**Oxford Women’s Development Programme**

**Application form: Hilary Term 2020**

*Please return the completed application form to:* [training@mpls.ox.ac.uk](mailto:training@mpls.ox.ac.uk)

**THE DEADLINE FOR APPLICATIONS IS 9.00AM ON MONDAY 13th JANUARY 2020**

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| **Name** |  | | |
| **Contact Address** |  | | |
| **Your Oxford University email address** |  | | |
| **Phone** | **Home** | **Work** | **Mobile** |
| **Department** |  | | |
| **Please complete either section A or section B** | | | |
| **Section A: DPhil students**  Please note that your application will not be considered unless this information is provided in full | | | |
| **Year of DPhil** |  | | |
| **Supervisor** |  | | |
| **Section B: Research Staff / Postdoctoral Researchers**  Please note that your application will not be considered unless this information is provided in full | | | |
| **Please indicate which postdoctoral position** | 1st 2nd 3rd Other (Please specify) | | |
| **For how many years have you been a member of research staff or postdoc?** |  | | |
| **How many years do you have remaining on your current employment contract?** |  | | |

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| **Please complete the box below if applicable** |
| **Please tell us about any special dietary requirements, access needs, or any further information we need to know to enable us to ensure you are able to attend and participate fully in the course.** |

**PLEASE COMPLETE THE FOLLOWING SECTION AND THOSE ON THE NEXT PAGE IN FULL. APPLICATIONS THAT DO NOT PROVIDE THE INFORMATION REQUESTED WILL NOT BE CONSIDERED**

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| **Have you attended a personal development programme before? Y /N**  **If yes, which programme, and when did you attend?** |

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| **Please use this space to answer the following questions**   * What are your reasons for wishing to take part in the programme? You are encouraged to refer to the objectives of the programme ( See <https://www.mpls.ox.ac.uk/training/mpls-training/our-courses/mpls-personal-and-professional-development-courses/oxford-womens-development-programme>) and show how these will support your effectiveness in your role and/ or your own development * What are your expectations of the programme? |

**Please read the following information, and the FAQs at the end of this form, carefully.**

The Oxford Women’s Development Programme consists of 3 full day workshops. There will also be a small amount of pre-course work. Your acceptance of a place means that you agree to attend all three workshops in full, and to pay a deposit of £50. This will be refunded after the course if you attend each day in full.

The workshop dates for the Hilary Term 2020 programme are (all Tuesdays):

4th February

25th February

31st March

This course is self-nominating, but you should discuss and agree your attendance with your supervisor/head of research group/ line manager; please ensure that they are aware that you will be attending the three workshops in full. Please tick to confirm you have done this.

I have read and understood the information in the Frequently Asked Questions section on the next page. Please tick to confirm.

I have read the Privacy Notice at the end of this form. Please tick to confirm.

**Signed by the applicant\***……………………………………………………………………...

\*Electronic signature is acceptable for forms sent from the applicant’s University email address.

**Oxford Women’s Development Programme: FAQs**

What does the programme consist of?

The Oxford Women’s Development Programme runs over three full days and if you are offered and accept a place, you will be expected to attend all three days. There will also be a small amount of pre-course work.

Do I have to pay for the programme?

The programme itself is free of charge, but if you are offered a place you will be asked to pay a deposit of £50 which will be refunded if you attend the course in full.

I have an issue (with a supervisor / colleague / manager / department / University process / friend / family member / something else) and want to attend the programme for help with solving it. Will the programme address this for me?

No, the programme will not provide you with answers or solutions to problems, nor challenge institutional processes and approaches on your behalf. It will though support you in working out for yourself how you might address such issues.

Someone I know is also applying for the programme; can we both attend?

It is possible to attend the same programme as people you know, as long as you are both happy to do so. In this situation you will be placed in different groups.

Who can I contact if I have further questions?

For queries about administration: [training@mpls.ox.ac.uk](mailto:training@mpls.ox.ac.uk)

For queries about course content: [Alison.trinder@mpls.ox.ac.uk](mailto:Alison.trinder@mpls.ox.ac.uk)

**Privacy notice: Oxford Women’s Development Programme**

**Data protection**

In the course of completing this application for a place on the Oxford Women’s Development Programme, you are providing information about yourself (‘personal data’). We (the University of Oxford) are the ‘data controller’ for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

***How we use your data***

We will use your data to

(1) Communicate with you about your application, and if you are offered and accept a place on the course, to communicate with you and carry out administrative arrangements for the course, including arrangements for evaluating the course after it is finished. We need to process your data for these purposes in order to fulfil our contractual obligations to you in relation to the course in question.

(2) In relation to your answers to the questions about your reasons for applying for a place, and your expectations of the course: we need to process this data to meet our legitimate interests in carrying out an appropriate selection process for the course, because numbers are limited.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

***Who has access to your data?***

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.

***Retaining your data***

We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.

***Security***

Your data will be held securely in accordance with the University’s policies and procedures. Further information is available on the University’s Information Security website: <https://www.infosec.ox.ac.uk/>

***Where we store and use your data***

We store and use your data on University premises, in both a manual and electronic form.

***Your rights***

Information on your rights in relation to your personal data are explained [here](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/).

***Contact***

If you wish to raise any queries or concerns about our use of your data, please contact us at [training@mpls.ox.ac.uk](mailto:training@mpls.ox.ac.uk).