**Research Student Progress Check List**

**ADMISSION TO SUBMISSION OF THESIS**

* Registration once a year (confirm personal and academic details, via student self-service) □
* Submit a GSR report each term (including submitting your preparation for transfer □

of status and preparation for confirmation of status forms at the appropriate time)

* Complete the University’s Research Integrity Training (must be done before applying for □

transfer of status)

* Transfer of Status from PRS to either MSc by Research or DPhil (complete GSO.2.MPLS) □
* Confirmation of DPhil Status (for DPhil students only) (complete GSO.14.MPLS) □
* Application for appointment of examiners (complete GSO.3) □

SUBMISSION TO COMPLETION

* Submit a digital copy of your thesis via the Research Thesis Digital Submission (RTDS) □

Portal (complete GSO.3a & 26)

* Viva date arranged by internal examiner □
* Submit minor corrections (if necessary) to examiners □
* Submit a hardbound copy of the thesis for the Bodleian Library to the Research □

Degrees Team, Examination Schools with loose copy of abstract

* Submit thesis electronically via ORA (only for students admitted from October 2007) □
* Result notification letter sent to you from the Research Degrees Team (RDT), □

Examination Schools

* Book graduation ceremony □
* Receive Degree Certificate following degree ceremony □
* Request degree confirmation letter from Degree Conferrals Office (if required) □

