the Department for Continuing Education’s premises, Rewley House.
Student Counselling Service which offers assistance with personal, emotional, social and academic problems.

7. Which research seminars will be available?
You will have access in Oxford to all seminars provided by particular research groups relevant to your areas of interest. If you are unsure, you can check with your supervisor and the organisers, who will be happy to advise.

8. What access to research funds will be available?
For certain DPhil programmes you can apply for research council funding, as follows:
- the part-time DPhil in English Local History is eligible for AHRC support for fees only and postgraduate training skills support (which is paid direct to the Department or University);
- the part-time DPhil in Archaeology is eligible for AHRC support for fees only and postgraduate training skills support (which is paid direct to the Department or University);
No departmental research funds are available through OUDCE. Your college may have bursary funds for research students, but for further information you should consult your college.

9. What opportunities will be available for developing teaching skills?
The University is committed to helping research students who aspire to academic careers develop their teaching skills, and has established the Centre for Excellence in Preparing for Academic Practice. The Centre will help facilitate teaching opportunities for part-time research students, where this is practicable. Part-time research students who do not live in Oxford, or within easy travelling distance, should recognise, however, that it may not be possible to undertake tutorial teaching of undergraduates during their period of study.