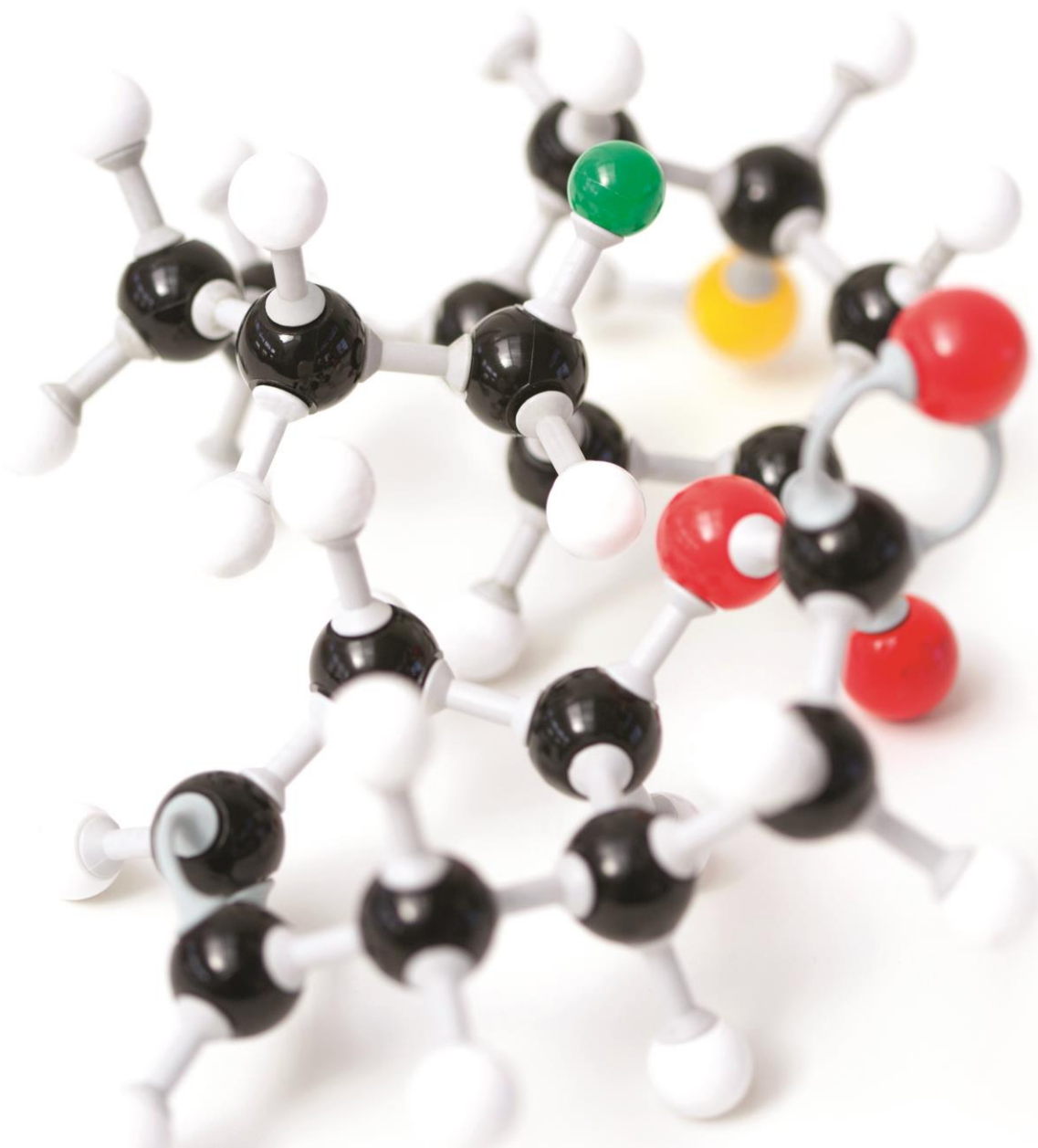




UNIVERSITY OF  
OXFORD



# Welcome to Chemistry

Department of Chemistry  
Graduate Handbook 2016/17



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# Section A: Welcome and introduction

## 1 Welcome

### Welcome to Oxford Chemistry

On behalf of the academic and support staff of this Department, I would like to offer you a very warm welcome. We hope that your time in Oxford Chemistry is an enjoyable and productive one and that you are able to draw on the benefits of being part of one of the largest and most highly renowned chemistry departments in the world. We also hope that the experience of being a graduate student at Oxford is one that will provide a springboard for whatever the future may hold for you.



**Professor Mark Brouard**

**Head of the Department of Chemistry**

## 2 About the Department

### a Academic sections

The Department is organised into three main sections: Physical and Theoretical Chemistry; Inorganic Chemistry; and Organic Chemistry. A further sub-section focuses on research into Chemical Biology. The Department is led by the Head of Department, Professor Mark Brouard.

Work in the Department is carried out across three main buildings. The Physical and Theoretical Chemistry Laboratory (PTCL) and Inorganic Chemistry Laboratory (ICL) focus on work in physical and inorganic chemistry respectively. However, chemists from all sections carry out research in the Chemistry Research Laboratory (CRL). This building is the focus of work in organic chemistry and chemical biology. The organic chemistry teaching laboratory is located in the Dyson Perrins building, accessible via South Parks Road.

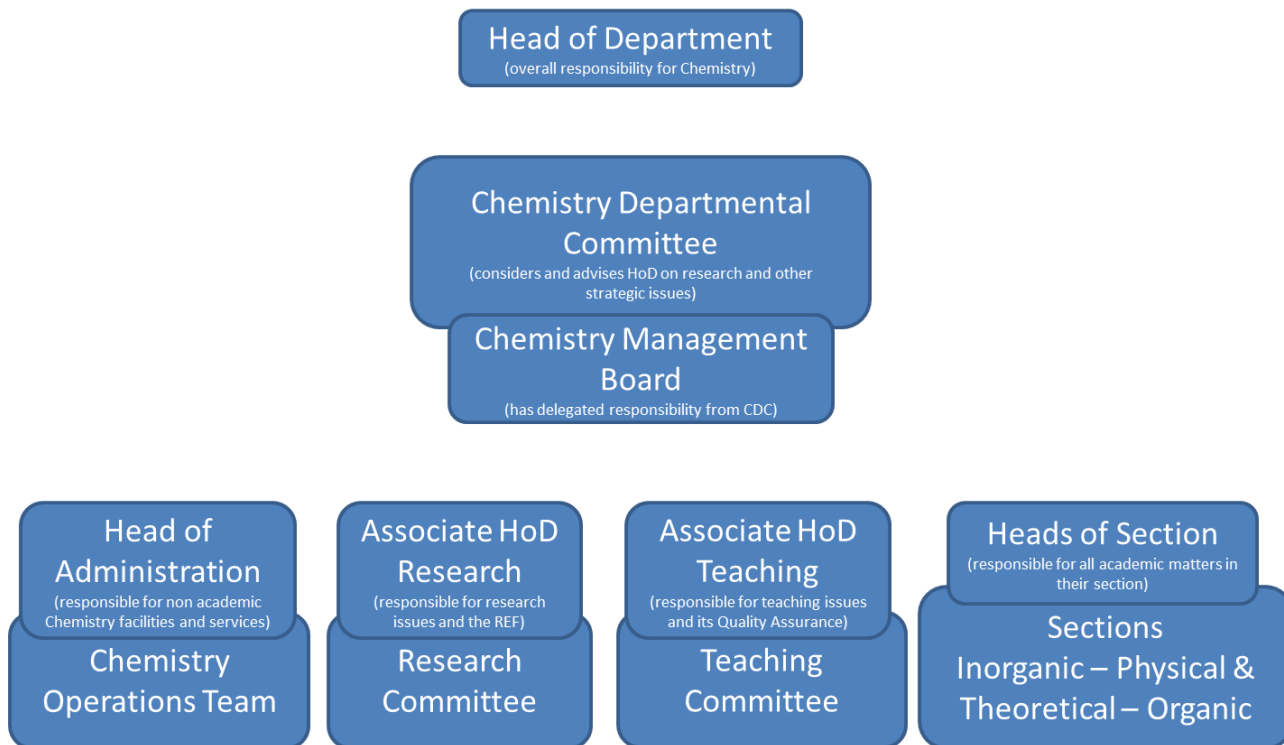
⇒ For a map of the Chemistry Department and University Science Area, please see page 7

### b Administration

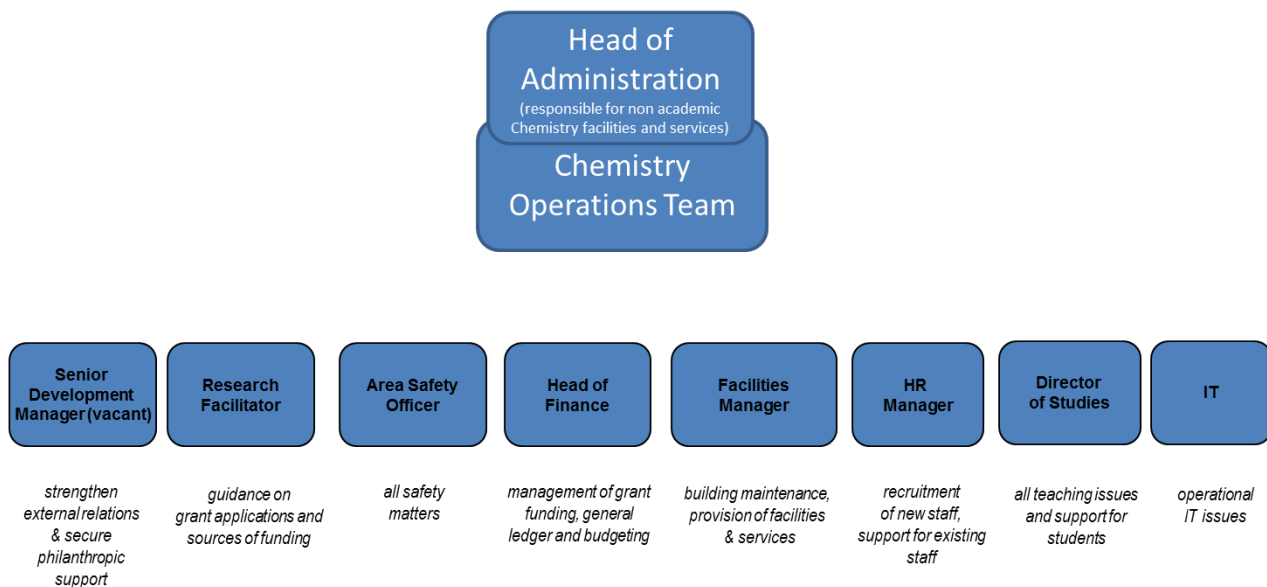
Academic work in the Department is supported by an administration team providing services such as finance, building maintenance, stores, workshops, personnel and IT, and guidance on issues such as safety and research funding.

⇒ For organisational charts and contact details of administration staff see <https://intranet.chem.ox.ac.uk/support-staff-teams.aspx>

### 3 Who's who?

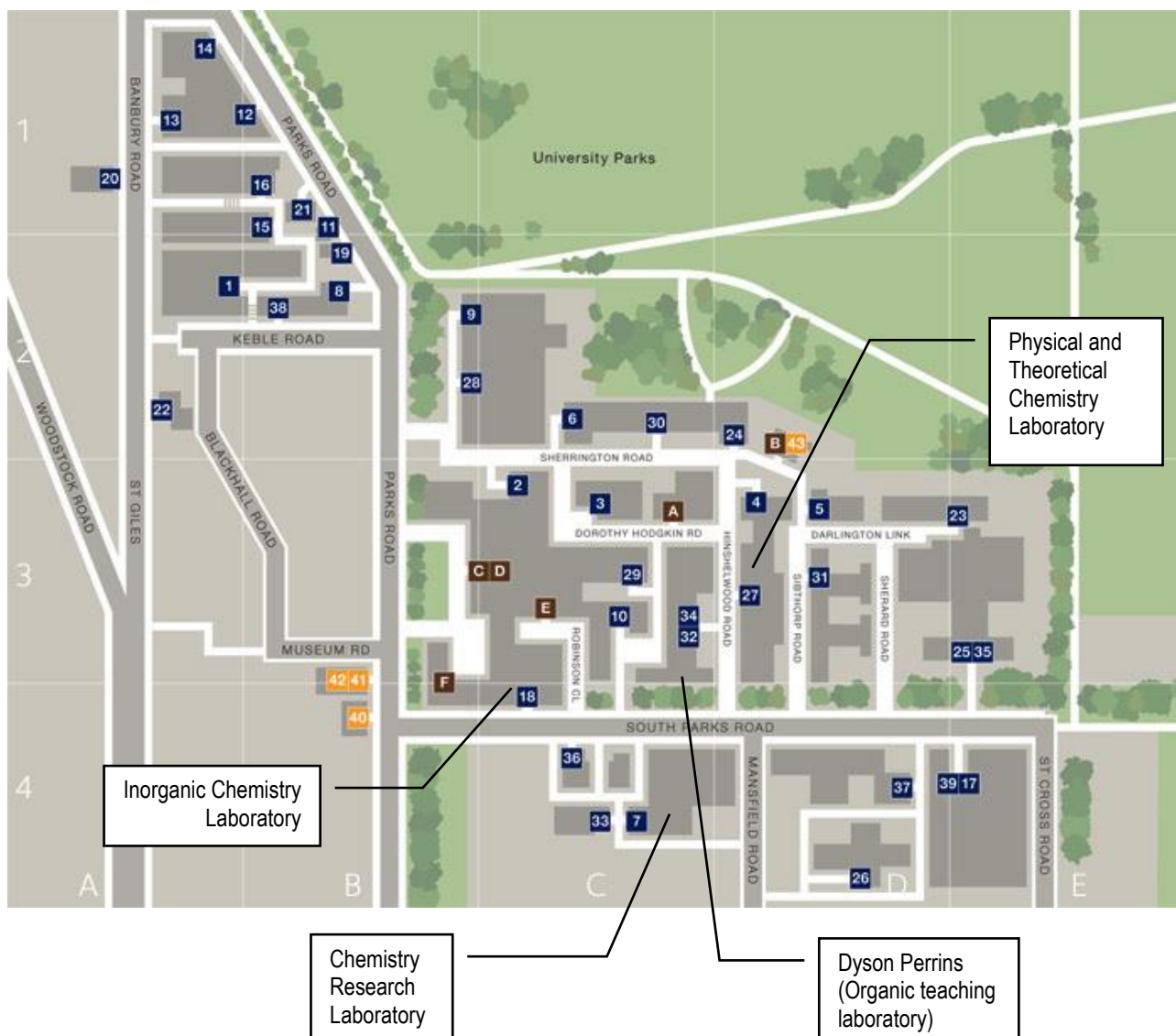


⇒ For information about post holders and committee structures see <https://intranet.chem.ox.ac.uk/structure-of-department.aspx>





## 4 Map of the Department



## 5 Addresses and key phone numbers

- Physical and Theoretical Chemistry Laboratory, South Parks Road, Oxford OX1 3QZ. Tel: +44 (0)1865 275400
- Inorganic Chemistry Laboratory, South Parks Road, Oxford OX1 3QR. Tel: +44 (0)1865 272600
- Chemistry Research Laboratory, Mansfield Road, Oxford OX1 3TA. Tel: +44 (0)1865 285000

⇒ □ For a full list of contacts for staff, facilities and services, see appendices

## 6 Things you need to find out

Some information that you need to know will be particular to where you are working and can't be covered in a general handbook, but will be covered in your building-specific induction.

Make sure that you find out the following from your supervisor or your colleagues when you start work:

- a your nearest fire exit and route to the fire assembly point for your building
- b the names of first aiders in your area – so you know who to go to in the event of an accident
- c the nearest first aid boxes to your location

## Section B: Emergencies, accidents and fire

Everyone working or studying in the Department should familiarise themselves with the location of fire extinguishers, fire exits, safe escape routes and assembly points in the building in which they are working in case of emergency.

### 1 Emergency calls

Emergency telephone calls can be made from any telephone on the University network by dialling 9-999.

### 2 Fire

If you discover a fire, activate the nearest alarm. Dial 9-999 to **notify the emergency services and inform them that their assistance is required**. Only tackle a fire, with the appliances provided, if it does not put you at personal risk.

**On activating or hearing the fire alarm, leave the building by the shortest route. Do not use lifts. Proceed to the assembly point. Do not re-enter the building until you are told it is safe to do so by the senior fireman in charge or a safety officer.**

### 3 Medical emergencies

**In the event of a serious/life threatening medical emergency telephone call 9-999.**

**If the injury is less serious call Oxford 9-01865 220208 for Accident Service, John Radcliffe Hospital, Headington.**

**If it is an EYE accident:** send the injured person to the Eye Hospital and call 01865 224800 to warn the hospital of their arrival (24-hour service). Please note that the Eye Hospital is in the West Wing at the John Radcliffe Hospital. The Eye Emergency Department operates a booking system, although patients with urgent, painful or sight threatening conditions will be seen promptly, so ensure that you phone ahead. First aiders may, of course, assess that ambulance transport is needed for some injuries.

⇒ □ For a full list of first aiders, with contact details, see <http://safety.chem.ox.ac.uk/first-aiders.aspx>

### 4 Accidents causing injury

**Serious Injury: call for medical help without delay** (see above for emergency contact details and appendices for safety officers/first aiders).

**Eyes:** if a chemical gets into an eye, wash out the substance at once and continue washing for at least ten minutes: **CALL A FIRST AIDER**.

**Minor cuts and burns:** make sure you know where first aid boxes are kept and where to find a first aider.

**Skin contamination:** take immediate action to remove the contamination:

**DO NOT WAIT FOR PAIN OR OTHER UNPLEASANT SYMPTOMS TO DEVELOP.**

Delay can have very serious consequences: some highly toxic substances such as Hydrofluoric acid, aromatic amines and alkyl sulphates are readily absorbed through the skin yet do not cause immediate pain.

If the injured person requires hospital treatment and they can be moved they should be sent by private car to either the Accident and Emergency Department at the John Radcliffe Hospital (tel: 9-01865 220208) or the Emergency Eye Department in the hospital's West Wing (tel: 9-01865 224800). If possible, call the hospital to warn them in advance. Ask at your local reception to arrange for a taxi to take you to the hospital.

Record in the **Accident/Incident Report Book** (kept in Reception in the CRL, ICL and the PTCL, or if in the DP ask teaching lab staff) as soon as possible:

- All accidents causing injury,

- Incidents that do not cause injury but which under other circumstances might have done so – near misses.
- Incidents that result in damage to property, for example water damage from leaking equipment.

**It is very important that all accident / incident reports are completed fully and promptly. The completed form, and Accident Book, must be returned upon completion. The form will then be given to the Area Safety Officer for processing.**

⇒□ See <http://safety.chem.ox.ac.uk/first-aiders.aspx> for details of first aiders

## 5 Other emergencies

eg security issues, gas or water leaks

**During working hours:** contact a member of the Facilities Team or a safety officer. Call reception in the building you are working in if you don't know the number or can't get hold of anyone.

**Outside working hours:** call University Security Services on (01865 2)89999.

⇒□ See <http://safety.chem.ox.ac.uk/emergency-contacts.aspx> for details of the Facilities Team and Safety Officers

The Non-Emergency Police (Thames Valley) Number is (9)101, if you need to contact the local Police force.

# Section C: General information

## 1 Working environment

Please contribute to a safe and clean environment by keeping your working and laboratory areas tidy. Avoid obvious hazards such as obstructing doorways and passageways, trailing cables and spillages.

All buildings in the Department are no smoking. Food and drinks are not permitted in any of the laboratory areas under any circumstances.

If you feel that you need a display screen assessment to make sure that your immediate working environment is comfortable, please see the Area Safety Officer who can arrange this for you.

The Department may also contribute towards the cost of glasses for VDU work and prescription safety glasses and has an arrangement with a local optician. Please see the Facilities Office Manager to arrange an appointment for an eye test or to order glasses.

**Working hours:** It is recognised that graduate students are not paid employees and therefore do not have contractual working hours. It is also to be expected that working practices will vary widely between disciplines and between individuals. A good DPhil student will be self-motivated to work such hours as are necessary to achieve their objectives over the course of three or four years.

Nevertheless, in considering your working hours, it is best to aim to work a regular number of hours each day, and to establish a regular daily working routine. An appropriate principle to adopt is the Government Working Time Regulations of a maximum average working week of no more than 48 hours, averaged over 17 weeks. In consultation with your supervisor it is up to you to decide the right working structure for you.

Sometimes it may be necessary to work longer hours than usual. Although the Departmental buildings are open 24 hours a day (to those with a University card that is enabled on Chemistry's security system), **no-one is permitted to work alone when carrying out experimental work.** If you are planning to work outside normal working hours, ie after 6pm and before 8am, you must sign the late working book available in the reception area of the building in which you are working. Note that the reception area itself is likely to be unmanned at this time so, if you are planning to work late, make sure you know where the book is kept and make sure you have your University card with you.

The Department participates in the NUS **Green Impact** scheme, which promotes a sustainable environment to study and work in. Having achieved the Gold Award, and the Gold for our Labs, the next step for the Department will be to retain Gold. You can help to contribute towards achieving this by personal involvement, either as a member of the Green Impact team, and/or by ensuring that you reduce, reuse and recycle consistently. Please check the Newsletter for regular Green Impact updates.

**Holidays:** You should agree any days off in the working week (Monday-Friday) with your supervisor. As a minimum you should expect to be able to take 6 weeks leave including bank holidays (8 days) and excluding periods of fixed closure for the Department (at Christmas and Easter, 6 days in total). Keep a record of the days you have taken as holiday. Some groups are participating in the trial of the online TeamSeer holiday booking system. You need to be prepared to be flexible, depending on the requirements of your project, for example, the University operates normally on Bank Holidays in May and your research or teaching commitments may require you to attend on these days.

**Illness:** If you are away from the Department because of illness you should inform your supervisor as soon as possible.

It is important that your supervisor is notified of all sickness, including sickness occurring during vacation time, even if you are out of Oxford at the time.

It is particularly important for students with Tier 4 visas to make sure that their supervisor knows if they are away for any reason, such as sickness or holiday, as it is a legal obligation to report unauthorised absences to the central University for investigation and ultimately to the Home Office.

⇒ □ For Graduate Office staff contact details, see appendices

## 2 Access and University cards

Students with a University card that has been activated for use within Chemistry can access any of the buildings in the Department at any time of day (please note the restrictions on lone experimental working detailed above).

Once you have updated your information in the online database at <https://intranet.chem.ox.ac.uk/myinfo> and completed the Code of Conduct Form, you should hand the form in to the reception desk of the Chemistry Research Laboratory, and then your University card number can be added to the Chemistry system enabling swipe access to the Department. Replacement cards should be obtained from your college. Please note that there is a £10 fee for a replacement card, if it is lost.

## 3 Notices and the intranet

Relevant Departmental notices will be displayed in the reception areas of each building and you should check these areas regularly. In addition, information about the Department can be found on the Department of Chemistry intranet, accessible from any computer in the Department. Relevant forms, contact details and details of facilities and services can all be found online. You will need to use your Single Sign On (SSO) login details, issued by the Oxford University IT Services, to access the Chemistry intranet – this is the same information used to access your University e-mail account.

Details of Colloquia, Seminars, and Courses are displayed on the intranet, notice boards, home page Calendar and the display screens.

The University “Gazette” and staff magazine “Blue Print” can be read online at <http://www.ox.ac.uk/gazette/> and <http://www.ox.ac.uk/staff/publications/blueprint/index.html>.

The Oxford Chemistry Weekly Newsletter, which is sent to all staff members, DPhil and Part II students, is also a useful source of information, and is the main method of disseminating Department-wide information.

## 4. Guidance on harassment

*Harassment may involve: physical or verbal harassment; harassment relating to people's sex, disability, race, religion or sexual orientation; or bullying.*

**The University condemns harassment as an unacceptable form of behaviour and has a service to help people (staff and students) who think that they are being harassed in any way.**

You can either talk to the advisers appointed by the Department or ring the University's confidential Harassment Hotline (2) 70760 or e-mail [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk) and ask for referral to someone outside the college, department or faculty. The OUSU Student Advice Service can also provide confidential advice and support to students and can be contacted on (2) 88450/1 or by e-mail on [advice@ousu.org](mailto:advice@ousu.org)

⇒□ For contact details of the Departmental Harassment Officers, please see <https://intranet.chem.ox.ac.uk/chemistry-harassment-advisors.aspx> and posters displayed in each building

## 4 Applying for research funding

The Department of Chemistry Research Facilitator will be happy to discuss any enquiries you might have about applying for future research funding.

⇒□ For contact details, please see <https://intranet.chem.ox.ac.uk/research-funding.aspx>

The Department intranet is kept up to date with calls for grant applications, and includes some useful guidance in making your application.

There are some simple rules that you should keep in mind when considering making an application for funding:

- You should discuss your application with your supervisor / head of section as early as possible
- You **must** submit your application five days before the sponsor deadline, since it needs to be checked through by the University's Research Services team for compliance with all sponsor requirements
- You need to ensure that your application has a full costing estimate. This can be prepared for you by the Finance Manager for your section of the Department
- Your research funding application will be reviewed and signed off by your head of section and Professor Mark Brouard, the Head of the Department of Chemistry prior to the internal deadline as above

## 5 Laboratory notebooks

You are required to keep an up to date and full account of the experiments you perform in a laboratory notebook. The Department will supply you with a notebook (please ask your Supervisor where to obtain one) and when complete this will remain the property of the Department. Your Supervisor will regularly ask to see your Lab notebook and will sign it off.

The University policy on research data management may be found at:

<http://researchdata.ox.ac.uk/home/introduction-to-rdm/>

There is more useful information about Lab notebooks at:

[http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/researchdatamanagement/documents/labnotes\\_policy.pdf](http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/researchdatamanagement/documents/labnotes_policy.pdf)

## Section D: Facilities

### 1 Catering/common rooms

Machines vending drinks and snacks are available in all buildings. Please note that no food or drinks are to be taken into laboratory areas anywhere in the Department.

You can use the Atrium Café in the CRL building (usually open between 8am and 4pm), and the PTCL common room.

### 2 Parking/cycle racks

Parking around the Department is very limited and restricted to permit holders only. A very limited amount of parking is available for visitors to the Department. Check with your local reception regarding availability and bookings. All visitors must use the correct parking permits issued by reception.

Cycle racks are available near to all Chemistry buildings. There is also a secure cycle cage that is accessible with a valid University card registered for use in Chemistry.

### 3 Meeting rooms

A number of meeting rooms are available throughout the Department for groups to discuss their work or host meetings and events. To find out about rooms and their availability see the Chemistry intranet; to make a booking ask at reception.

There is a dedicated Conference Team for room bookings in the CRL. They are also available for help in organising out of hours functions. Tel: 75979 or email: [conferences@chem.ox.ac.uk](mailto:conferences@chem.ox.ac.uk). Please read the conference and meeting room Booking Policy for details of the type of events that can be held in the Departmental meeting rooms: [http://www.chem.ox.ac.uk/rooms/room-booking-policy-may-2016\\_f.pdf](http://www.chem.ox.ac.uk/rooms/room-booking-policy-may-2016_f.pdf).

### 4 ICT and media services

Currently there are eight members of staff who provide ICT support for the Department of Chemistry. For information on who to contact and receive ICT support please use the Chemistry IT help web page ([www.chem.ox.ac.uk/help](http://www.chem.ox.ac.uk/help)), on this page there is an online web form where help requests are entered into a shared job tracking system so the ICT staff can respond as a team.

Using any of the computers or network in the Department requires you to accept and abide by the University rules and regulations relating to the use of Information Technology Facilities (<http://www.it.ox.ac.uk/rules>). The Department's local rules are on the intranet at <https://intranet.chem.ox.ac.uk/it-rules.aspx> and help concerning the connection of non-Departmental machines to our network may be found on the ICT help page ([www.chem.ox.ac.uk/help](http://www.chem.ox.ac.uk/help)).

A large number of tailored mailing lists are available to facilitate communication with various categories/groups of personnel within the Department of Chemistry ([intranet.chem.ox.ac.uk/mailling-lists.aspx](http://intranet.chem.ox.ac.uk/mailling-lists.aspx)).

The ICT team provide a range of media services and can help with the production of presentations, posters, photographs and illustrations.

At the beginning of the academic year there are a large number of ICT training workshops – covering research discovery using a number of databases; using word processors to write a thesis; presentations and posters; and chemistry computational modelling and illustration software, details of the courses will be advertised at the start of your research projects.

A number of training courses are also run by Oxford University IT Services, many of which are free to University staff. For details of the IT Learning Programme, visit <http://www.it.ox.ac.uk/do/training-and-facilities>.

⇒ □ See <https://intranet.chem.ox.ac.uk/it-support-staff.aspx> for contacts for ICT staff



## 5 Resources available

This section provides a summary of which University of Oxford resources (journals, databases, software) can be used in the Department.

### Electronic journals:

These can generally be used from University premises or offsite via virtual private network (VPN) or the University Single Sign-on logon (SSO).

### Databases:

#### *Reaxys/Beilstein/CrossFire:*

- You can use Reaxys when on any University premises, eg from Chemistry Department offices or labs, college, or Radcliffe Science Library (RSL); but NOT from off-site eg. via VPN.

#### *Web of Science:*

- You may go into the RSL and use Web of Science as a "Walk-In User" while you are "within the Library Premises".
- You can therefore only use Web of Science within the RSL.

#### *Scopus:*

- You can use Scopus when on any University premises, e.g. from Chemistry Dept offices or labs, college, or RSL; but NOT from off-site eg. via VPN.

### Restrictions

All usual restrictions apply to you:

- strictly NO use for any commercial purpose
- DO NOT download excessive amounts (eg. whole journal issues/volumes; large numbers of references)
- DO NOT use automated tools ('robots') to download faster than could be done by a human
- DO NOT supply results/downloads to someone outside the University.

### Site-licensed software

See: [www.oucs.ox.ac.uk/sls/useterms.xml](http://www.oucs.ox.ac.uk/sls/useterms.xml)

### Sophos :

Use allowed by members of Oxford University, including staff and those that have 'Academic Visitor' on their University card. See <http://help.it.ox.ac.uk/viruses/index>

### ChemDraw/ChemOffice, Origin, Labview, Matlab, Mathematica, EndNote and MS Office & Windows OS:

May be installed on any University-owned computers and used on those machines by all members of Department including visitors but NO commercial use.

University licenses do NOT cover use by staff and visitors on their own machines, for this you will need to buy the products at full commercial prices.

## 6 Photocopying, mail, couriers and telephones

Photocopiers are available in all buildings for business use and are activated by either a card or a code. Please see your supervisor for these details.

Incoming mail will be placed in pigeon holes in the reception area of the building in which you are working. Please make sure that you check for post regularly as it will only be stored for a short time.

Outgoing mail should be placed in the relevant basket or boxes in the reception or post area of your building for internal Oxford University mail (free) and Royal Mail services. Please add your initials and your section or group for all post to be franked.



## 7 Workshops

A number of workshops in the Department can design and fabricate equipment for use by students and researchers.

### Glassblowers

Situated in the ICL, this workshop can design and create custom glassware for your experimental work.

### Mechanical workshops

Situated in the PTCL, this workshop is capable of designing and manufacturing a wide range of experimental equipment.

### Electrical/electronics workshops

There are workshops in both the PTCL and ICL. Workshop staff service existing electric/electronic equipment, as well as design and construct new items for research groups.

⇒ □ For locations and contact details for workshop services, see <https://intranet.chem.ox.ac.uk/design--fabrication-workshops.aspx>

## 8 Stores

### Purchases

Chemistry currently operates three Stores, one in each of the CRL, ICL and PTCL buildings. For details of Stores opening times, please see <https://intranet.chem.ox.ac.uk/stores-opening-times.aspx>. Stores stock a number of basic consumables and chemicals. Items not stocked by Stores can be purchased through R12 (See Section E Finance for ordering through R12). To purchase items from Stores you will need to link your University Staff Card to a cost centre. This can be done by contacting [lee.douglas@chem.ox.ac.uk](mailto:lee.douglas@chem.ox.ac.uk). You will need to provide the following information:

- University card number
- Email address
- Lab phone number
- Your location
- Project codes you are authorised to spend against

Once your University Staff Card is linked, items can be purchased from any of the three Chemistry Stores. Your University Staff Card will be scanned on checkout at the Stores, this will automatically charge your cost centre.

Orders placed in R12 are normally delivered to Stores for goods receipting. Once the order has been unpacked you will receive an e-mail to notify you the order has arrived.

Some chemical purchases may require a hazard assessment. If a particularly hazardous chemical is required the advice of the Departmental Safety Officer must be sought before an order is placed.

### Returns

Please be aware of the following:

- Chemicals that are surplus to current needs must be returned to Stores.
- Waste solvents should be returned to Stores for disposal. Contact your local Store for the appropriate process to use.
- Empty chemical bottles, properly washed, and used glassware for disposal should be returned to Stores.
- Needles and syringes must be disposed of in the Sharps bins provided. **Anyone found to be disposing of these items inappropriately will be subject to disciplinary action.**
- Disposal of waste out-of-date chemicals is the responsibility of individual groups who should contact the Safety Office to arrange disposal (see appendices for contact details)
- Disposal of electrical and electronic equipment, including PCs, monitors, lamps and batteries, is subject to stringent controls. Please contact your local Facilities team.

⇒□ For details of Stores opening times, please see <https://intranet.chem.ox.ac.uk/stores-opening-times.aspx>

### Liquid Nitrogen, Gas Cylinders, Dry Ice

Issues of any of the above items differ from site to site. Please contact your stores supervisor/facilities team for advice on the appropriate method.

## 9 Analytical services

A wide range of analytical services are available in the Department for research purposes, including:

- a Nuclear magnetic resonance (NMR)
- b Mass spectroscopy
- c X-ray diffraction
- d Electron spin resonance (ESR)
- e Surface analysis
- f UV/IR spectroscopy

Speak to your supervisor in the first instance about these techniques and their application to your work.

⇒□ Further details of analytical services, including contact details, is available on the Chemistry intranet at <https://intranet.chem.ox.ac.uk/analytical.aspx>.

## 10 Repairs and maintenance

A Chemistry-wide building and facilities team is responsible for all repairs and maintenance in the Department, with local teams on hand in each building.

⇒□ For contact details for your local facilities team, please see <https://intranet.chem.ox.ac.uk/facilities-management.aspx>

## 11 Religious observance

If you wish to pray during the working day and need to find a quiet space to do this please contact the Facilities Office Manager to identify what space is available within the Department.

Muslim students and staff at Oxford University have their own dedicated prayer space within the University. The Prayer Room is located in the University's Robert Hooke building (Parks Road). The space is available to students and staff of the University for prayer. The Prayer Room is equipped with separate male and female ablutions facilities. It is accessible 24 hours a day.

# Section E: Finance

## 1 Income

The Department's funding comes from two main sources:

- **The Higher Education Funding Council for England (HEFCE)**, via the central University: this funding is used to support all teaching activity and includes a contribution to the salaries of permanent academic staff, technical and administrative staff and the cost of buildings and services.
- **Funding bodies** such as research councils and commercial companies: this funding is used to support the majority of research activity in the Department and **funds** are awarded to cover the cost of staff working on a particular project, consumables, travel expenses and equipment costs.

## 2 Expenditure

All expenditure in the Department must be allocated to a relevant cost centre. Cost centres are either project-specific or Departmental. If you are likely to incur costs, eg through ordering goods for your research, photocopying or travel expenses, you should find out from your supervisor the most relevant cost centre for these activities.

## 3 Purchasing

All orders (with the exception of items purchased from Stores) should be placed using the Oracle R12 (iProcurement) system. Speak with your supervisor about the specific R12 setup for your group. Should you need access to the R12 system please e-mail [iprocurement@chem.ox.ac.uk](mailto:iprocurement@chem.ox.ac.uk) with your details.

You can access R12 via the following link <http://www.admin.ox.ac.uk/finance/support/>

The University ideally likes to use preferred suppliers which can be found on R12. By using preferred suppliers you will benefit from the best prices, service and terms. For purchases from non-preferred suppliers you will be required to provide quotes for all orders. For orders over £1,000 you will need to provide two or more quotes. Orders £25,000 and over will require a formal tender, please contact [Sam.Forster@chem.ox.ac.uk](mailto:Sam.Forster@chem.ox.ac.uk) who will be able to help with the process.

All IT purchases should be referred to the IT support team. Please contact a member of the team <https://intranet.chem.ox.ac.uk/it-support-staff.aspx>.

For more detail on ordering procedures please visit the Central Finance webpage <https://www1.admin.ox.ac.uk/finance/ppt/purchasing/>

## 4 Expenses and Travel Insurance

Any legitimate business expenses should be charged to your relevant cost centre, particularly if part of a research project. Please check with your supervisor about what expenses can be reclaimed before incurring costs that might not be refundable.

An expenses claim form is available on the Department of Chemistry intranet and should be completed, signed and counter-signed by your supervisor. Completed forms should be passed to the Finance team in the CRL. All expenses claims must be supported by original receipts.

A global travel insurance policy is in place for all travel on University business. You will be expected to complete a risk assessment of where you are planning to travel and to provide details of what event you are attending and where you will be staying. As soon as you have booked your travel arrangements complete a travel insurance form, your supervisor must sign it, and then pass to the Finance team in CRL. Please ensure that the completed form has original signatures on it.

The travel insurance form and expense claim form can be downloaded from the Chemistry Intranet <https://intranet.chem.ox.ac.uk/1finance-forms.aspx>.

## 5 Deposits

You may be required to pay a deposit for a locker, depending on where you are working. If this is the case, please speak with the Finance team in the CRL.

## 6 Fraud

If you suspect financial fraud you must report the matter to the Director of Finance or the Registrar or to [compliance@admin.ox.ac.uk](mailto:compliance@admin.ox.ac.uk) providing a brief description of the alleged irregularity, the loss or potential loss involved, and any evidence that supports the allegations or irregularity and identifies the individual or individuals responsible.

All cases of suspected fraud will be investigated whether they concern the assets of the University or of persons or bodies connected with the University. Any member of staff, regardless of their position or seniority, against whom prima facie evidence of fraud is found, will be subject to disciplinary procedures that may result in dismissal.

Further information regarding the University Anti-Fraud Policy can be found at <http://www.admin.ox.ac.uk/councilsec/compliance/briberyfraud/>

## 7 Bribery

The University is committed to conducting its business fairly, honestly and openly; to the highest standards of integrity; and in accordance with relevant legislation. The University has no tolerance of bribery and fraud, and believes that action against bribery and fraud is in the broader interests of society. As a charity deriving a significant proportion of its income from public funds, benefactions and charitable organisations, the University is concerned to protect its operations and reputation and its funders, donors, staff and students from the detriment associated with bribery and other corrupt activity. It is therefore committed to preventing bribery and fraud by its staff and any third party acting for or on behalf of the University.

The University has adopted a Bribery Policy which applies throughout all the University.

Members of staff, or students or other individuals who reasonably suspect bribery or fraud in the University, should report their concerns as soon as possible to the Director of Finance or the Registrar, providing a brief description of the alleged irregularity, the loss or potential loss involved, and any evidence supporting the allegations or irregularity or identifying the individual or individuals responsible.

Any report will be treated as a disclosure under the University's Policy and Procedure on Public Interest Disclosure (<http://www.admin.ox.ac.uk/personnel/cops/pid/>) and as such will be brought to the attention of the Registrar, who will decide on the procedure to be adopted.

Further information regarding the University Bribery Policy can be found at <http://www.admin.ox.ac.uk/councilsec/compliance/briberyfraud/> .

⇒□ For details of your local stores and finance contacts, see <https://intranet.chem.ox.ac.uk/stores--logistics.aspx> and <https://intranet.chem.ox.ac.uk/finance.aspx>

# Section F: Supervision

## 1 Supervisor

Patterns of supervision differ in the Chemistry Department according to the nature of the subject under investigation. In many cases you will have a sole supervisor; but for some projects, which may be collaborative, interdisciplinary or involve experiments in other places, you may have two or more supervisors, with one designated as the primary supervisor. In other types of research, particularly where there are large research groups there will be a supervisory team, which may involve one or more academics, post-doctoral researchers or senior graduate students. Some students working under a supervisor who is at an early stage of their academic career will also have a more senior joint supervisor.

Where more than one supervisor is appointed, or where there is a supervisory team, one of the supervisors will clearly be designated as the primary supervisor.

Whenever your supervisor leaves Oxford, for example for a holiday or for a conference, they must ensure that proper supervisory cover is arranged during their absence.

## 2 Departmental and College advisors

Every graduate student has access to one or more named persons in addition to the supervisor to whom he/she can turn for support. Unless you have been told otherwise your departmental advisor will be the Director of Graduate Studies for your section. Your College will also provide a College advisor. If you need advice on any matter you may approach your Departmental or College advisor, your head of section, the Director of Studies or the Head of the Department of Chemistry.

## 3 Directors of Graduate Studies

Each section has a Director of Graduate Studies (DGS). These senior academics exercise academic oversight over the selection and admission of graduate students, graduate training, monitoring progress and ensuring that you pass through all the required milestones. They are also members of the Graduate Studies Committee, both of the Department and the Division, and so have input into policy matters.

The Directors of Graduate Studies are.

Directors of Graduate Studies:

Inorganic: Professor John McGrady

☎: 75406

[john.mcgrady@chem.ox.ac.uk](mailto:john.mcgrady@chem.ox.ac.uk)

Organic and Chemical Biology:

Professor David Hodgson

☎: 75697

[org-dgs@chem.ox.ac.uk](mailto:org-dgs@chem.ox.ac.uk)

Physical and Theoretical:

Professor Grant Ritchie

☎: 85723

[grant.ritchie@chem.ox.ac.uk](mailto:grant.ritchie@chem.ox.ac.uk)

For students who are supervised by one of the DGSs, the Chemistry Director of Studies acts as advisor and DGS:

Dr Nick Green

☎: 82760

[nicholas.green@chem.ox.ac.uk](mailto:nicholas.green@chem.ox.ac.uk)

## 4 Graduate Studies Administrator

Administrative matters for graduate students are handled by the Graduate Studies Administrator, Aga Borkowska, who is based in the Faculty Office on the ground floor of Inorganic Chemistry (tel: 72569 or [aga.borkowska@chem.ox.ac.uk](mailto:aga.borkowska@chem.ox.ac.uk)). Most University graduate progression forms (GSO) must be submitted via Aga to the MPLS Division Graduate Office, 9 Parks Road, where the Graduate Studies Officer - Helen Beauchamp and the Graduate Studies Assistant - Rebecca Reynolds, are based.

## **5 Your supervisor is expected to**

- Help and advise you scientifically at all points of your project
- Establish a timetable of regular meetings for detailed discussion of your progress (these meetings should take place at least once every two weeks averaged across the year)
- Agree a research plan and programme of work, and establish clear academic expectations and milestones
- Agree with you a timetable for the submission of any written work and return your work within a reasonable time
- Advise you of your Department's health and safety regulations. Supervisors are responsible for all aspects of safety under their control, and in particular for the safe conduct of all experiments carried out in the course of their students' research
- File a termly report on your progress on the Graduate Supervision System (GSS).
- Assess formally your subject-specific and personal and professional skills training needs on a regular basis and ensure you are aware of the opportunities available to meet these needs. A full review of your skills training needs should be carried out each year with your supervisor
- Ensure you are aware of the formal requirements in relation to transfer and confirmation of status and final submission, and help you to incorporate these into your plan of work
- Co-operate with you to help you write your thesis, reading drafts critically and returning them promptly.
- Help you prepare for your viva and in making any necessary minor corrections to the thesis.

## **6 You are expected to**

- Meet with your supervisor regularly and give due weight to any guidance or corrective action proposed, keeping a written record of your discussions where appropriate
- Draw up a research plan and timetable of work in consultation with your supervisor, and keep relevant records of all aspects of your work
- Co-operate with your supervisor to make a detailed joint report on your progress at the end of each term
- Take ultimate responsibility for your research programme, including the development of subject-specific, research, personal and professional skills
- Carry out research with proper regard to good health and safety practices
- Be aware of and comply with the University's guidance on plagiarism and of any ethical or legal issues, health and safety requirements, or intellectual property issues arising from your research
- Pursue opportunities to engage with the wider academic community at University, national and international level
- Keep a portfolio of training courses you attend and transferable skills activities. You will need to provide this at Transfer and Confirmation of Status.

# Section G: Skills Development

During the course of your project you are expected to gain a number of skills, both scientific and generic, and the University runs a large number of courses to help you gain these. We consider your skills development to be very important. We recommend that you attend three courses in your first year, and that at least one of these should be aimed at broadening your scientific background. At various points in your degree your DGS will monitor the skills training you have received, and it will not be possible to pass certain milestones, such as Transfer of Status, unless you have undergone the required amount of training.

In addition, if you are funded by EPSRC, you are required to

- attend GRADschools (see <http://www.vitae.ac.uk/>)
- and complete six weeks of transferable skills training

in your 2<sup>nd</sup> and 3<sup>rd</sup> year. We expect all our students to complete six weeks of transferable skills training. This can include demonstrating in the teaching labs, getting involved in the department's outreach activities, or teaching maths classes, for example. But please make sure that you have your supervisor's permission before committing to anything.

**It is your responsibility to keep a portfolio containing a record of all the courses you have been on and activities you have undertaken.** This will be examined at the various milestones described in the next section.

## 1 Departmental Courses

The Department also organises a number of courses, some of these are part of the graduate induction process, e.g. learning to use X-ray crystallography etc. Others can be taken at any time during the year by arrangement, e.g. courses in NMR, and the mechanical workshop. There is also an academic course in Statistics, which operates in Michaelmas Term. Our two centres of doctoral training, in Synthesis and Biology for Medicine and in Theory and Modelling in the Chemical Sciences, both offer a wide range of courses in their first years, and these are also available to other graduate students via the divisional Graduate School..

## 2 Divisional courses

The Divisional Graduate School <http://www.mpls.ox.ac.uk/learning/graduate-school> includes a unified booking system for over 300 courses offered to Graduate Students in the MPLS Graduate School. If you wish to take a course offered by another department you should use the on-line booking system provided. The MPLS Division has a Skills Training Officer, Alison Trinder, who arranges many courses, which can be found at <https://www.mpls.ox.ac.uk/training/course-programme-for-graduate-students>. For example you might want to attend a course on scientific writing, making a presentation or time management. You can also book these courses through the Researcher Training Tool <https://weblearn.ox.ac.uk/portal/hierarchy/grad/>.

## 3 Research Seminars

The Department offers a wide variety of research seminar programs, and you are encouraged to attend at least your main section seminar, which takes place regularly during term. It is important for your development as a researcher that you learn to appreciate the wider landscape of research. It is all too easy to fall into the trap of thinking "I won't attend this one because it is not relevant". A common comment of DPhil examiners is that the candidate is very good in the narrow area of their project but does not appreciate how it relates to the wider scientific context. It is not good training to become an expert in such a narrow area that you can never do anything else.

## 4 Teaching, demonstrating and outreach

With the permission of their supervisor, students may do a limited amount of teaching, or demonstrating in the teaching labs. The Department organises classes in Mathematics and Physics for first year undergraduates and in Quantum Chemistry for students taking it as a Supplementary Subject.

These opportunities are advertised annually by email to all DPhil students, and in each case you will need to be trained by the organiser of the course. For example in the teaching labs you will be trained by the appropriate lab coordinator to ensure that you understand the experiments you will be



demonstrating and the practical assessment process. If you are a maths tutor you will also need to attend a weekly meeting where you are briefed on the problems likely to arise in the next week's work and can discuss with the other tutors any difficulties you may be having.

Senior DPhil students may also be asked to give college tutorials or classes. These are organised by the colleges, and you will need to attend a short course on tutorial and class teaching before you do this.

Instead of this you may wish to become involved in the department's public engagement or outreach activities, for example through the "Alchemists" group, <http://outreach.chem.ox.ac.uk/ambassadors.aspx>. Again, make sure that your supervisor is happy for you to do this. If you are interested in joining this group, please email the schools liaison officer, [jayne.shaw@chem.ox.ac.uk](mailto:jayne.shaw@chem.ox.ac.uk).

## 5 Enterprising researchers

Researchers increasingly need to be able to demonstrate impact, attract funding, collaborate and communicate with commercial partners at the same time as exploring new research ideas.

The MPLS Enterprise programme offers you ways to develop skills that support these activities through a progressive series of half day workshops and a variety of seminars, networking events and activities. If you find that you want to do more then there is scope to participate in Business School programmes (but no pressure to do so). There is also support to participate in national and international competitions, if you want to do that, too.

More details on courses and workshops are available from the MPLS Enterprise pages: <https://www.mpls.ox.ac.uk/enterprise/mpls-programme-and-courses>.

There are also links to the University-wide portal **Enterprising Oxford**, which encourages and promotes entrepreneurship. This make it easy for students, researchers and staff to find out about (and join in with) local entrepreneurship events and training. We support collaboration across many disciplines in developing responses to challenges, both big and small. To find out more go to <http://www.eship.ox.ac.uk>

Read more about how one researcher got involved at <http://www.eship.ox.ac.uk/when-can-i-call-myself-science-entrepreneur>

The enterprise programme also covers many aspects highlighted on the [Researcher Development Framework](#) (RDF).

# Section H: Monitoring your progress

## 1 Graduate Supervision System (GSS)

This is an on-line reporting system, which is used by the DGS to monitor your progress. Three times per year you are required to write a short assessment of your own progress and to raise a flag if you have any worries about this. Anything you write will be read by your supervisor and your DGS.

Your supervisor is required to file a report on your progress on each of these three occasions. Your supervisor will also raise a flag in this report if they have any concerns about your progress. This report may be viewed by you, by your DGS and by your College Advisor, and is an early way for us to detect if there are any problems and to seek to help you if there are.

## 2 Transfer of Status

When you are admitted you are a Probationary Research Student (PRS). Towards the end of your first year you are expected to pass a process known as Transfer of Status, and if you pass this you become a fully-fledged graduate student.

**MPLS Preparing for Transfer of Status form:** The term before you are due to transfer you are required to complete and upload (via [GSS](#)) this form. The form has been created to be used in supervisions/meetings to support the student in reflecting on their level of preparedness for the transfer assessment. A copy of the completed form will be given to the transfer assessors as part of the assessment. You should go through with your supervisor to help you identify if there are any specific areas where you might still need help

The detailed requirements for Transfer of Status vary in the different sections, because of differences in what a student can be expected to achieve in the first year, and differences in the way research results are reported.

In all cases you will need to do the following:

- 1 Submit to Aga a completed GSO2 form, which must include a statement by the supervisor, and be stamped by your college. Aga gets the form approved by the DGS and then forwards it to the MPLS Divisional Graduate Studies Office.
- 2 Submit a report to Aga describing the nature and aims of your project, giving an account of your research to date and of your intended future work.
- 3 Submit a portfolio of training courses you have attended and transferable skills activities you have acquired, including details any teaching or demonstrating that you may have done or outreach and public engagement activities you have been involved in.
- 4 Submit a short (half a page) lay summary of your project plus a tweet type 140 character summary (you should not actually tweet the summary).
- 5 Have an oral examination (viva) on what you have presented or written, in which you may be required to make a short presentation.
- 6 The report will be assessed and the viva conducted by two members of academic staff, neither of whom may be your supervisor, and one will often be the DGS.

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The Transfer of Status milestone is normally completed at the end of the first year, but must be completed within four terms from starting research. For CDT students transfer of status will normally take place in the fifth term and must be complete by the end of the sixth term, these extensions are a consequence of the extensive first year training programme. In addition, in the CDT in Theory and Modelling in the Chemical Sciences students must pass the first year course as specified in the regulations in order to proceed to the second year.

In detail

**Inorganic Chemistry** You should submit your report and your supervisor's recommendation via email to: [graduate.studies@chem.ox.ac.uk](mailto:graduate.studies@chem.ox.ac.uk) . The report should be three to four pages on the background and aims of the project, followed by six to seven pages on your research results, with

discussion and references. You will be asked to give a 10 minute presentation and the viva will be 20 minutes long.

**Organic Chemistry and Chemical Biology** You should submit to Aga two copies of your report. The main report should be no more than five pages, but must be accompanied by a full experimental section, with proper characterisation for all the compounds you have made. You will not need to give a formal presentation, but you will have a viva with two assessors.

**Physical and Theoretical Chemistry** You should submit your report (not exceeding four pages) and skills summary electronically to: [graduate.studies@chem.ox.ac.uk](mailto:graduate.studies@chem.ox.ac.uk). You will be asked to give a 10 minute presentation, followed by a 20 minute viva.

In a small number of cases the assessors decide that the candidate does not qualify to transfer status. In this case they will provide detailed advice about what the student needs to improve in order to qualify, both to the student and the supervisor. The student has an automatic right to a second attempt within three months. If the student fails the second transfer viva, the assessors may recommend transfer to a lower degree – MSc by Research, or removing the student from the register.

### 3 Confirmation of Status

This process takes place between six and nine terms after starting the degree. Its purpose is to ensure that you will have achieved enough for a DPhil and that you have realistic plans for completing research and writing the thesis.

You are encouraged to make use of the [MPLS Confirmation of Status Checklist](#). This checklist maps directly onto the assessment criteria that the assessors will be using.

[MPLS Preparing for Confirmation of Status form](#). You should use this form to reflect on your progress towards confirmation; It should be completed and uploaded to [GSS](#) the term before the confirmation assessment is due to take place. A copy of the completed form will be given to the confirmation assessors as part of the assessment. You should go through this with your supervisor to help you identify any specific areas where they might still need help.

You are required to produce a brief written report about research achievements to date. Specific requirements will depend on your section. You should also complete and submit the [GSO.14MPLS](#) form, which will provide a summary of progress to date and a timetable for the submission of the thesis.

All applications for Confirmation of Status must be considered by two assessors other than the supervisor, who will conduct an interview with you.

In **Inorganic Chemistry** you are also required to give a 20 minute research seminar to the whole section, and your report should be an extended thesis outline, typically no more than 15 to 20 pages.

The GSO14 form must be signed by your supervisor and your college, and then submitted to Aga for DGS' approval.

You may not submit your thesis for examination until your status has been confirmed, and you are expected to submit within 3 terms of confirmation.

### 4 Thesis submission and examination

When you are ready to submit your thesis you need to submit form GSO3 to apply for your examiners to be appointed. The examiners will normally be nominated by your supervisor, but the nominations have to be checked as suitable by the University (i.e. suitably qualified and not connected with you). The form must be signed by your supervisor and college and then submitted to Aga for DGS approval.

When the thesis is complete you should take two copies of the thesis and the abstract to the examination schools in the High Street, your examiners will contact you to arrange a date and place for the viva voce (oral) examination, which will also be notified, either in the University Gazette or by a notice in the Department.

The viva is a University examination and you are required to wear academic dress for it. It will normally take between two and three hours and you will be asked questions on your project and on its scientific context. After the viva the examiners will decide on an outcome and write a report. Many

different outcomes are possible, the most common are to recommend award of the doctorate, or to ask for minor corrections to the thesis, which must be completed within one month and approved by one of the two examiners. If more substantial corrections are required you will be given six months to complete them. After these revisions have been approved you must submit a properly bound final copy of the thesis for the Library together with forms GSO3A and GSO26. You also need to submit an electronic copy to <http://ora.ox.ac.uk/> for the electronic thesis archive. All Chemistry theses are embargoed for one year for students funded by the Research Councils and for three years otherwise, and so the electronic copy will not be publicly available until then. If there are reasons for this embargo to be extended, then you will need to fill in form GSO3c. All students in Organic Chemistry and Chemical Biology must deposit a bound copy of their thesis in the Chemistry Library via Jenny Houlby. The cost may be reclaimed by submitting an expenses claim form.

It is also possible for the examiners to ask for a major revision, or for more work to be done in some specified area, in which case the examiners may need to re-examine you. It is also possible to ask for a complete rewrite, to award a lower degree or to fail the student outright, although these outcomes are unusual in Chemistry, and we would hope to have identified any serious problem in advance in the monitoring process. A full list of the possible outcomes can be found in Section 6 of the examination regulations <http://www.admin.ox.ac.uk/examregs/2015-16/grftdodoctofphil/>.

## 5 Other events

There are many other eventualities that may arise during your DPhil, which require some action, notably the completion and submission of a GSO form which must be approved by your supervisor, the college and the department (the DGS). The most common are Extension of time, e.g. deferral of Transfer of Status, Confirmation of Status or Thesis Submission Date.

Suspension of status: if you are ill or for some other reason unable to continue research for a substantial time then you can suspend your student status for a minimum of one term and a maximum of 3 terms. More extended periods are permitted for Maternity leave. You will then also need to apply for reinstatement of your student status when you wish to return.

Change of details. e.g. personal details such as name, address, change of supervisor, title of thesis, degree title.

A complete list of GSO forms is found in the next section.

## 6 GSO forms

The Graduate Studies Office (GSO) has forms for virtually every eventuality. These may be downloaded from <http://www.ox.ac.uk/students/academic/graduates/forms/>.

### Forms and notes relating to Transfer of Status

GSO.2 (92kb) Application to transfer status

GSO.2b (77kb) Application for deferral of transfer of status (for Probationer Research Students admitted after 1 October 2011 only)

### Forms and notes relating to Confirmation of Status

GSO 14 MPLS Application to confirm DPhil status (Mathematical, Physical & Life Sciences)

GSO.14b (71kb) Application for Deferral of Confirmation of DPhil Status

### Miscellaneous forms for students yet to submit a thesis

GSO.6 (68kb) Application for change of thesis title

GSO.8 (66kb) Dispensation from statutory residence

GSO.15 (80kb) Extension of time

GSO.17 (90kb) Suspension of status

GSO.17a (62kb) Return from suspension of status

GSO.17b (90kb) Suspension of status for maternity, extended paternity and adoption leave

- GSO.23 (44kb) Reinstatement to the register of graduate students
- GSO.25 (71kb) Change of supervisor or appointment of joint supervisor
- GSO.28 (96kb) Change of programme of study
- GSO.29 (73kb) Notification of withdrawal from programme of study
- GSO.30 (62kb) Notification of change of personal details

**Forms and notes for the examination of research degrees**

- GSO.3 (141kb) Application for the appointment of examiners
- GSO.20a (137kb) Notes of guidance for research examinations
- GSO.26 (60kb) Information for thesis cataloguing (to be submitted to the Examination Schools)
- GSO.3a (68kb) Bodleian deposit and consultation for thesis for MLitt/DPhil/MSc (to be submitted to the Examination Schools)

**The following documents may also be required:**

- GSO.16 (62kb) Application for Early Examination
- GSO.18 (43kb) Application for Extension of Time to complete Minor Corrections
- GSO.3c (82kb) Application for dispensation from Consultation of Thesis

## Section I: Research Ethics

The ethical values that underpin research are the same as those generally accepted in a civilised society. These are honesty, trustworthiness, objectivity, respect for others and fairness. Serious violations of these standards are commonly referred to as Scientific Misconduct, and can be a very serious matter. There is an excellent book, "On being a scientist", published by the US National Academy of Sciences, which is recommended reading for anyone embarking on a research career.

**Falsification or fabrication of data.** In the worst instances this can be complete invention of data subsequently claimed as experimental results, or the deliberate alteration of data to support a hypothesis. Such practices are very serious because they can mislead other researchers into following false leads. Practices such as smoothing data may be acceptable, but if you do this you must report how it was done. A grey area here is selection of data. Data presented should be representative and not just the best examples you can find.

**Mistakes.** Scientific research, by its nature, is prone to errors. If you discover that something you have written or published is wrong, then it is important to correct this error so that people following up on your research are not misled.

**Plagiarism and referencing.** According to the University web page <http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>

"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.

In scientific research it is really important to use proper attribution so that you are not claiming other people's work as your own. This not only includes proper use of referencing, but also proper acknowledgement of people who have contributed to the work.

**Conflict of interest.** This covers a variety of situations, for example conflict between the scientific aims of a project and the commercial aims of the company funding it or the spin-out company of the supervisor. You may also be confronted with conflicting calls on your time: it is clearly not acceptable to accept a grant or a stipend to do research and then to spend your time in some other activity. There may also be a conflict between your research and a religious belief.

**Consequences of research.** Research does not take place in isolation, and your research will hopefully have consequences for society in general. It is the duty of a scientist to try to think through the possible ways in which your research may be applied or misused.

**Bullying and harassment.** This has been dealt with on page 11 above.

## Section J: Student feedback

The Department wants your experience of research in Oxford to be as positive, enjoyable and rewarding as possible, and we always want to hear your feedback, particularly on aspects that can be improved. Suggestions can be made to your supervisor, to your DGS, to your Head of Section or to the Director of Studies at any time. There is also a forum where students and staff together meet twice a term to discuss any issues that might arise; this is the Chemistry Joint Consultative Committee (CJCC).

### 1 Graduate Joint Consultative Committee (GJCC).

This committee comprises eight graduate students, two Part II students and one postdoc. The staff members are the Director of Studies, the three Directors of Graduate Studies and the Graduate Studies Administrator.

The GJCC reports directly to the Graduate Studies Committee and to the Chemistry Faculty, and has made a real contribution to improving the Department.

### 2 Student representation

The Departmental committee dealing with Graduate matters is the Graduate Studies Committee and has Graduate student representation.

### 3 Complaints and appeals

There is a formal complaints procedure, which is linked to from the web page <http://www.chem.ox.ac.uk/graduatestudies/current.html>. Initially it is preferable to resolve any complaints informally, but if this is not possible, then you should talk to your academic advisor (usually your DGS), who will attempt to resolve the issue or pass it on to someone who can. If the Department is not able to resolve the problem then you can make a formal complaint to the Proctors.

# Appendices

## 1. Forms you will need

The most important forms, that should be completed as soon as possible after you start in the Department, are the following:



- Your details in the on-line database at: <https://intranet.chem.ox.ac.uk/myinfo>
- (for staff and students working in laboratories) Safety Code of Conduct document which will have been handed to you at induction.

In addition, you might need the following forms in the course of your work:

- Expenses Claim Form
- Purchase Order Form
- Travel Insurance Form
- Sickness Form

⇒ □ All Departmental forms can be found on the Chemistry intranet, accessible from all computers within the Department. Access the intranet from the Department of Chemistry homepage at [www.chem.ox.ac.uk](http://www.chem.ox.ac.uk). See: <https://intranet.chem.ox.ac.uk/1finance-forms.aspx>

## 2. Safety officers

Safety			
Area Safety Officer	Dr Chris Blackwell 	<a href="mailto:chris.blackwell@chem.ox.ac.uk">chris.blackwell@chem.ox.ac.uk</a>	72687 / 75928
PTCL/ICL Safety Officer	Dr Chris Blackwell 	<a href="mailto:chris.blackwell@chem.ox.ac.uk">chris.blackwell@chem.ox.ac.uk</a>	75483
CRL/Dyson Perrins Safety Officer (Organic Section)	Dr Malcolm Stewart	<a href="mailto:malcolm.stewart@chem.ox.ac.uk">malcolm.stewart@chem.ox.ac.uk</a>	75663 / 75926
Biological Safety Officer	Dr Zhihong Zhang	<a href="mailto:zhihong.zhang@chem.ox.ac.uk">zhihong.zhang@chem.ox.ac.uk</a>	75628
Deputy Biological Safety Officer	Professor Luet Wong	<a href="mailto:luet.wong@chem.ox.ac.uk">luet.wong@chem.ox.ac.uk</a>	72619
Senior Radiation Protection Supervisor	Vacancy		75677
Senior Radiation Protection Supervisor	Professor Stephen Faulkner	<a href="mailto:stephen.faulkner@keble.ox.ac.uk">stephen.faulkner@keble.ox.ac.uk</a>	72723
Laser Supervisor	Professor Mark Brouard	<a href="mailto:mark.brouard@chem.ox.ac.uk">mark.brouard@chem.ox.ac.uk</a>	75457

 can be contacted by radio



### 3. Chemistry harassment advisers

Harassment advisers are there to listen and advise. Any further action will be your choice.

Further advice on dealing with harassment, including the full Code of Practice, is on [www.admin.ox.ac.uk/eop/har](http://www.admin.ox.ac.uk/eop/har). A printed copy is also available from the Equality and Diversity Unit by telephoning (2) 89825.

#### Department of Chemistry harassment advisers:

Name	Section/team	Location	Phone number
Abbie Muchecheti	HR	PTCL	82694
Jayne Shaw (p/t)	Faculty	PTCL	75093
Chris Blackwell	Safety	ICL	72687
Claire Vallance	PTC	CRL	75179
Chris Timmel	Inorganic	ICL	72682
Kevin Valentine	Workshops	PTCL	75442

### 4. Who's who and contact details

#### Chemistry Management Board:

See: <https://intranet.chem.ox.ac.uk/chemistry-management-board.aspx>

#### Chemistry Operations Team:

See: <https://intranet.chem.ox.ac.uk/cot.aspx>

#### Safety officers/Teaching Laboratory Officers

Overall responsibility for safety in the Department lies with the Head of Department, Professor Mark Brouard. On a day-to-day basis, responsibility for safety is devolved by the Head of Department and the Heads of Section to the safety officers:

See: <http://safety.chem.ox.ac.uk/safety-officers-.aspx>

#### Finance Team

<https://intranet.chem.ox.ac.uk/finance.aspx>

#### Facilities Team:

See: <https://intranet.chem.ox.ac.uk/1facilities.aspx>

#### HR Team

See: <https://intranet.chem.ox.ac.uk/hr-team.aspx>

#### IT Team

See: <https://intranet.chem.ox.ac.uk/it-support-staff.aspx>

## Graduate Studies Office

Chemistry Director of Studies and Chairman of Graduate Studies Committee:

Dr Nick Green ☎: 82760 [nicholas.green@chem.ox.ac.uk](mailto:nicholas.green@chem.ox.ac.uk)

Directors of Graduate Studies:

Inorganic: Professor John McGrady ☎: 72406 [john.mcgrady@chem.ox.ac.uk](mailto:john.mcgrady@chem.ox.ac.uk)

Organic and Chemical Biology:

Professor David Hodgson ☎: 75697 [org-dgs@chem.ox.ac.uk](mailto:org-dgs@chem.ox.ac.uk)

Physical and Theoretical:

Professor Grant Ritchie ☎: 85723 [grant.ritchie@chem.ox.ac.uk](mailto:grant.ritchie@chem.ox.ac.uk)

Administrative matters for graduate students are handled by the Graduate Studies Administrator, Aga Borkowska, and her assistant Dionne Offord, who is based in the Faculty Office on the ground floor of Inorganic Chemistry (tel: 72569 or [aga.borkowska@chem.ox.ac.uk](mailto:aga.borkowska@chem.ox.ac.uk) and [dionne.offord@chem.ox.ac.uk](mailto:dionne.offord@chem.ox.ac.uk)). Most University forms must be submitted to the MPLS Division Office, 9 Parks Road, where the two Graduate Studies Assistants are Helen Beauchamp and Rebecca Reynolds.

## Faculty Office

Administrative matters for undergraduate students are dealt with by Nina Jupp, Faculty Secretary, also based in Inorganic Chemistry (tel: 72568 or [nina.jupp@chem.ox.ac.uk](mailto:nina.jupp@chem.ox.ac.uk))

## 5. Term dates/closure days

### Term dates

	Hilary	Trinity	Michaelmas
2016	17 January – 12 March	24 April – 18 June	9 October – 3 December
2017	15 January – 11 March	23 April – 17 June	8 October – 2 December
2018	14 January -10 March	22 April – 16 June	7 October – 1 December

### University closure dates

(All dates are inclusive)

	Easter	Christmas
2016	Friday 25 March – Monday 28 March	Thursday 22 December – Monday 2 January
2017	Friday 14 April – Monday 17 April	Friday 22 December – Tuesday 2 January
2018	Friday 30 April – Monday 2 April	Thursday 20 December – Tuesday 1 January

The Department is also closed for the August Bank Holiday.

All Chemistry buildings will be open for business as usual on May Bank Holidays although support and admin staff are not available.

Provisional dates, and the dates for Encaenia, can be found at:

[http://www.ox.ac.uk/about\\_the\\_university/university\\_year/dates\\_of\\_term.html](http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.html) .

## 6. Opening hours

### Reception

	AM	PM
CRL	8.00am	5.15pm
PTCL	8.00am	5.15pm
ICL	8.00am	5.15pm

### Stores

	AM	PM
CRL Mon – Thurs	9.30am	5.30pm (no lunchtime closure)
Fri	9.30am	4pm (no lunchtime closure)
PTCL Mon - Thurs	8.30am – 1.00pm	2.00pm – 4.30pm
Fri	8.30am – 1.00pm	2.00 – 4.00pm
ICL Mon - Thurs	8.30am – 1.00pm	2.00pm – 4.30pm
Fri	8.30am – 1.00pm	2.00 – 4.00pm

## 7. Useful University contacts

For e-mail and telephone details for University employees, see [www.ox.ac.uk/applications/contact\\_search/](http://www.ox.ac.uk/applications/contact_search/)

### Research Services

Manage grant applications on behalf of Departments and liaise with research councils and other funding bodies.

[www.admin.ox.ac.uk/rso](http://www.admin.ox.ac.uk/rso)

MPLS team based at 9 Parks Road:

- a. Nathan Davis, Research Funding Specialist, email: [nathan.davies@admin.ox.ac.uk](mailto:nathan.davies@admin.ox.ac.uk) (main contact for Chemistry): 82598
- b. Barbara Murray (Head of Research Services, Science Area): 82585

### Finance

See [www.admin.ox.ac.uk/finance](http://www.admin.ox.ac.uk/finance) for details of Central Finance and contact details

### **Mathematical, Physical and Life Sciences Division**

Departments within the University fall under four Divisions. The MPLS oversees the work of the Department of Chemistry.

Visit 9 Parks Road or see [www.mpls.ox.ac.uk/](http://www.mpls.ox.ac.uk/)

### **Personnel Services**

For Central Personnel Services, including University guidance on all personnel issues see <http://www.admin.ox.ac.uk/uasections/personnelservices/>

In the first instance, you should contact your local Chemistry HR contacts (see organisational charts above).

### **Occupational Health**

Dealing with workplace health, including stress. Please contact the Area Safety Officer in the first instance

10 Parks Road, [www.admin.ox.ac.uk/uohs](http://www.admin.ox.ac.uk/uohs) or call 82676

### **Safety Office**

10 Parks Road, [www.admin.ox.ac.uk/safety](http://www.admin.ox.ac.uk/safety) or call 70811

For hazardous waste disposal (which includes most chemicals), contact Frances Russell on 70815 or [frances.russell@safety.ox.ac.uk](mailto:frances.russell@safety.ox.ac.uk)

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