



Zoology Graduate Handbook

2021 - 2022

Welcome note from the Head of Department

I am delighted to welcome you to the Department of Zoology, which will soon become the Department of Biology as we merge with the Department of Plant Sciences this year. Doing a DPhil is an exciting journey, in which I hope that new insights and perspectives will constantly challenge and inspire you, and you will grow professionally and personally. I look forward to supporting you on this journey as part of a large team that includes your supervisors, the Graduate Office, your College advisors and many more.

Graduates are the lifeblood of a Department, contributing creativity, energy, and new ideas and perspectives. You will join a complex ecosystem of researchers who are all as passionate as you about their subjects. Our research interests intertwine, and you should look forward to discussions that span the range of subjects from microbiology to global systems, and from theory to application. Do make the most of the opportunities you will be offered to learn about different fields, methods and perspectives to your own; go along to our Departmental seminar series, and join in with journal clubs and training courses. The College system means that you will be able to talk to people outside Biology, and that will also spark new ideas and research directions.

Graduate study can be a lonely and a challenging experience as well. You need to expect highs and lows, but please know that there are people around you who can help. It can be difficult to recognise that you need support and embarrassing to ask for it, but don't suffer in silence. We're proud of our commitment to being a supportive and inclusive Department, for example many of us have trained as Mental Health First Aiders. We also do not tolerate harassment, abuse or bullying. If you don't feel able to talk to anyone else please know that my door is always open, and I am there even if you just need someone to listen.

Biology is a wonderfully diverse and exciting subject, which constantly surprises and inspires me. This Department reflects that diversity. We're honoured that you decided to join us, and we look forward to having you as part of our community. Welcome!

E.J. Milner-Gulland

Head of Department

Welcome note from the Director of Graduate Studies

Welcome to the Zoology Department and congratulations on your new career as a postgraduate student. Your postgraduate degree will provide training in research and in the other areas crucial to the life and work of a professional scientist. Research work is immensely rewarding and offers unique challenges.

This document is intended to provide a source of information and contacts that will help to guide you through the intricate complexities of a research degree in the Zoology Department. As a static document it can only be an aid: do not be hesitant to ask whenever you need help or advice.

Your supervisor should be the first and most frequent source of support. If you have an issue that you'd like to discuss (in confidence) with the DGS, please do not hesitate to get in touch. I am available by email (elizabeth.jeffers@zoo.ox.ac.uk) or by coming to the Zoology department Graduate Office in the Zoology Research and Administration Building, or by phone (71286).

Most useful of all when it comes to the details of forms and procedures is our Graduate Administrator, Heather Green (graduate.office@zoo.ox.ac.uk) and Joe Crook, Graduate Studies Assistant (graduate.office@zoo.ox.ac.uk).

The Department of Zoology has an active and supportive community of early career researchers. The Junior Consultancy Committee represents the interests of postgraduate students and the student representatives offer an excellent source of peer support. The Graduate Office can provide the contact details of current representatives or you can meet them during one of the regular events the JCC puts on for early career researchers (including weekly cake and tea).

Another useful contact is the MPLS Graduate Studies Office which is part of the MPLS Divisional Office. The office staff, Helen Beauchamp, Graduate Studies Officer and Robyn Mitchell, Graduate Studies Assistant (graduate.studies@admin.ox.ac.uk, ext. 82579), will be able to help you with procedural queries.

I wish you the best possible start on your postgraduate degree.

Dr. Elizabeth Jeffers
Director of Graduate Studies and Admissions

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Introduction to the Department

Zoology is a relatively large department, consisting of about 400 people in total. There are currently about 70 members of academic staff, over 140 independent research fellows and postdoctoral researchers, and at any one time about 170 graduate students, of whom the majority are reading for the degree of Doctor of Philosophy.

The Department covers a wide range of research areas, from cell and developmental biology to conservation biology, but strategic organisation is based around four major research themes:

- Behaviour
- Infectious Disease
- Evolution and Development, and
- Ecology and Conservation.

Biodiversity Cluster:

Oxford University has real excellence and expertise in biodiversity across a number of social and natural science departments, and in Zoology, a cluster of six groups conducts world-leading pure and applied biodiversity science as well as developing frameworks and novel technologies to integrate this science into decision making across public and private sectors.

- [The Interdisciplinary Centre for Science and Conservation](#)
- [WildCRU](#)
- [Oxford Long-term Ecology Laboratory](#)
- [Community Ecology Research Oxford](#)
- [The Biodiversity Science and Policy Group](#)
- [Oxford Martin Programme on the Illegal Wildlife Trade](#)

Individual researchers and research groups often span two, three or more of these research themes, and the boundaries between them are intended to be highly permeable, encouraging interdisciplinary dialogue. Administratively, groups of researchers are clustered together into research groups, to facilitate management of things like desk space, lab and office facilities, and photocopying. You will sometimes have to give details of the group to which you belong on internal paperwork, so please ask your supervisor if you are unsure about this.

The University has four Academic Divisions; the Department of Zoology is in the **Mathematical, Physical and Life Sciences Division** (MPLS). Research collaborations are strong with members of other Departments in the Division, particularly Plant Sciences, Engineering, and Statistics. The Department of Zoology also has active research collaborations with members of other Divisions, particularly the Peter Medawar Building for Pathogen Research (a multi-divisional institution), the Departments of Biochemistry and Biological Anthropology, and the Weatherall Institute of Molecular Medicine (Medical Sciences Division).

Getting Started

The Zoology Graduate Induction takes place in October on Tuesday of Week 0. If you arrive in Hilary or Trinity Term then your first port of call should be the Graduate Office.

Some useful induction notes:

- **Safety Registration Form (ZS1)** – This form needs to be completed and signed by your supervisor. You should also familiarise yourself with the Departmental Statement of Safety Organisation and Safety Rules.
- **Safety in Fieldwork** – If you are carrying out fieldwork, you need to complete the Safety in Fieldwork form, which is available from the Departmental Safety Officer (safety@zoo.ox.ac.uk) and from the Departmental Intranet. The completed form should be returned to the Safety Officer (safety@zoo.ox.ac.uk).
- **University card** – As a graduate student you will have been issued a University card (the “bodcard”) from your College. You will need the University/Bodleian card for virtually everything, for example getting into the libraries and the Department, so make sure you pick yours up from your College’s admissions office early. Your card should have the Zoology Department on it. If your card is issued with Faculty of Biological Sciences instead of Zoology, it will need to be reissued.
- **Central IT Services** will send you your IT password and log-in details by email. Your password and login is called your Single Sign On, which is the Oxford system for accessing a range of IT services with only one password and login. It will also be the way you activate your University email account. If you have a problem or are unable to self-register please contact IT Services directly.
- **Zoology mailing list** – Once you have a department email address you will automatically be subscribed to the Zoology mailing list, through which most departmental information is circulated.
- **Graduate mailing list** – There is a separate mailing list for graduate students, used to circulate information that is only relevant to graduate students. You will be added to this list by the Graduate Office.
- **Library** – Your University card is also your library card. You need to present this to Library staff on your first visit to the Library to register as a borrower.

Graduate Studies

Expectations from Graduate Students

By the time you have completed your training, you are expected to be able to:

1. Plan a research programme
2. Undertake original research, cognisant of the range of research techniques that are relevant and available
3. Analyse and interpret data
4. Find and critically review relevant literature
5. Give a clear and well-structured oral presentation
6. Prepare a scientific paper
7. Be aware of the ethical and practical implications of your work
8. Be “well rounded” in their scientific education and able to transfer the skills gained from research to other possible areas of employment and life in general

The graduate programme consists of three key elements:

1. A system for guidance and the monitoring and assessment of progress,
2. A structure for providing training, and
3. Opportunities for student feedback.

Graduate Supervision

The Department of Zoology aims to provide an excellent research training experience for DPhil students. To this end, we have established the following guidelines for research student supervision, which will apply to all students admitted from MT19. Students already on course, and their supervisors, are also encouraged to adopt these guidelines.

Each DPhil student must have at least two academic supervisors; one is designated as primary supervisor and one (or more) acts as secondary (or associate) supervisor. From MT19, students beginning their DPhil will also be assigned a pastoral supervisor, from within the department.

The primary supervisor is responsible for overall academic progress and pastoral needs, and for ensuring that the appropriate resources to support the work are in place, and therefore must be available for regular meetings. To ensure independence of the supervisory team, the pastoral supervisor must come from a different research grouping than the primary supervisor. The primary role of the pastoral supervisor is the welfare of the student, and to provide an independent route for the student to seek advice. They are expected to meet with the student at least once per term or on an as-needed basis.

Please also see: <https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/supervision> and <https://www.mpls.ox.ac.uk/files/graduate-school/mpls-code-of-practice-for-supervision-2019> .

College Advisor

In addition to the Departmental structure there is a system of College Graduate Advisors, who monitor progress and report to College Governing bodies via Tutor for Graduates. The College Advisor serves as an independent mentor, and can give advice about Oxford, or provide a sympathetic ear if you need advice outside normal Departmental structures.

Guiding, Monitoring, and Assessing Progress

When you start at Oxford and are enrolled on DPhil or research MSc courses, you are categorised as a Probationary Research Student (PRS).

All forms mentioned below can be downloaded from the University website at www.admin.ox.ac.uk/gso/forms, although the GSO.2 form has departmental guidance notes only available at: <https://www.zoo.ox.ac.uk/graduate-study#collapse405666> or from the Zoology Graduate Office.

Graduate Supervision Reporting (GSR) and Termly Reports

The Graduate Supervision System (GSS) is used by supervisors each term to review, monitor and comment on their students' academic progress and to assess skills and training needs. Students contribute by commenting on their own academic progress. This forms an important record of your achievements to date and offers an opportunity to reflect on the steps required to meet your personal research and career goals.

Access to the Graduate Supervision Reporting (GSR) system is via Student Self Service <https://www.ox.ac.uk/students/selfservice>. Students will be 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.

It is mandatory to complete a self-assessment report every reporting period. If you have any difficulty completing this you must speak to your supervisor or Director of Graduate Studies. 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. The DGS reads – and can comment on – each report, which is also available to discuss any concerns you may have, at any point during the academic year.

GSR will alert you by email when your supervisor or DGS has completed your report and it is available for you to view.

Use this opportunity to:

- Review and comment on your academic progress during the current reporting period
- Measure your progress against the timetable and requirements of your programme of study
- Identify skills developed and training undertaken or required (via the TNA form in GSR)
- List your engagement with the academic community
- Raise concerns or issues regarding your academic progress to your supervisor
- Outline your plans for the next term (where applicable)

Students and supervisors are reminded that having a positive student-supervisor relationship is an important factor in student success. Research suggests that one of the strongest predictors of postgraduate completion is having expectations met within the student-supervisor relationship.

Graduate Progress

Applying for Change of Status

You will hold the status of Probationer Research Student for your first year, and will apply for your transfer to DPhil or MSc status 12 months after your start date. In most cases this will be at the start of Michaelmas Term; however students starting in Hilary or Trinity will go through their transfer of status in the same term of the following year. Students joining the Department from DTP/DTC programmes will be due to transfer status by the end of Trinity Term of their second year. The Graduate Office may make an exception on the timing of your Transfer of Status if you have been forced to suspend your status, or if there are other exceptional circumstances.

Regulations relating to the timing of transfer of status

The Special Regulations of the Mathematical, Physical and Life Sciences Division, are set out in the [Examination Regulations](#).

All relevant milestone dates are contained in your welcome letter, which is sent out to new students from week four of the first term. You should keep this in a safe place for future reference.

GSO.2 Form

You should complete the GSO.2 form at the time that you are applying for transfer of status. The DGS will use this form to confirm that you are ready to be assessed. The Zoology Graduate Administrator will keep hold of the completed GSO.2 form until the assessment has been completed, and it will then be returned to the MPLS Graduate Office with the completed assessors form.

Before your assessment takes place the transfer assessors will be given a copy of the completed GSO.2 form, and a copy of your Preparing for Transfer of Status form, as they will be asked to use this in their assessment.

The Transfer Talk and Viva

As part of your transfer of status you are required to give a short research talk. For graduate students who started in October, this will form part of the Graduate Induction Day the following October. **This date is always Tuesday in Week 0.** Students starting in later terms: please discuss your transfer talk with the Zoology Graduate Office.

Transfer talks are advertised within the Department and are open to all, including the new graduate students, and any other members of the Department interested in your research area.

Transfer applications will be considered by a minimum of two assessors on behalf of the divisional board. You and your supervisor will nominate assessors for approval by the DGS. The transfer viva is an interview with your assessors, which should allow you the opportunity to summarise your research to date.

Your Transfer of Status Report

It is recommended that you prepare something you can later use during your thesis writing. Typically, a transfer of status report will consist of an introductory part that will eventually become the introduction to the thesis, one rather well-worked data chapter and a reasonably detailed plan for the other chapters in the thesis. THE REPORT will probably be of the order of 5-6,000 words in length, AND SHOULD NOT EXCEED 6,000 WORDS UNLESS THIS HAS BEEN AGREED WITH YOUR SUPERVISOR AND ASSESSORS. The exact format will depend upon the type of research being undertaken (e.g. lab work, fieldwork, or theory) and should be planned with your supervisor.

Don't regard the thesis plan in your report as fixed, however. Indeed, it is a good idea to have a rough idea of the table of contents page of your thesis in the back of your head all the time, once you have a good idea of the direction your thesis will take. Return to this periodically and update it as your work develops into new, previously unforeseen, areas. It is advisable to give the material to the assessors a few weeks before they meet, to give them time to read carefully.

Assessors Report

Following your transfer assessment you and your supervisor will be provided with feedback, which will include an assessment of the viability and suitability of the proposed research, and of its completion on a reasonable timescale.

This report, signed by the assessors and DGS, is appended to the already completed Transfer of Status Application Form GSO.2. Once you have transferred, you will receive official confirmation of your change of status from the MPLS Graduate Office.

Please note that your assessors may recommend a range of possible outcomes, including transfer to the relevant lower degree, subject to the opportunity to make one further application. Assuming you come through the assessment procedure satisfactorily, you will be formally allowed to transfer status. If your first application for transfer to DPhil status is not approved, you may make one further application. An extension of time of one term will be granted if necessary to make the second application. If your second attempt at transfer is unsuccessful, and transfer to the relevant lower degree (having been considered by the assessors) has not been recommended, you will no longer be able to continue with your studies, and you will be removed from the Register of Graduate Students.

Detailed guidelines are available at: <https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression>

Confirmation of Status

Confirmation of status 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 your funded period/four years (for DPhil) would appear to be reasonable. It therefore provides a second stage of formal progress review in the four years of the student's overall research programme.

The requirements for confirmation of status:

- approval sought (via GSO.14 application form) regarding thesis format
- all applications must be reviewed by two assessors (usually the same as for your transfer);
- you will be asked to produce a brief written report about your research achievements to date. Your supervisor(s) will arrange a meeting with your assessors. Prior to the meeting you should submit a 2 page document to include (i) thesis chapters; (ii) very short 3-4 line abstract for each chapter; (iii) short statement about the status of each chapter.
- an interview with your assessors, which should allow you the opportunity to summarise and discuss your research to date.

Following your confirmation assessment you and your supervisor will be provided with feedback, which will include an assessment of your progress and the likelihood that you will be able to submit your thesis within the planned timescale (as set out by you on the GSO.14 application form).

If your first application for confirmation of status is not approved, you may make one further application normally within one term of the original application. An extension of time of one term will be granted if necessary to make the second application.

Full guidelines are available at: <https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-r...>

Thesis Preparation

The doctoral thesis is constantly evolving and there are a few ways to make writing up easier: if you can, try to write as you go along, and try to submit papers to peer-reviewed journals. Recently there has been a tendency in the Department for the thesis to be prepared as a series of self-contained papers (Integrated Thesis), rather than as a monograph. This makes it easier for examiners to read what can be a substantial volume and it certainly facilitates conversion of individual chapters into scientific papers for submission after your thesis viva, which is very important for your career progression in science.

Examination by Integrated Thesis:

<https://www.admin.ox.ac.uk/examregs/2017-18/rdtm-palifesciedivi/>

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 utilised 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, as detailed in the relevant departmental handbook. 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. To revert to being examined by a conventional thesis rather than an integrated thesis, the candidate must inform their department of the change as detailed in the relevant departmental handbook.

(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 University Offices issue guidelines on thesis preparation and submission and these can be downloaded from <http://www.ox.ac.uk/students/academic/graduates/forms/>. Failure to follow these guidelines can result in a waste of an awful lot of time reformatting etc. It is also advisable to discuss as early as possible with your supervisor the appointment of appropriate examiners for your viva. Rely on your supervisor for advice but remember that you should at least discuss your preferences with him/her. To enable the official appointment of examiners you must complete [Form GSO.3](#). To avoid delays in the examination process students are advised to submit this form at least 4 weeks before you intend to submit your thesis. If you need to change the title of your thesis at the time of submitting your thesis you may do this on the "Appointment of Examiners" [Form GSO.3](#) under section 1.

For information on digital copy (in addition to the paper copy) follow the link: [The digital copy of your thesis](#)

Proof-reading of the Thesis

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 here: <http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonproofreaders/> The MPLS Division offers training in proof-reading as part of its [Scientific Writing](#)¹ training programmes.

Official Submission Method for Research Degree Theses for Examination from Michaelmas Term 2019 onwards

Following the successful roll-out of the Research Thesis Digital Submission (RTDS) application to all divisions in February 2018, and a high uptake in digital usage by examiners, the Research Degrees Panel (RDP) have taken the opportunity to review the policy and regulations surrounding the submission of research degree theses for examination. In Hilary term 2019, RDP approved several changes, the biggest of which is that, **from Michaelmas Term 2019, research students will be**

¹ <https://www.mpls.ox.ac.uk/training/course-programme-for-graduate-students>

required to submit a digital copy of their thesis via RTDS for their examination *instead of 2 soft-bound copies.*

Summary of the agreed changes to the Rules and Regulations

- From Michaelmas term 2019 onwards, you will be required to submit the official copy of their thesis for examination digitally via RTDS. The typewritten part(s) of any thesis must be saved in pdf format.
- Examiners may still request a hard copy of the thesis from the Examination Schools and this will be arranged and paid for centrally by the Submissions and Research Degrees Team. The minimum time between both examiners receiving the official copy of the thesis via RTDS and a viva date remains at 4 weeks (as referred to under 'the oral examination or viva' section of the [Research examinations](#) web page).
- Candidates who have already submitted the hard copies of their thesis for examination but are still awaiting their viva or the outcome of their examination, or are part way through the examination process (ie have been given major corrections or have been referenced back) by the start of Michaelmas term 2019 will continue to be examined under the old regulations.
- Candidates with a maximum submission date of Friday 0Wk MT2019 (ie last day of TT2019) will not be permitted to submit under the new regulations. Any candidate who has a later maximum submission date and wishes to submit under the new regulations may do so from Monday 1Wk MT2019 but this will count as an MT2019 submission and cannot be backdated to TT2019.

Further details

If you have any queries about these changes please view the Research Examinations [website](#) before contacting the Research Degrees Team (researchdegrees@admin.ox.ac.uk).

Submitting your Thesis to the Oxford Research Archive (ORA)

The University of Oxford is committed to the widest dissemination of research theses produced by its graduate students. Students following D.Phil., M.Litt., and M.Sc.(by Research) programmes and registered² from 1st October 2007, are required to deposit a digital copy of their thesis with the Oxford University Libraries. The digital copy should be deposited in the Oxford University Research Archive (ORA) at <http://ora.ox.ac.uk>. ORA provides maximum visibility and digital preservation for Oxford digital theses. Students should read important information about the deposit of and access to digital theses which is available at www.bodleian.ox.ac.uk/ora and includes:

- Legal requirements and author responsibilities
- When to deposit the digital copy of your thesis
- How to deposit the digital copy of your thesis

² The date of enrolment on which the student commenced this programme. If progressing from a Master's to a doctoral programme it is the date the student started the new doctorate research programme.

- Open and embargoed access (for reasons such as sensitive content, material that would affect commercial interests, pre-publication or legal reasons) to all or part(s) of your thesis

Copyright in the thesis usually rests with the author: this does not change when depositing your thesis in ORA. The author does not give away any rights to the Oxford University Research Archive or the Bodleian Libraries. However, please see information on third party copyright at http://www.bodleian.ox.ac.uk/ora/oxford_etheses.

Proper References and Avoidance of Plagiarism

The University employs a series of sophisticated 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.

The Education Committee have an extensive set of web pages at <http://www.admin.ox.ac.uk/epsc/plagiarism> to promote understanding of good academic practice and of approaches to work which make any kind of plagiarism unlikely. A link to the online course on 'Good Practice in citation and the avoidance of plagiarism' is: <https://weblearn.ox.ac.uk/portal/hierarchy/skills/generic/>. See also Appendix 1 (University Definition of Plagiarism).

Late Completion

Failure to submit within four years (48 months) of admission penalises the Department. Research Councils closely monitor the submission rates of theses and base future funding on those percentage rates, such that if the Department exceeds a threshold percentage of late submissions, UK Research Councils cease to give studentships. Departments therefore chase both students and supervisors *vigorously* in cases where progress is slow. Late completion has an immediate negative impact on the chances of the Department being allocated future research studentships. If you feel that you are running behind schedule to the extent that it might affect your submission date please discuss this with your supervisor, college advisor and the Director of Graduate Studies: We are keen to help as much as we can.

Training provision

The main element of DPhil training comes through research undertaken under the Principal Supervisor/s and assessment is based ultimately on the resulting thesis. Ancillary training has been carefully designed to augment and facilitate the research. The supervisor/s take the primary responsibility for ensuring that their student/s fulfil the various components for the ancillary training programme. Each of the Research Sections within the Department is responsible for coordinating locally organised activities (journal clubs, seminar series, public speaking events).

Within Zoology, we run a training programme that covers several areas, please see <https://www.zoo.ox.ac.uk/graduate-study#collapse405676> . Training seminars are provided over lunch to cover skills varying from writing papers to dealing with the media, and to give you a chance to meet journal editors. The topics covered vary from year to year and attendance at these is expected. Other training opportunities include both introductory and advanced statistics, and a field course.

The Divisional Graduate Course Programme supports and complements departmental training. The courses have been organised into a framework of phases and categories which are designed to guide you through the broad periods of your DPhil, and support you in deciding which skills you may want to develop. For more details see <https://www.mpls.ox.ac.uk/training> .

Racial Equality

The Zoology Department supports the University's commitment to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.

As part of your induction we expect you to take the following online courses:

Implicit bias in the workplace: online course

This online course introduces the topic of implicit bias and its origins, considers how it might manifest itself in our behaviour, and provides practical tips and reflections to help you reduce the risk of bias in your own work.

You will need your single sign on credentials to access the training - [Implicit Bias in the Workplace.](#)

Tackling race bias at work: online course

There is considerable evidence that racial bias and discrimination continue to impact negatively on the working lives of people from a Black and Minority Ethnic (BME) background across the UK. Developed in partnership with Professor Binna Kandola, Senior Partner and co-founder of leading business psychology consultancy Pearn Kandola, this course takes a bold look at the nature of

‘modern racism’ and its influence in the workplace. It will offer staff the opportunity to better understand racism in the workplace and make key changes to tackle racism and race bias.

You will need your single sign on credentials to access the training - [Tackling Race bias at work](#)

Please see further information and relevant departmental committee details here:

<https://www.zoo.ox.ac.uk/equality-diversity>

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](#)³.

³ <http://www.admin.ox.ac.uk/personnel/cops/researchintegrity/>

Students in the MPLS Division are required to complete the [online Research Integrity](#)⁴ course by the time they apply for Transfer of Status. The Division also offers [face-to-face Research Integrity](#)⁵ training which complements the online course.

The University's [Research Integrity website](#)⁶ contains a number of additional resources, including links to information on authorship, conflicts of interest, research data management, health and safety, human participations in research, intellectual property, research involving animals, and research misconduct.

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](#)⁷.

Planning a research programme

Training is provided by each Research section of the Department to its own students on how to write a research proposal. This should be offered in two parts, the first early in the first year, to help graduates plan their D.Phil. project, and the second towards the end of the third year, to provide experience of how to prepare applications for grant funding.

Research and Training Support Grants

It is a Departmental policy that when supervisors take on DPhil students they should have funding sources in place to support any anticipated research costs. The Department aims to provide additional support particularly to assist with travel to conferences or to meet unforeseen costs, although the department expects students and supervisors to make full use of additional sources of funding for such activities, such as those from colleges and learned societies. The policy is as follows:

1. All supervisors are eligible for funds to purchase an entry-level PC or Mac computer for incoming first year DPhil students (or second year if the first year was spent in a DTP course). Specifications and options are set by the IT team in the Department and are likely to be suitable for most standard research needs. This equipment remains the property of the Department. See the Department's intranet for further details:

<https://sharepoint.nexus.ox.ac.uk/sites/zoology/SitePages/IT-Postgraduate-Computers.aspx>

⁴ <https://weblearn.ox.ac.uk/portal/site/:skills:ricourses>

⁵ <https://www.mpls.ox.ac.uk/training/course-programme-for-graduate-students/research-integrity>

⁶ to <https://researchsupport.admin.ox.ac.uk/governance/integrity>

⁷ <https://researchsupport.admin.ox.ac.uk/about>

2. DPhil students are also entitled to claim up to £500 per year over 3 years of their DPhil (2 years for MSc by Research), for approved travel, conference attendance or consumable costs. Claims must follow the established University rules, including travel being fully and exclusively on University business and supported by receipts. Claim code AT0190.RTSG. All expenditure must be approved in advance by the DPhil supervisor or the Head of Department and the Graduate Administrator.
3. If an allocation of funds is not spent in one year, it may be carried over within the period of the DPhil. However, it is not possible to claim the 'following year's funds' in advance.
4. It is not possible to claim the second instalment until a PRS transfer has been passed. PRS Transfer usually takes place after 12 months.
5. Funds cannot be used to support research or travel by the supervisor or other members of the supervisor's research group.
6. Students funded as a tied student (e.g. on RCUK grant), or part of an ERC grant, or any similar source of funding, are not eligible for RTSG support as this should have been budgeted for by the PI at the time of application. The exception to this rule is that computer purchase is supported, if these are deemed unallowable costs by funders.
7. Students funded on DTC, DTP, CDT, or similar schemes, are not eligible for RTSG support from the department, as these schemes have their own arrangements in place.

Please note:

Conferences

The preferred method for booking and paying for a conference is to book and incur the cost yourself before submitting an expense claim for re-imbusement. We acknowledge that in some circumstances this may not be possible and, if this is the case, please contact the Departments Finance team before booking your place and they will be able to advise.

The maximum time taken to pay a claim is usually two weeks which, if paid for by credit card, should mean re-imbusement is made before the cost becomes due.

Travel

As with conferences the preferred method for paying for flights and rail travel is to incur the cost yourself then submitting an expense claim however, if you are unable to book via this route please use one of the existing University suppliers where you can pay via purchase order. The University's preferred supplier is Key Travel but Oxford Travel and Ian Allan can also be used.

The departmental credit card cannot be used to purchase flights or rail travel.

All of the information you should require regarding claiming back expenses can be found on the departmental Intranet under Finance – Expense Claims at:

<https://sharepoint.nexus.ox.ac.uk/sites/zoology/SitePages/Expense%20Claims.aspx>

Undertaking research

There is compulsory attendance at a seminar on laboratory safety, given by the Area Safety Officer, and, where relevant, at lectures on Radiation Safety and Animal Use (Home Office course).

Journal clubs

There is a wide range of specialist journal clubs run within the Department, at which graduates are encouraged to attend. These are currently organised within and between research groups/departments.

Seminar series

These provide an important element in graduate training and graduates regularly attend multiple series. Numerous seminars are offered within the Department, often in collaboration with other departments and research units, and these are advertised by weekly emailed lists from the Head of Department's Office, as well as by poster and Plasma-screen advertisement.

Zoology Statistics & Data Management Training

We offer Statistics training at a number of levels.

1. Undergraduate courses. At the most introductory level, you can attend the undergraduate courses that we run in our biology course. These go from a completely basic level upwards (your supervisor can provide details). For example, the relevant parts of the second year undergraduate skills training involves about a lecture and a computer session a week during term time.

2. Statistics and Data Management Course. We will be offering a specific postgraduate course at both a Beginner and an Intermediate level. These will involve coursework. The course will run 15-26 November – last year it was run online, but this year we hope to be able to run it in person. Details to follow (probably in week 0), and you will have to sign up.

Both 1 & 2 are based on the R statistical package. You are encouraged to attend these courses as soon as possible – knowledge about how to analyse your data is crucial to determining how to collect your data. Delaying learning about statistics and data management till after you have collected data is a grave error.

3. Advanced training. More advancing training, as required for different projects will be provided and arranged by your supervisor. This will often involve learning from members of your research

group who are more advanced than you – and you will then pass these skills on to those that follow you.

If you have relatively little, or are worried about your quantitative / statistical skills, you should discuss this with your supervisor as soon as possible. In addition to option 1 above, you could also work through a text book, possibly with other students in a group– we suggest *The Analysis of Biological Data*, by Shutler & Whitlock (Resources: https://www.macmillanlearning.com/college/us/product/Analysis-of-Biological-Data/p/131922623X?selected_tab=Resources). You should discuss these options with your supervisor.

4. Departmental Statistics Advisor. We employ a DPhil student or postdoc to run weekly support sessions. It is currently Sumali Bajaj. This is for emergency situations when the relevant support cannot be provided within your research group.

Overall, your supervisor is responsible for your research and skills training, and this includes statistics. Training at all the above levels should be discussed and/or arranged with/via your supervisor.

If there is anywhere that you feel you are not getting enough support, this should be raised with your supervisor. In some cases, depending on how much support you obtain from others with analysing data, it would be appropriate that they become co-authors on the resultant publication – again, this is something that should be discussed with your supervisor.

Each year of your DPhil you will have a student representative, so if you wish to talk to them about anything, they are there for you. If discussion with your supervisor does not lead to problems being resolved, you should contact one of the Directors of Graduate Studies.

Core transferable skills and professional development

Numerous courses, open to graduates, are run by the Oxford University Computing Services, the Language Centre and the Institute for Advancement of University Learning. At the start of each academic year, use of libraries and IT databases is explained by staff from Zoology and Plant Sciences libraries, the Libraries automation Service and the Radcliffe Science Library.

Undergraduate teaching opportunities

The undergraduate degree course for Biology (M Biol) is run jointly by the departments of Zoology and Plant Sciences. Shortly before Michaelmas Term, an annual Graduate Teacher Training Course is run for any graduate students wishing to offer tutorials to Biology undergraduates. This course is officially recognised as the Preparation for Learning and Teaching (PLT) qualification and is certified by the Oxford Learning Institute (OLI) and the Centre for Excellence in Teaching and Learning (CETL). People who have not attended this course will not be allowed to tutor. An advertisement for

the course will be circulated during the long vacation to notify staff and students of the next training course. Please contact the Undergraduate Studies Administrator, Cre Tonks (cre.tonks@plants.ox.ac.uk) for information on the next available date.

For those wishing to demonstrate, an online Practical Demonstrator Course is required. To access this course on Canvas, please contact the Undergraduate Studies Administrator, Cre Tonks (cre.tonks@plants.ox.ac.uk).

Graduate Students who are in their first year are not eligible to tutor or demonstrate, and students in all years must obtain permission from their supervisor before accepting any teaching commitment. Do note that you are not guaranteed work, but your details will be made available to course organisers. The relevant subject organiser must approve anyone acting as demonstrators and may wish to speak with you first.

N.B. Prior to undertaking any tutoring or demonstrating, you will be asked to provide evidence of your right to work in the UK and cannot demonstrate or tutor without a right to work check being carried out.

Public speaking and science writing

Assessment and advice on speaking and writing is provided by your supervisor(s). Each student is required to give at least one public talk during their time in Oxford, for example before their Transfer of Status meeting. This training is augmented by locally organised (within Research Section) research seminars and sessions of practice and criticism. Students are also encouraged to speak and present posters at scientific meetings outside Oxford. Preparing and writing scientific papers is locally taught and organised within Research Sections. Manuscripts under preparation are often discussed by Research Section journal clubs, providing frank but supportive criticism and advice within a familiar environment. Such discussions involve students' peers as well as more experienced research workers and academics.

Public engagement with research and outreach opportunities

In the Department of Zoology, as part of the University of Oxford, we believe that outreach and public engagement enriches research and we are committed to enable our researchers to inspire, consult and collaborate with the public. Our vision is to embed high-quality and innovative outreach and engagement as an integral part of research culture and practice, enhancing our position as a world-leading research institute.

Public engagement with research refers to a wide range of ways of engaging members of the public with the design, conduct and dissemination of research. You may find that by listening to, and interacting with, the public you can improve the quality of research and its impact. Each year we also host many school students in the department, and engaging with them through various outreach activities is not only a rewarding experience for you as a researcher, but it also encourages the next generation of biologists.

We aim to foster a culture in which public engagement and outreach is embedded in our activities, by providing opportunities, training and support. You are encouraged to explore the engagement opportunities available by speaking with your supervisor and the department's Communications and Engagement Manager: comms@biology.ox.ac.uk

Career guidance

The University Career service provides advice and assistance, which is also available locally from the Student's advisory committee. The first presentation from the Careers Officer occurs during the graduate induction week, and there is a follow-up meeting in the third year, with access at all times to career advice if desired by the student. The Career service also provides a wide range of information about occupation, employers, jobs and vacation work, as well as a Careers Adviser who is available for 10-15 minutes discussion slots and CV advice. The Career Service website is <http://www.careers.ox.ac.uk>.

Feedback opportunities

A formal structure for feedback occurs at several levels. First, elected graduate representatives attend the Departmental Graduate Junior Consultancy Committee which has scheduled termly meetings. They canvass the opinion of the graduate body and represent that opinion at meetings, as well as communicate the outcome of those committee's discussions to their constituency. Second, individual graduates are invited to discuss issues of concern with the Director of Graduate Studies if they feel unable to approach their supervisor(s). They may also do so through their annual self-assessment form (see above). The DGS then pursues such issues diplomatically but firmly; several potential serious problems have been successfully resolved in recent years via this route. College provides another conduit for student feedback, with the College Advisor being independent of the research supervisor. There are opportunities for graduates to provide feedback on individual elements of the graduate programme via questionnaires.

Junior Consultancy Committee

The main aim of the committee is to serve as a forum to discuss problems and new initiatives relating to postgraduates within the Department of Zoology. Members are the Director of Graduate Studies, representatives for the first, second and third/fourth year and a Social Representative as well as the Graduate Administrator. If you have any academic concerns or matters that you would like discussed, please speak to one of the student representatives. Ask the Graduate Administrator about this year's student members of the committee.

The University Club

The University Club, the crescent shaped building with a glass roof next to our Zoology Research and Administration building, provides sporting, social, and hospitality facilities for all staff, post-graduates, alumni and retired staff of the University and associated institutions. There is a gym, bar, café, lounge, sports facilities and accommodation. Food is available from the café throughout the day and also from the bar between 18.00 and 21.00 each day. There also are plasma screens installed throughout the building and a large screen in the lounge/AV area, all connected to Sky.

More information can be found on the Club's website (<http://www.club.ox.ac.uk/>).

Become a better scientist

There are a number of ways you can hone your skills as a research scientist:

Join professional societies – Many societies have special student rates when you want to become a paid member. Furthermore, many publish their own journals and you will receive these as a member. In addition to receiving journals, information about conferences and newsletters offering job opportunities, many societies also invite applications for funding for small research projects, so this may be a good way of financially supporting your research.

Conference attendance – During the course of a DPhil all students should attend at least one conference each year here in the UK or overseas. Find out about which conferences are particularly relevant to your research and plan for them so that you have financial support and you are not busy with research. Plan to present a poster or paper because this is the only way to let others know what you are doing. Late in the degree, a conference is a great forum for finding out about research in other departments around the world and ultimately perhaps in securing a postdoctoral position somewhere.

Give seminars within the Department – present your research findings and ideas to your peers and try to do this regularly.

Submit papers – ultimately you will be judged as a scientist by your publications. Aim to publish during your time as a DPhil student.

Funding

The University offers a number of scholarships, hardship funds and junior research fellowships which are usually advertised in the University Gazette (which also has a web version <http://info.ox.ac.uk/gazette>).

Hardship funds can be roughly split into two groups – those offered by the Government (Access funds) and administered by your college, and the University Hardship Fund (<https://www.ox.ac.uk/students/fees-funding/assistance/hardship/ohf>). There may also be additional funds available from your college. Genuine hardship is likely to result in some help, but the hardship funds look most favourably on people whose circumstances have changed through no fault of their own. Decisions regarding hardship funds are generally made towards the middle and end of each term.

Language Centre

The Language Centre runs courses in most European languages and has self-study material for more than 100 languages. It also runs courses in English for Academic purposes, academic writing and English as a foreign language. Most courses (except the intensive ones) are free for members of Oxford University and some courses are free also for spouses. Details and timetables are available at their website (<http://www.lang.ox.ac.uk>).

Complaints and academic appeals within the Department

The University, the MPLS Division and the Zoology Department 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. However, all those concerned believe that it is important for students to be clear about how to raise a concern or make a complaint, and how to appeal against the outcome of assessment. The following guidance attempts to provide such information.

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 Faculties/Departments, and from bodies like Oxford SU 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 Joint Consultative Committees or via student representation on the faculty/department's committees.

Complaints

If your concern or complaint relates to teaching or other provision within the Zoology Department, then you should raise it with the **Director of Graduate Studies** (Elizabeth Jeffers). Within the Department, the Officer concerned will attempt to resolve your concern/complaint informally and efficiently.

If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. A complaint may cover aspects of teaching and learning (e.g. teaching facilities, supervision arrangements, etc.), and non-academic issues (e.g. support services, library services, University accommodation, University clubs and societies, etc.). A complaint to the Proctors should be made only if attempts at informal resolution have been unsuccessful. The procedures adopted by the Proctors for the consideration of complaints and appeals are described in the Proctors and Assessor's Memorandum (<http://www.admin.ox.ac.uk/proctors/pam/>) and the relevant Council regulations (<http://www.admin.ox.ac.uk/statutes/regulations/>).

If your concern or complaint relates to teaching or other provision within your College, then you should raise it either with your tutor or with one of the college officers, Senior Tutor, 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 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 authority may put your appeal directly to the Proctors.

Please remember in connection with all the cases in the preceding paragraphs 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.

The Proctors will indicate what further action you can take if you are dissatisfied with the outcome of a complaint or appeal considered by them.

Student Well-being – Sources of Advice and Guidance

Within the Department:

- Graduate Office (Heather Green & Joe Crook)
- Pastoral Supervisor
- Director of Graduate Studies (Lizzy Jeffers)
- Head of Department (E.J. Milner-Gulland)
- Zoology mentor (<https://www.zoo.ox.ac.uk/zoology-graduate-support-mentoring>)
- Harassment Officers (Aym Maidment, Paul Johnson, Amy Dickman, Sunetra Gupta, Tommaso Pizzari & Stuart West)
- Disability Coordinator (Heather Green)

Within your College

- College: Senior Tutor, College Advisor, Tutor for Graduate Studies, College Doctor, Chaplain, Dean

Across the University

- MPLS Division Graduate Studies Office <http://www.mpls.ox.ac.uk/graduate-school-office>
- University Counselling Service <http://www.ox.ac.uk/students/welfare/counselling>
- University Harassment Advisor network <https://www.ox.ac.uk/students/welfare/harassment>
- Sexual Harassment and Violence Support Service
<https://www.ox.ac.uk/students/welfare/supportservice?wssl=1>
- Student Resolution Service <https://www.ox.ac.uk/students/welfare/student-resolution-service?wssl=1>
- Equality and Diversity Office <http://www.admin.ox.ac.uk/eop>
- Nightline <http://oxfordnightline.org/>
- Special Needs: Department/MPLS Division disability contacts

- Oxford University Student Union Student Advice Service

<https://www.oxfordsu.org/wellbeing/student-advice/>

External

- Big White Wall is a free service giving access to a global welfare community, moderated by mental health professionals. It provides a safe space for students to help self-manage their mental health and wellbeing - whether they are struggling to sleep, feeling low, stressed or unable to cope. The service is anonymous, and all personal information is held securely. To join, students should go to www.bigwhitewall.com and Register under "I'm from a university or college" with their Oxford e-mail address. The University will not be informed if students sign up to Big White Wall or know of students' activities on the service - unless Big White Wall have serious safety concerns. If this happens Big White Wall will contact the University/College welfare team.
- The University of Oxford counselling service has a number of articles and podcasts on mental health, plus you can book an online counselling appointment if you are particularly struggling: <https://www.ox.ac.uk/students/welfare/counselling?wssl=1>
- The NHS Every Mind Matters campaign has tips on working from home <https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/>, plus a number of other articles and tips on mental health on their website: <https://www.nhs.uk/oneyou/every-mind-matters/>
- The Charlie Waller Memorial Trust have developed a Wellbeing Action Plan for working from home, which you can access here: <https://www.cwmt.org.uk/working-from-home>
- Mental Health UK has a number of different blogs on coronavirus and mental health: <https://mentalhealth-uk.org/help-and-information/covid-19-and-your-mental-health/>
- Oxfordshire Mind Information Line: 01865 247788. Open 9.30am-4.30pm Monday to Friday. Mind also has a lot of information and resources about mental health on their website: <https://www.mind.org.uk/>
- Buckinghamshire & Oxfordshire Mental Health Helpline: 01865 904997 (24/7). Can provide support and advice for anxiety, low mood, stress, feeling helpless and difficulty with relationships.
- If you're struggling to cope, you can call the Samaritans 24/7 helpline on 116 123. Support is always out there if you need it.

Appendix 1: Plagiarism

It is expected that most graduates will have mastered the rules and conventions of scholarly writing before arriving at Oxford, and therefore plagiarism is treated as an intentional and serious breach of academic integrity. However, even graduate students sometimes find it difficult to avoid unintentional plagiarism. Consequently you must ensure that you understand fully what is meant by the term 'plagiarism', how to avoid it in your writing, and the potential consequences of either deliberate or inadvertent plagiarism.

All graduate students should complete the [online course](#) on 'Good practice in citation and the avoidance of plagiarism' as part of their graduate skills training portfolio. Access to this course can be obtained from the Education Committee web pages (www.admin.ox.ac.uk/epsc/plagiarism/index.shtml). A link to the University's online training course about avoiding plagiarism can be found at http://www.skillsportal.ox.ac.uk/course_listing_details.php?code=OLC-1-1. The course provides an accessible source of information and advice about plagiarism. You should use it in conjunction with the advice on these pages.

Plagiarism is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

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 global 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?

Unacknowledged verbatim (word for word) quotation – 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.

Cutting and pasting from the Internet without clear acknowledgement - 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.

Paraphrasing – 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.

Appropriation of Internet resources – 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 assistance – 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.

Use of material written by professional agencies or other persons – 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.

Auto-plagiarism – 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 hand-outs, theses, or other students' essays. You must also attribute text or other resources downloaded from web sites.