Graduate Research Student Handbook 2025-2026

Table of Contents

WELCOME TO THE DEPARTMENT OF PSYCHIATRY!

Welcome to the Department of Psychiatry! We hope you have a very rewarding time here as a graduate student. This guide is intended to provide some general information about the Department and things you will need to know as a graduate student. It is not comprehensive, so please don't hesitate to reach out if you have questions or need further information.

The Department of Psychiatry is based in the Warneford Hospital and is part of the Medical Sciences Division (MSD). Our mission is to conduct world-class research, teach psychiatry to medical students, develop future researchers in our graduate programme and promote excellence in clinical practice. We work in close collaboration with clinical services particularly Oxford Health NHS Foundation Trust and the Oxford University Hospitals NHS Trust.

You can read more about recent research highlights, key successes and our ongoing work to make the department an inclusive and inspiring place to work/study in our Departmental Annual Review.

The Department currently offers two graduate research degrees:

- **DPhil in Psychiatry**
- **MSc by Research in Psychiatry**

Both degrees are available on a full-time or part-time basis.

Arrival in Oxford

An in-person induction day will be held in the Department on **Monday 6th October, from 9:30am to 4:00pm**. We expect all new students to attend the full day. During the day, you'll be introduced to key members of the Department and receive important information about your course. You'll also have the chance to meet and connect with other students in your cohort.

By this stage, you should already know who your supervisor is. We encourage you to contact them as soon as you arrive in Oxford to arrange an initial meeting. Your supervisor will advise you on where you will be based within the Department and help you settle in.

Key Contacts

Professor Belinda Lennox is the Head of Department. She provides academic and strategic leadership to the department and is committed to fostering and positive and inclusive workplace culture. Look out for her at the monthly Head of Department briefings, which are open to all staff and students. These briefings are a chance to come together as a department to welcome new starters, highlight upcoming events and celebrate successes.

David Hyland is the Head of Administration and Finance. He and his team look after departmental finance; personnel issues; building-related matters and other departmental administration.

[Professor Susannah Murphy](#) is the Director of Graduate Studies. She ensures the quality and smooth running of graduate courses by overseeing admissions, supervision, student support, academic standards, and acting as a key point of contact and advocate for graduate students within the Department.

[Tracy Lindsey](#) (Academic Administration Manager) and [Suzanne Williams](#) (Graduate Studies Administrator) are the administrative team who provide support with graduate study related issues. They should be the first point of contact if you have any queries about the administration of your studies. They can be contacted on graduatestudies@psych.ox.ac.uk.

[Miles Beaumont](#) is the Finance Manager. He can assist with issues to do with studentships, research expenditure, and Research Training Support Grants.

Other useful contacts

Clinical Research Governance Coordinator: [Tasneem Ritchie](#). Tasneem can give advice on matters relating to ethics and research governance, sponsorship, and research integrity. She runs a monthly research governance surgery, where you can book a 15-minute appointment.

IT Manager: [Wayne Davies](#). [There is a wealth of IT support information available online](#). If you need support from Wayne, you can email ithelp@psych.ox.ac.uk.

Reception: [Geri Campbell](#). Reception can assist with booking rooms, greeting visitors, post, and signposting other queries. They can be contacted on reception@psych.ox.ac.uk or just by popping by the desk.

Communications Manager: [Lisa Jones](#). Lisa supports the Department with both internal and external communications. She is the person to contact if you have an item of news for the departmental newsletter or if your research is likely to attract media attention when published.

Information Governance and Systems Officer: [Paul Semple](#). Paul is responsible for information governance and procedures. He is able to advise on safeguarding sensitive data, compliance with data protection regulations, and information security.

Buildings and Facilities Manager: [Piotr Szkonter](#). Piotr is responsible for the smooth and safe running of the building. He is the person to contact if something is broken, or if you have any health and safety concerns.

Medical Sciences Graduate School Handbook

All of the key information you will need about your graduate studies can be found on the Graduate School pages of the MSD Canvas site. We strongly recommend you have a look at these pages and refer to them regularly during your studies:

https://canvas.ox.ac.uk/courses/22105

Mailing lists

You will automatically be added to the Department of Psychiatry mailing list. Each Monday, a *News Digest* is sent to this list with updates on upcoming seminars, social events, and other departmental news. It's worth taking a moment to read through it so you don't miss any important information or opportunities.

You'll also be added to the **graduatestudentspsych** mailing list, which we use to share information specifically for graduate students.

There are regular 'coffee and cake' meet-ups and monthly pizza nights for Early Career Researchers and students. This is a great opportunity to get to know other people in the department. For updates and Outlook invites for events, please sign up to the mailing list by sending a blank email to psychecr-subscribe@maillist.ox.ac.uk.

Depending on your research area, there may be additional mailing lists that are useful to join—ask your supervisors or members of your research group for recommendations.

RESEARCH DEGREE MILESTONES

All students—both DPhil and MSc by Research—are initially admitted as Probationary Research Students (PRS). DPhil students must complete two key milestones: **Transfer of Status** and **Confirmation of Status**. MSc by Research students are only required to complete the **Transfer of Status** before progressing directly to thesis submission.

We hold annual information sessions on both Transfer and Confirmation of Status. Details and calendar invites are circulated via the *graduatestudentspsych* mailing list. While all the essential guidance is available online, these sessions offer a valuable opportunity to ask questions directly to the Director of Graduate Studies, the Academic Administration Manager, and - when possible - a student who has recently completed the milestone.

Transfer of Status

All students are initially admitted as **Probationary Research Students (PRS)**. Transfer of Status to **DPhil** or **MSc by Research** is a **mandatory milestone** and must be completed **by the end of your fourth term**. This important assessment ensures you have established a sound foundation for your research project.

N.B. Timings for part-time students are doubled, i.e. 1 full-time term = 2 part-time terms.

The process:

- Submission of a **written report**
- Completion of an **online application form** ([GSO.2](#)) prior to your assessment
- A **viva voce** examination with two internal assessors

Guidance and forms:

- [Transfer of Status – DPhil](#)
- [Transfer of Status – MSc by Research](#)

Possible Outcomes:

1. **Transfer approved** with no conditions
2. **Transfer approved** subject to a satisfactory written response to the assessors' report
3. **Transfer deferred** – student must reapply and make a second attempt within one term

If your outcome is (2) or (3), you will receive a written report from the assessors outlining the issues that need to be addressed.

- For outcome (2), you will need to submit a written response within two weeks.
- For outcome (3), you will have **one additional term** to reapply and complete the process.

Once transferred, MSc students may apply for permission to submit (supplicate) for the degree **no earlier than the 3rd term and no later than the 9th term** after admission.

Confirmation of Status

Confirmation of Status is the final milestone before submitting your DPhil thesis. It serves two key purposes:

- To assess your progress since **Transfer of Status**
- To support you and your supervisor(s) by ensuring the Department is aware of your research direction, current progress, and expected timeline for submission

This assessment should ideally take place in your **8th term** and **must be completed by the end of your 9th term**.

N.B. Timings for part-time students are doubled, i.e. 1 full-time term = 2 part-time terms.

The Process

- You will deliver a **brief presentation** followed by a **viva** with two internal assessors.
- Before the assessment, you must complete the **online application form** available here: [Confirmation of DPhil Status – Guidance](#)

Possible Outcomes

1. **Confirmation of DPhil status with no reservations**
2. **Confirmation with conditions** – e.g. a written response, completion of training, or other action as specified in the assessors' report
3. **Second attempt required** – to be completed within one additional term

If the outcome is (2) or (3), you will receive a **written report** from your assessors explaining the outcome. You will either:

- Submit a written response within **two weeks,** or
- Complete a second attempt **by the end of the following term**

Note: Assessors' reports are typically provided only if the outcome is (2) or (3).

Submission of thesis

An MSc thesis can be submitted between the 3rd and 9th terms after admission and a DPhil thesis between the 6th and 12th terms. The Department recommends that DPhil students try to submit within 9 terms.

Maximum Submission Date: The University expects a DPhil thesis to be submitted within **12 terms** and an MSc by Research to be submitted within **9 terms**. This is known as your "Maximum Submission Date". Many students submit their thesis earlier than this, but this is the latest you can submit without an extension. For part-time students, the Maximum Submission Date is usually 24 terms (DPhil) and 18 terms (MSc by Research). If you are not sure what your Maximum Submission Date is, you can check with the Graduate Studies Team by emailing: graduatestudies@psych.ox.ac.uk.

Extensions: In exceptional circumstances, DPhil students may apply for extensions, up to a **maximum of 6 additional terms** (totalling **18 terms**). MSc by Research students may apply for extensions up to a **maximum of 3 additional terms**. Each extension request must include a clear explanation of the reason for the request and support from your supervisor, college, and department. Note: The Medical Sciences Division (MSD) Board typically grants extensions **one term at a time**. Further extensions require a new application.

Students with Research Council Funding: If you are funded by a Research Council, it is essential that you know your expected thesis submission deadline and submit on time or ensure that **any suspension or extension** is formally approved by both the **Research Council** and your department—even if funding has ended. Maintaining compliance is crucial for the continuation of studentships for future cohorts.

Submitting Your Thesis: All DPhil theses must be submitted **digitally** via the **Research Thesis Digital Submission (RTDS)** portal. Thesis Submission Guide

- Do **not** submit printed copies
- If your examiners request a printed version, it will be arranged by the **Examination Schools**

Appointment of Examiners
Before submitting your thesis, you must complete the **GSO.3 form** to request the appointment of examiners. Please read the accompanying **Guidance Notes for Research Examinations (GSO.20a)** before completing the form.

The process is initiated by the student via the **Student Self-Service** portal. Once submitted, the form is routed electronically for approval by:

1. Your **supervisor**
2. Your **college**
3. The **Director of Graduate Studies (DGS)**
4. The **Medical Sciences Board**

You should submit the GSO.3 form **at least 6 weeks before your thesis submission.** This allows time for examiner approval and formal acceptance by the Examination Schools, who issue invitations. Your thesis cannot be sent out for examination until this process is complete.

Viva Voce
It is the responsibility of the **internal examiner** to organise your viva examination. They should normally contact you to arrange a date **within one month** of receiving your thesis. If no date is confirmed within that timeframe, the **Research Degrees Team** will follow up with your examiners directly.

You should not contact your examiners directly, except to coordinate the viva date once they have reached out to you.

On average, the viva takes place **around eight weeks after thesis submission**.

SUPERVISION

Supervisors

You will have at least two named supervisors, though you may have more. Additional supervisors may be added as your project evolves. These supervisors are responsible for overseeing the academic direction of your research. Your relationship with your supervisors plays a central role in your academic experience. It is important that this relationship is constructive and based on clear mutual expectations. From the outset, you should understand your supervisors' responsibilities to you, as well as your own responsibilities to them. These roles and responsibilities are detailed in the [Code of Practice for Research Student Supervisors in the Medical Sciences Division](#).

Meetings and Communication

It is essential to meet regularly with your supervisors to review your research progress and discuss your training needs. In one of your initial meetings, you should agree on the frequency and format of supervision meetings – for example, whether you'll meet weekly or bi-weekly, and whether meetings will be held in person or online. While the appropriate frequency may vary based on individual student needs and the nature of the research project, most supervisors meet with their students every 1–2 weeks. The [Code of Practice for Research Student Supervisors in the Medical Sciences Division](#) specifies that formal meetings to review research progress, evaluate work plans including skills training, and discuss the content of supervision reports must take place at least once per month.

Changing Supervisors

In some cases, it may be appropriate to change your supervisor or co-supervisor. This could be due to evolving research interests or other academic considerations. If you believe a change might be beneficial, you should first discuss the matter with your current supervisor, your proposed new supervisor, and the Director of Graduate Studies as early as possible.

Occasionally, challenges may arise in the supervisory relationship. Please don't feel you have to manage this on your own. If you experience difficulties, you are encouraged to contact the Director of Graduate Studies who is available to listen, offer advice, and work with you to find the best way forward.

Progress Reports (Graduate Supervision Reporting)

Graduate Supervision Reporting (GSR) is used by graduate students, supervisors, college advisors, and Course Directors/DGSs to review students' academic progress 4 times per year (once per term and another window during the Long Vacation). Access to GSR for students is via [Student Self Service](#). Students are sent a GSR automated email notification with details of how to log in at the start of each reporting window, and who to contact with queries. More information can be found here: [GSR Reporting via eVision](#). These reports are a valuable way to chart your progress and, if appropriate, to document any concerns that need to be addressed. Your self-assessment report will be used by your supervisor(s) as a basis to complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and

plans for the term ahead. GSR will alert you by email when your supervisor/DGS has completed your report and it is available for you to view.

TRAINING AND CAREER DEVELOPMENT

Training Needs Assessment

As part of the University's commitment to supporting your development of both research and transferable skills, you are **required to complete a Training Needs Analysis (TNA)** at least once a year.

The TNA helps you:

- Identify the skills you wish to develop throughout your research journey
- Monitor your progress across the course of your degree
- Strengthen your career planning and employability
- Highlight any gaps in training provision that the Department or Division may need to address

Completion of the TNA is **compulsory for all research degree students**.

When to Complete the TNA

You must complete the TNA form in discussion with your supervisor(s) **at least once per year**, including at the following key stages:

- **In your first term**:
  Complete the TNA and upload it alongside your **Graduate Supervision Reporting (GSR)** report.
  The web form is available in the *Supervision Reporting* section of [Student Self Service](#).

  Note: During your first term, you are also required to complete these mandatory online courses:

  - [Research Integrity: Core Course](#)
  - [Avoiding Plagiarism](#)
  - [Information Security and Data Protection course for students](#)
  - [Health & Safety Basics eLearning](#)
  - [Consent for Students](#)

  Depending on your research area, you may also need to complete Good Clinical Practice and/or Human Tissue Act Training – please check with your supervisor if this is needed.

- **When applying for Transfer of Status**:
  A TNA form is embedded in the **GSO.2 MSD Transfer of Status** application form. Alternatively, you may complete the TNA via the web form in the GSR area and attach a PDF copy to your application.
- **When applying for Confirmation of Status (DPhil only)**:
  A TNA form is included in the **GSO.14 MSD Confirmation of Status** application. As with Transfer, you may instead complete the web form and attach a PDF version to your application. At this stage, the Medical Sciences Board expects to see evidence of

training completed (listed in the second column of each section) and a reflective summary of your career development in the final section.

Tips for Completing the TNA
You are strongly encouraged to provide **specific examples** of any training or relevant experience you've had in each skill area. This not only helps track your development but also ensures the analysis is meaningful and actionable.

Skills Training Programme

The University of Oxford has extensive training programmes, most of which are available at no cost to all graduate students and research staff across the university, which we strongly recommend you attend. As a guideline, the **UK Research Councils recommend** that graduate students dedicate **at least 10 days per year** to skills training, although you may need to spend much more than this depending on the needs of your project(s). It is really important that you spend time with your supervisor identifying your specific training needs and mapping out a plan to address these.

- The Medical Sciences Skills Training Programme offers an extensive range of over **80 courses and seminars.** The programme consistently receives **excellent feedback**, with **over 80%** of attendees recommending it as a valuable use of time.
- Oxford IT Services offers many different digital skills courses which cover both research directed training (e.g. R Programming for Statistics and Data Science) and general organisation tools
- The department runs a four-day statistics course for current graduate students (usually in January), which is delivered by the Department of Statistics. We have been running this course for the past few years in response to student feedback that there is a need for tailored statistics training.   Although there are many stats courses available, by running our own course with a small group, we can ensure that the content is well tailored to the needs of our students. We have received very positive feedback from students who have attended this course in previous years.
- There may be training courses that are specific to your research topic and the skills that you need to develop (e.g. MRI analysis). Your supervisors will be able to advise where to access this training (see future section on expenditure and funding).

Seminars

The department regularly hosts research seminars and talks, which all students are encouraged to attend. Even if the topics fall outside your specific research area, these events provide a valuable opportunity to learn about broader developments in the field.

Department Seminars

These are held on Tuesday mornings during term time, from 9:30 to 10:30 am, in the Seminar Room. The seminars have a hybrid format, with a Zoom link circulated in advance. These seminars are open to the entire department, and everyone is encouraged to attend. Full details of upcoming seminars are circulated in the Monday News Digest and can be found here: Department Seminars

Departmental Research Meetings

These informal meetings take place on Wednesday lunchtimes from 1-2 pm in the Common Room, with lunch provided by the Department from 12:45 pm. All are welcome to attend. In these sessions, researchers present funding proposals in development for feedback and advice. They also serve as platforms for training events and internal data presentations. These meetings are advertised via the psychiatry mailing list and are included in the Monday News Digest.

Child and Adolescent Seminars

Details of the Child and Adolescent Mental Health Seminar Series can be found here: [Child and Adolescent Seminars](#)

AI for Mental Health Seminars

Details of the AI for Mental Health Seminars can be found here: [AI for Mental Health Seminars](#)

Eudaimonia and Flourishing Seminars

Details for [Interdisciplinary talks at Centre for Eudaimonia and Human Flourishing - Oxford Talks](#)

Neuroscience Seminars

To receive a monthly summary of all the Neuroscience relevant talks across the University, you can subscribe to this mailing list: [Neuroscience Events Digest](#)

Other Seminars at Oxford

Many other departments across Oxford offer seminars that may also be of interest, such as those at the Department of Experimental Psychology and the Oxford Centre for Integrative Imaging (OxCIN). Please talk to your supervisor about which seminars are most relevant for you to attend.

Student Research Seminars

Effective presentation skills are crucial for advancing in an academic career. To support this, we organise termly Student Research Seminars specifically for MSc and DPhil students in the department. In these seminars, 2-3 students present brief research talks to their fellow postgraduates. These seminars are held at lunchtime, with lunch provided by the Department. The format encourages interaction between students from different research groups and provides a great opportunity to practice a presentation ahead of a conference or your Transfer or Confirmation of Status.

Committee Membership

We strongly encourage all students to take part in departmental committees and working groups during their time here. It's a great way to connect with the wider department and ensure that the student voice is heard in key decisions, as well as develop your citizenship skills.

Student Working Group

This is a student-led group that reports to the Department's People and Culture Oversight Committee. It plays a vital role in shaping the student experience by organising social events,

career development opportunities, and wellbeing initiatives, and by contributing to broader departmental culture work. The group meets every two months and has a termly budget to support its activities. If you're interested in joining, please contact susannah.murphy@psych.ox.ac.uk.

People and Culture Working Groups
Our department is committed to building a positive, inclusive working environment. There are several themed working groups—covering race equality, family-friendly and flexible working, mental wellbeing, career development, and disability and neurodiversity—which all report to the People and Culture Oversight Committee, chaired by Professor Catherine Harmer, Associate Head of Department for People and Culture. Everyone is welcome to join these working groups. If you would like to get involved, you can email the chair of the working group directly. Find out more here.

Graduate Studies Committee
This committee meets once a term to oversee postgraduate matters in the Department. Two student representatives sit on the committee each year, and you'll have the opportunity to nominate yourself for one of these positions.

MSD Graduate Joint Consultative Committee (GJCC)
The GJCC discusses issues relevant to all graduate students across the many departments which make up the Medical Sciences Division. We will invite students to represent the Department of Psychiatry on this committee when opportunities arise.

Clinical Academic Working Group
If you work clinically, you may be interested in joining the Clinical Academic Working Group (CAWG). The aim of CAWG is to present tailored opportunities for clinical academics, including but not limited to: short spotlight talks from peers about their academic journey, themed discussions (e.g., supervision, mentorship, EDI, research impact), signposting of relevant training, and informal networking. Please contact Graham Blackman or Riccardo De Giorgi for further information.

Teaching
Students should have completed their Transfer of Status before engaging in any teaching activities. Probationary Research Students (PRS) are not expected to take on substantial teaching roles. The University's policy requires that no PGR student be allowed to teach without initial training. At a minimum, students must complete the Preparation for Learning and Teaching at Oxford course. Before undertaking any teaching, students must seek approval from their supervisor, who will assess whether their research is progressing well and on track for timely completion. The supervisor's feedback should be recorded on their Graduate Supervision Report. In addition to University policies, the Medical Sciences Division stipulates that teaching contact time should be limited to a maximum of 2 hours per week, distributed across the three academic terms (48 hours per year).

For information on teaching opportunities, visit: Teaching Opportunities.

Student expenditure/RTSG/further support

If you are supported by the Medical Research Council, the Wellcome Trust and some other funding bodies your award may include a sum for **research consumables**. Purchases can be made up to the maximum sum awarded, subject to the conditions of the award, and with the agreement of your supervisor.

If your funding does not cover these costs the Department will provide you with £500 per year in the form of a **Research Training Support Grant (RTSG)** which may be used to fund training-related costs (e.g. courses, conference attendance). The use of this grant should be agreed with your supervisors. In addition, supervisors of students in receipt of Departmental RTSG are eligible to receive £350 as a contribution towards the purchase of a computer, if required. All enquiries about RTSG should be addressed to miles.beaumont@psych.ox.ac.uk.

The Department of Psychiatry also runs a termly **conference travel** grant scheme, Broadening Horizons. Applications for funding to facilitate conference attendance are invited from researchers in line with set priority criteria. Other funds to support student travel are sometimes available within the University or nationwide – please contact Research Manager valerie.west@psych.ox.ac.uk if group funds are not available.

English Language courses

The Oxford University Language Centre offers a number of courses in English for Academic Studies that non-native English speakers may find useful. More information about courses can be found on the Oxford University Language Centre website.

WORKING ARRANGEMENTS AND WELFARE

Residency requirements
Full-Time Students: As a full-time student, you are required to meet the University's official residence requirements. These are:

- **MSc by Research**: Minimum of **3 terms** in residence
- **DPhil**: Minimum of **6 terms** in residence

During these periods, you must live within **25 miles of Carfax Tower** (the centre of Oxford). This ensures you can participate fully in departmental activities, supervision, and training.

Part-Time Students: Residence requirements do **not** formally apply to part-time students. However, you are expected to **spend as much time in the Department as is necessary and practical** to meet the academic and training requirements of your degree.

Dispensation from Residence: If your research requires you to spend extended periods away from Oxford (e.g. fieldwork or data collection), you may apply for **dispensation from residence** for part of that time. Dispensation can be granted for **part** of your required residence period, but **not all** of it. Before applying, discuss your plans with your supervisors and **the Director of Graduate Studies,** who can help ensure that appropriate academic support is in place during your time away. To apply, complete the GSO.8 form and submit it to the **Graduate Studies Office**.

Working pattern
Full-time students are expected to treat their degree as a full-time commitment, normally equivalent to at least 40 hours per week of focused research activity. Part-time students are expected to engage in research activity on a pro-rate basis (normally 50% or full-time hours). Students and supervisors agree an appropriate working patterns at an early stage, reflecting the needs of the project whilst supporting the student's wellbeing and sustainable progress.

For both full-time and part-time students:

- Students must not be expected to work in excess of the UK legal maximum of 48 hours on average per week (pro-rated as appropriate for part-time students), in line with the Working Time Regulations.
- Expectations regarding availability (including core hours, meetings, teaching or lab commitments) should be discussed and agreed.

Supervisors must adopt a reasonable and supportive approach to flexible working hours, especially in promoting equality, diversity and inclusion. This includes accommodating students with caring responsibilities, religious or cultural observance, disability, or health needs, where practical and compatible with research requirements. Flexibility should be agreed in advance and clearly communicated; it should not result in regular unexplained absences or inconsistent engagement.

Throughout their DPhil studies, students are expected to engage in a range of broadening activities, including skills training, outreach, and career development. These activities are a legitimate part of the DPhil and should be included within standard working hours. Usually, 10 days or more per annum should be permitted for students to attend training courses as well as any training and events required or organised by their funding agency.

Any additional paid work/external employment undertaken by students should not adversely impact the work committed to their academic programme (including clinical duties). Employment opportunities should be discussed between the student and supervisor/DGS. Students are advised to familiarise themselves with the University's Paid Work Guidelines for Graduate Students.

If a student feels that their workload has become excessive, or there is an expectation to work excessively long hours or forego holidays, they should:

1. Discuss the issue with their supervisor in the first instance.
2. If this is not possible or effective, contact their College Advisor or the Departmental Director of Graduate Studies (DGS).

Holiday and Leave
Students are strongly encouraged to take regular breaks and appropriate holidays, in order to maintain health and wellbeing. In line with the Medical Sciences Division Policy on Working Hours and Annual Leave, research students should normally take leave equivalent to that of University employees - 38 days per year, inclusive of bank holidays. Part-time students should take leave on a. pro-rata basis.

Holiday arrangements should be agreed in advance with the supervisor and planned with regard to research deadlines, lab schedules and project responsibilities.

Quiet and Wellbeing Spaces
A Department Quiet Room is available on request to all staff and students of who need a quiet private space for a short period during the working day - possible uses include taking a moment for prayer or meditation, breastfeeding and storage of breastmilk, and dealing with minor self-administered medication for a medical condition.

Illness
Students should always let their supervisor and the academic administration team know when illness has impacted progress and if appropriate should apply for suspension of status or deferral of a milestone such as transfer or confirmation of status.

Suspension or extension
If you have any problems (personal or academic) that might affect your research you should discuss them with your supervisor and the Director of Graduate Studies as soon as possible; they will be keen to help you find a way forward.

In some circumstances it may be appropriate for you to apply to suspend your studies (so that you cease to be a student for an agreed period of time) or to extend the deadline for submission

of your thesis. We would encourage you, however, to do all that you can to complete your research degree within the allocated time.

Visa requirements

If you hold a Student visa, you can find a wealth of useful information here: [Visa Information](). This includes guidance on what to do if your circumstances change and the options available to you while studying. We strongly recommend reviewing the 'Visa Obligations' section, as it is crucial to comply with these requirements throughout your course.

To meet Home Office regulations, you will be required to periodically provide the department with details of your contact points (e.g. meetings) with your supervisors, department, or college. A minimum of three contact points per term is required.

Health and Safety

All students have a responsibility for their own safety and the safety of other colleagues at work and should not take unnecessary risks that may endanger themselves or others. In health and safety law, students are classed as visitors and the University has a duty to safeguard their health and safety. The University requires students to co-operate with all measures provided for health and safety and they must follow the same provisions set out in the University's safety policy as for employees. Repeated or wilful or reckless non-compliance with safety provisions by students may be referred to the Proctors for disciplinary action, although every effort will be first made to resolve such matters informally.

The Department's SharePoint site provides comprehensive [health and safety information.]() In addition, you can refer to the [University's safety policies.]()

[Piotr Szkonter]() is the Departmental Safety Officer. The Department's Statement of Health and Safety Organisation and safety representatives can be found on SharePoint site above.

Welfare and support

Graduate students facing personal, academic, or administrative issues have several options for support. It is usually best to start by discussing your concerns with your supervisor and/or the DGS/academic administration team ([graduatestudies@psych.ox.ac.uk]()).

We are here to help and support you, so please reach out if you are struggling with anything.

Sources of support include:

- **Your Supervisor**, who can consult with the relevant authorities on your behalf
- **Director of Graduate Studies (DGS)** or the **Academic Administration Graduate Team** (graduatestudies@psych.ox.ac.uk)
- **Head of Department**: Professor Belinda Lennox
- **College Support**: Consult your **Senior Tutor**, **Tutor for Graduates**, or **College Advisor**
- **Department Harassment Advisors:** members of the department who are available to support everyone in the Department with difficult experiences, bullying or harassment. Their aim is to provide you with signposts and guidance, and empower you as an

individual. Speaking to harassment advisors is confidential and does not make complaints formal by default. [More information on how to contact the harassment advisors](#).

- **Disability Advisory Service**
- **Peer Supporters**: Trained students in the Division of Medical Sciences can be contacted via msdpeers@medsci.ox.ac.uk, including those based in Psychiatry if desired. There are also [more options for peer supporters across the University](#).
- **University's [Counselling Service](#)** at 3 Worcester Street (which is free and acts in strict confidence). They are experienced not only in general psychological problems but also in the special problems and blocks associated with academic work
- **[University's support webpages for students experiencing harassment and/or sexual misconduct](#)**

Value and Behaviour Expectations

Following a process of consultation, Psychiatry has developed a framework which aims to set out the values and behaviours that the Department supports and encourages all staff and students of Psychiatry to aspire to. Each value listed below has an example definition followed by behaviours which might demonstrate that value:

- Team working and Collaboration
- Innovation and Development
- Kindness and Generosity
- Professionalism and Integrity
- Respecting Diversity, Inclusivity and Wellbeing

More information can be found here: [Framework for Recognising Values and Behaviours — Department of Psychiatry](#)

Complaints Procedure

For information on how to file complaints regarding your degree, please visit: [Complaints Information](#).

COMPUTING AND NETWORK ACCESS

This is a very useful website, which gives all of the information you will need to get set up with all of your basic IT needs, such as email and internet access:

There is also a useful step-by-step guide for how to get access to the standard IT facilities.

Computer

You will be provided with a computer, which you can use for your research. Please speak to your supervisor about this. If there is no computer available within your research group already, your supervisor can request £350 from the department to assist with purchasing a new computer for you. They should contact miles.beaumont@psych.ox.ac.uk to arrange this.

There is no requirement to use a personally owned, self managed laptop for your studies. However, if you choose to use your own device, there are several procedures you must follow to ensure it meets the minimum requirements before it can connect to the University network or be used to process research data.

Please refer to the following guide for detailed instructions: Using a Self-Managed Computer, where students are asked to take specific actions to prepare their device for data security and seek approval for device use from the Head of Department. You will see key actions include: enabling automatic device updates, installing the University's free Sophos antivirus software and undergoing scans; activating whole device encryption, and using the University's VPN network.

In addition, you must have any personal electrical equipment electrically tested before you plug it in. Please contact Piotr Szkonter to arrange this.

The Department will not insure personally-owned computers, laptops or other IT equipment. The University's policies extend only to University-owned items. You will need, therefore, to arrange your own insurance for these items.

University Card

Your college will provide you with a University Card which you will need to gain access to the department, libraries, computing services and some College and University buildings. If you have any issues with Department card access, please visit Reception.

Single Sign-On (SSO)

Your Oxford Single Sign-On (SSO) account entitles you to use all University resources provided by IT Services and many others run by other parts of the University. It is called a Single Sign-On account as you can access multiple services with a single login and it is sometimes called simply your SSO account. Your SSO account comprises:

- your SSO username (also sometimes called your *Oxford username*) e.g. abcd1234
- your SSO password which you choose yourself

A Single Sign-On account is created automatically for you. You need to activate your account to set it up and change the password at least once a year. For new students, your SSO

username and activation code will be sent by email to the address held for you on the University record four days after your returned Card Form has been processed. Please ensure the University has a working email address for you. For more information see: https://www.it.ox.ac.uk/welcome/sso

Printers

[Information about how to set up network printing](#)

- Open any internet browser as administrator (right click on browser icon on your desktop and select 'run as administrator')
- Go to https://iprint.imsu.ox.ac.uk/ipp
- Click on the network printer that you are want to use – all staff and students are able to connect to the Main Photocopier printer behind Reception called 'PSYCH_Admin_XeroxC8055_PSYPRN36'

Network access
Eduroam is the recommended WiFi service. It gives internet access across colleges, departments and libraries in Oxford and at other participating universities. Information about how to connect on devices can be found [here](#).

Personal webpage
A draft web profile on the [Department's website](#) will be created for you when you join the Department. It will remain unpublished until you populate it and request for it to be made live. Information about how to edit and publish your web profile can be found in the [PGR Web Profile Guidelines.](#).

If you would like it to automatically display your publications and add any new ones as they come out, please follow the [University symplectic guidance](#).

YOUR NEXT STEPS
Congratulations on your start of your research studies journey at the Department of Psychiatry – we look forward to supporting you throughout your time here. Please do not hesitate to reach out to one of the graduate studies team (graduatestudies@psych.ox.ac.uk) for further guidance.