**Annex J**

**Proposal for limited entry part-time DPhil in the Department/Faculty of xxx**

This form is only intended for use where permission is sought to establish a part-time variant of a full-time DPhil programme to meet the particular needs of a specific student or applicant. Proposals to establish a part-time variant open to multiple students require full approval as a new course proposal and should use Annex M of the *P&G new courses*.

**Approval process**

Once completed this proposal should be submitted for endorsement to the Director of Graduate Studies and Head of Department/Chair of Faculty Board before being presented to the divisional office for endorsement and submission to Education Policy Support. Proposals will be considered on behalf of Education Committee by the PVC Education.

1. **Academic justification**

What is the academic case for allowing this student or students to study on a part-time basis at Oxford? Include information on why it is more appropriate for them to study at Oxford rather than at another institution which already offers part-time doctorates: e.g. availability of particular supervisor/library resources etc.

1. **Supervision**

Please state the:

* name of proposed supervisor
* name of proposed academic adviser or co-supervisor
* experience of the supervisor in supporting students studying on a part-time basis
* proposed arrangements in the event that the supervisor were to leave Oxford, or were to be absent on leave or sick for a prolonged period (bearing in mind that the student may be registered for 6 or more years). Are there other individuals in the department (preferably at least two) willing and able to take over supervision?

If further part-time students may be admitted in future, please comment on availability of individuals willing and able to act as supervisors in such cases (bearing in mind the potential extra demands, especially in terms of availability, likely to be involved).

1. **Student – supervisor contact**

What would be the minimum number of face-to-face meetings between student and supervisor per term? Reference should be made to the relevant divisional Code of Practice for supervision.

How frequently and by what other means will contact be maintained? Will the supervisor be available if necessary at weekends/holidays?

1. **Monitoring**

Proposed arrangements for monitoring student(s)’ progress

1. **Attendance**

How often will the student(s) be working in the University? (Current part-time DPhil programmes operate at a minimum of 30 days university-based work per annum.)

1. **Induction**

Please set out the proposed arrangements for induction, guidance and mentoring.

1. **Academic context**

Please comment on:

* laboratory and/or fieldwork requirements for the project: what is required and how it will be made available
* access to seminars
* opportunities to attend conferences
* opportunities for other formal and informal interaction with academic staff and students.

1. **Facilities**

Please set out how satisfactory provision will be made for the following:

* access to library resources, including comments on implications of library opening hours and ordering/borrowing facilities for the student(s)
* access to IT resources
* availability of book or conference grants
* availability of relevant facilities in the student(s)’ place of work (if needed)
* any other facilities necessary for the research project.

1. **Research training**

Please state how the student’s need for research training will be assessed (in the light of their previous experience), and how satisfactory provision will be made for research training.

1. **College place and provision**

If this proposal relates to an applicant, you are asked (a) to identify a college willing to admit the student on a part-time basis. If this proposal relates to a current student switching mode of study, you should confirm that the college is supportive of the proposal.