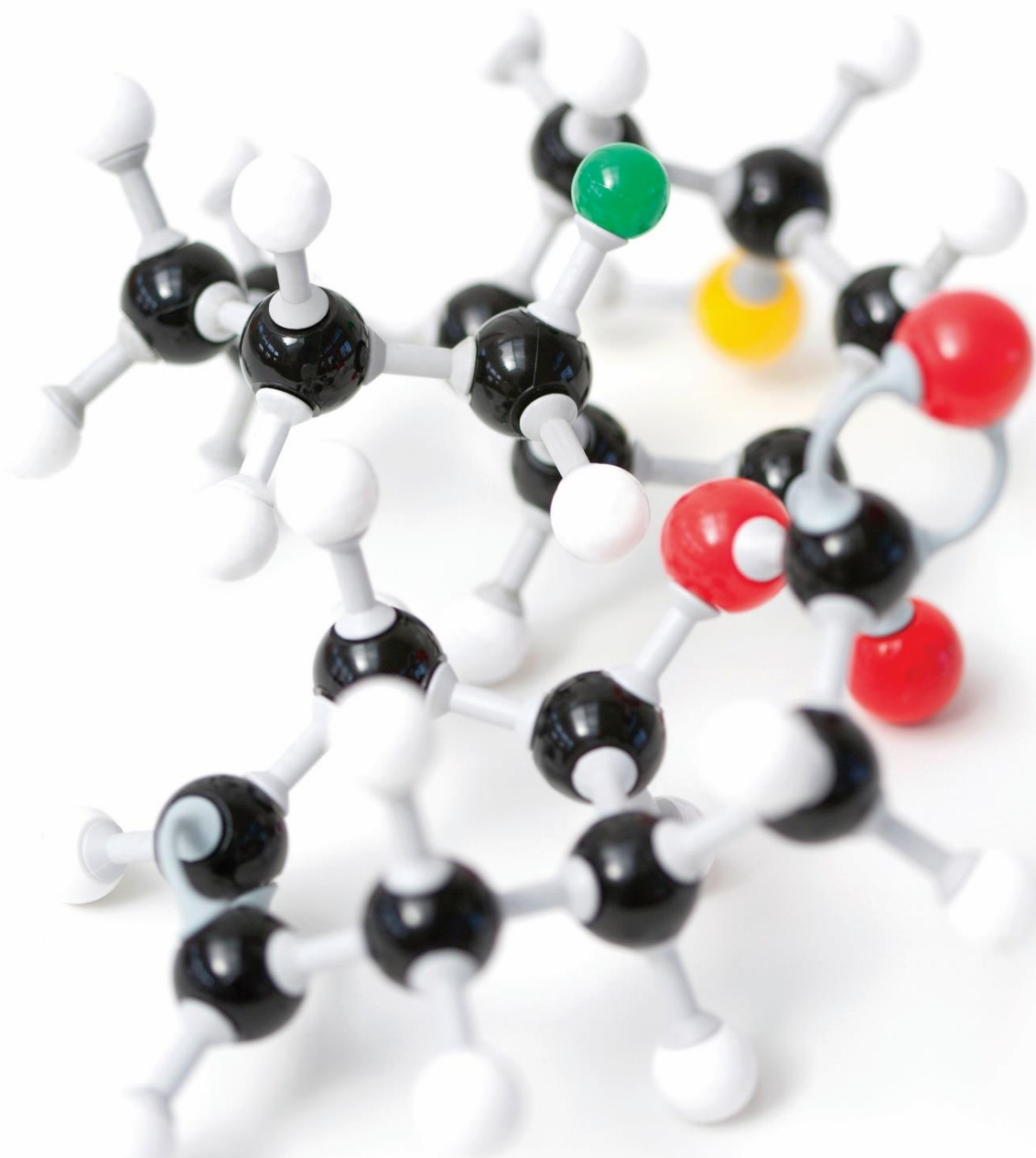




UNIVERSITY OF  
OXFORD



# Welcome to Chemistry

Department of Chemistry  
Graduate Handbook 2022/23 V 1

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## Section A: Welcome and introduction

This handbook applies to students starting in 2022/23. The information in this handbook may be different for students starting in other years.

The Examination Regulations relating to this course are available at ([2022-23, General Regulations Governing Research Degrees \(ox.ac.uk\)](https://www.ox.ac.uk/graduate-studies)). If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact (Aga Borkowska at [graduate.-studies@chem.ox.ac.uk](mailto:graduate.-studies@chem.ox.ac.uk)). The information in this handbook is accurate as at [insert date of publication], however it may be necessary for changes to be made in certain circumstances as explained at [www.graduate.ox.ac.uk/coursechanges](http://www.graduate.ox.ac.uk/coursechanges) webpage). If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

### 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 a part of the MPLS Division of the University (Mathematical, Physical and Life Sciences, which essentially comprises all the non-medical science departments). 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 six main buildings. The Physical and Theoretical Chemistry Laboratory (PTCL) and Inorganic Chemistry Laboratory (ICL) focus on work in physical and inorganic chemistry respectively. Chemists from all sections carry out research in the Chemistry Research Laboratory (CRL), and there are also some research groups based in the Rodney Porter Building and the Kavli Institute in the Dorothy Crowfoot Hodgkin Building. There is a Chemistry Teaching Laboratory (CTL), accessible from Mansfield Road, which was handed over to the Department in July 2018.

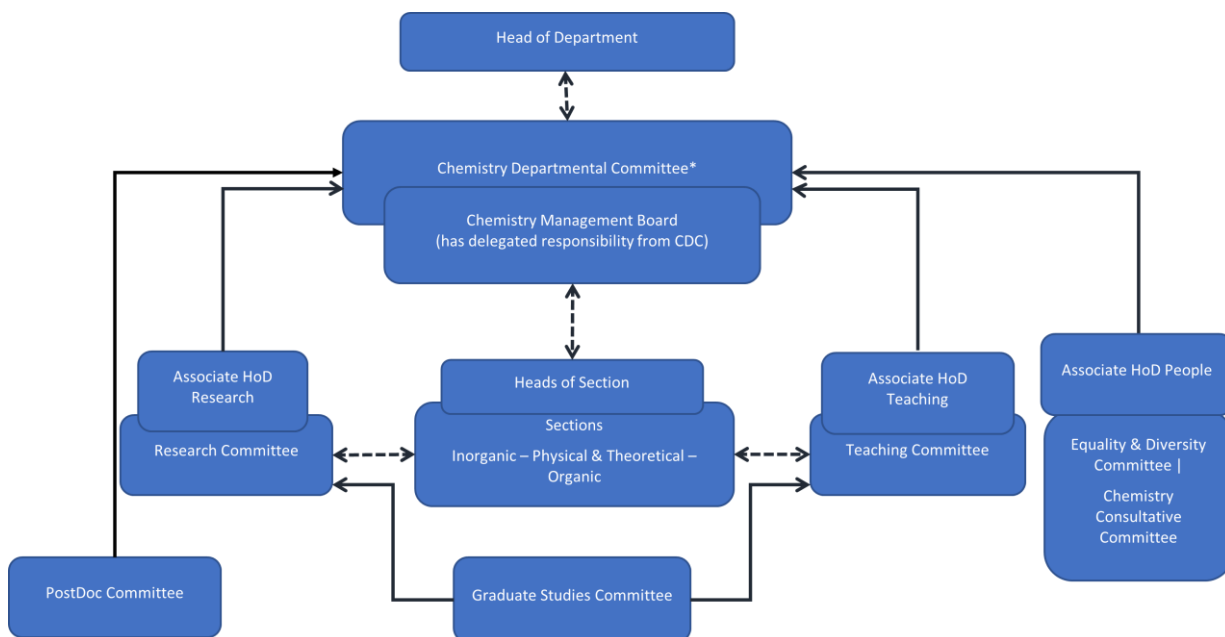
⇒ For a map of the Chemistry Department and University Science Area, please see page 6

#### **b Administration**

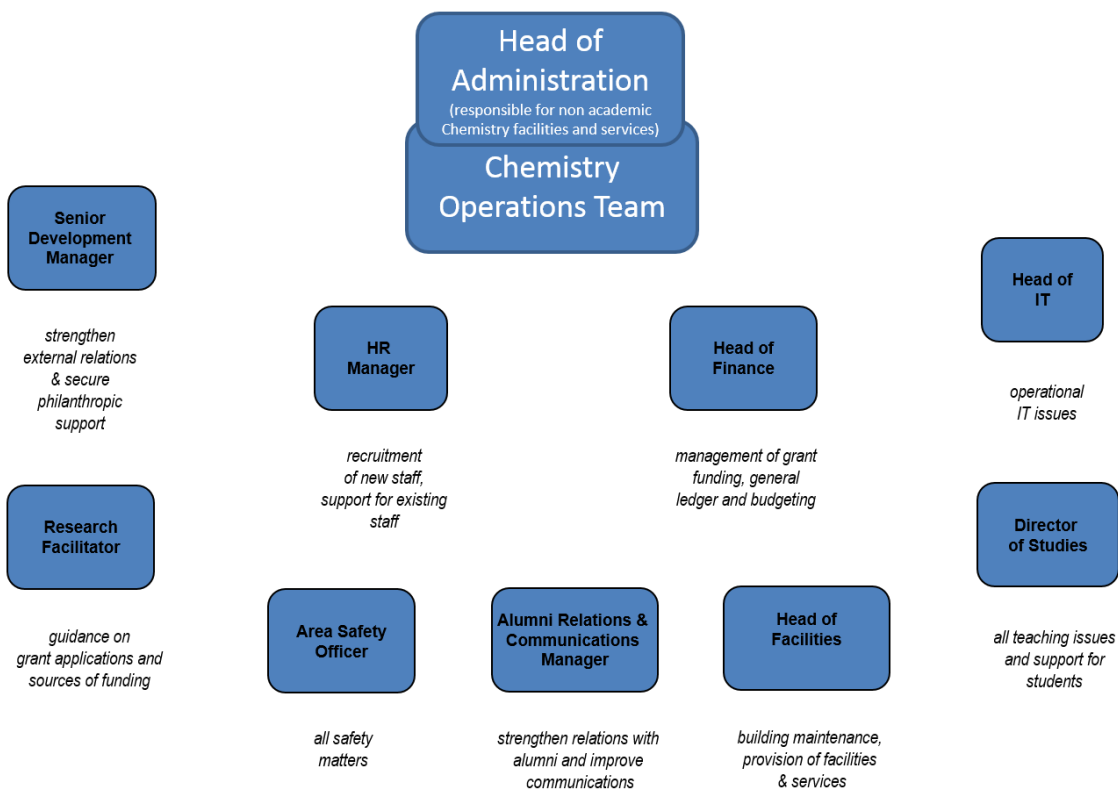
Academic work in the Department is supported by an administration team providing services such as finance, building maintenance, stores, workshops, personnel and IT, and guidance on issues such as safety and research funding.

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

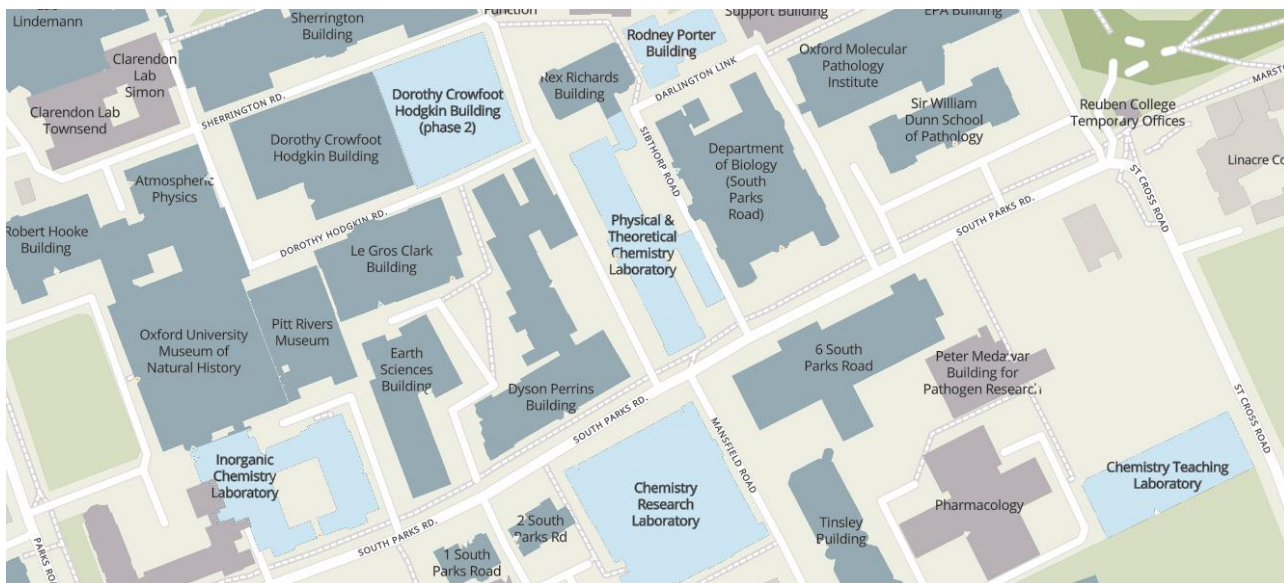
### 3 Who's who?



⇒ For information about post holders and committee structures see <https://intranet.chem.ox.ac.uk/meetings-and-committees.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
- Chemistry Teaching Laboratory, South Parks Road, Oxford OX1 3PS Tel: +44 (0)1865 281505

## 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. If needed, a Personal Emergency Evacuation Plan (PEEP) should be implemented. There is an online Incident Reporting and Investigation System (IRIS). All health, safety and environmental incidents must be recorded online using the [Health & Safety Incident Reporting Form](#).

You must enter as much information as possible into the report. In particular please remember to add all the 'Persons Involved'. This may include several people e.g. an injured party, a witness etc. Where a risk assessment applies for your accident or incident please include the date of the risk assessment or the latest review date in your report.

Guidance documents are available on the safety webpages [here](#) along with a video that describes the process of filling in a report.

Please note if accessing IRIS off site you will need to use the University's free Virtual Private Network (VPN) service. For guidance on installing VPN, please [visit the IT Help page](#). You will also need your SSO credentials to login.

### 1 Emergency calls

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

### 2 Fire

If you discover a fire, activate the nearest alarm. Dial 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. Go to the local command centre for your building to explain what happened. Always follow the instructions of the senior fireman in charge or a safety officer.

**On hearing the fire alarm, leave the building by the shortest approved 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 999.**

**If the injury is less serious call Oxford 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>](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: 01865 220208) or the Emergency Eye Department in the hospital's West Wing (tel: 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, PTCL and the CTL) 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

e.g. 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 Assistant Area Safety Officer to arrange an appointment for an eye test or to order glasses.

**Computer provision:** It is the policy of the MPLS Division that all departments will ensure that PGR (postgraduate research) students have access to adequate personal computing resources to enable them to work effectively on their projects. The computing facilities will necessarily vary from group to group, dictated by specific needs for that group and the tools required. You should discuss what computing facilities are available to you with your supervisor(s). If you are unhappy with your computing provision, you should let your supervisor(s) know, and if this issue is not resolved satisfactorily you should raise the issue with the Director of Graduate Studies.

**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.

The standard working week for a graduate student in the MPLS Division is set at an average of 40 hours. Only time spent engaged in focussed, conscientious work should be counted towards working hours. (From MPLS Graduate School webpage: <https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/your-rights-and-responsibilities/mpls-division-policy-on-dphil-working-hours-and-holidays> )

In consultation with your supervisor it is up to you to decide the right working structure for you.

The Department has set three types of operational times - 'normal hours', 'out of hours' and 'buildings closed' - as defined below:

Normal Hours 08.00 to 18.00, Monday to Friday

Out of Hours 06.00 to 08.00, Monday to Friday

18.00 to Midnight, Monday to Friday

06:00 to Midnight, Weekends and Public / University Holidays

Buildings Closed Midnight to 06.00, Daily

Sometimes it may be necessary to work longer hours than usual. Working outside the department's core hours is to be discouraged and should be an exception rather than an accepted part of the working day. Academic Supervisors must assess all activities being carried out during these times.

Any researcher needing to work in the laboratory outside of the normal core hours of 8am - 6pm must have a relevant Out of Hours Risk assessment for each procedure that has been approved and signed by their supervisor.

Additionally, you should request permission each time you need to work after midnight using the following link: <https://intranet.chem.ox.ac.uk/lateworking/>

Researchers should visit this web address and request approval from their supervisor to work late (i.e., past midnight) on occasions when late working is required. When making such a request, the researcher will have to nominate a co-worker to work alongside them (so that no lone working takes place). Researchers should identify a willing co-worker before submitting such a request through the system.

**Sustainability:** 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 obtain Beyond 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. The MPLS Division has set the DPhil holiday entitlement at 30 personal days a year in addition to Bank Holidays. Where Bank Holidays are worked, time can be taken in lieu. Keep a record of the days you have taken as holiday. Some groups use 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 / student 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.

Covid: The pandemic situation is constantly changing. Please see the [university's coronavirus page](#) for all Covid-related information. In addition, the following websites may be useful: <https://www.nhs.uk/conditions/coronavirus-covid-19/>  
<https://111.nhs.uk/covid-19>

⇒ □ 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 safety induction you will be emailed the Code of Conduct Form, which you should complete, sign, get your supervisor to sign and then return by email to [safety.inductions@chem.ox.ac.uk](mailto:safety.inductions@chem.ox.ac.uk). Only after this will your card be activated enabling swipe access to the Department. Replacement cards should be obtained from your college. Please note that there is a £15 fee for a replacement card, if it is lost:

<https://www.oxforduniversitystores.co.uk/product-catalogue/university-card-office/lost-cards> .

## 3 Notices and the intranet

Relevant Departmental notices will be displayed on notice-boards or display screens 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 “Blueprint” 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 Equality and diversity

The Department of Chemistry, together with the University of Oxford, is committed 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.

We seek to embed equality and diversity in all our Departmental activities, as an underpinning consideration in all that we do. Our Equality and Diversity Committee champions the values of equality, diversity and inclusion (EDI), assesses our progress in achieving this, and sponsors and oversees related initiatives and projects. It includes staff and student representatives from across the Department who are committed to promoting change in support of EDI. The Committee is chaired by our Associate Head of Department for People, currently Professor Steve Faulkner. The Associate Head is a new role created in 2021 to reflect the Department’s commitment to the EDI agenda and to strengthen leadership in this key area.

The Department of Chemistry and the University is committed to fostering an inclusive culture which supports our disabled staff and students to flourish.

### Students

The [Disability Advisory Service \(DAS\)](#) provides information and advice to disabled students.

The Department’s disability coordinator for students is:

Disability Coordinator (Undergraduate and Graduate): [Dr Ai Fletcher](#) - 01865 272568.

Each College also has a [Disability Coordinator](#).

### Staff

The [Equality and Diversity Unit](#) provides information and guidance for disabled staff and managers. The Head of HR, [Wendy Gillard](#), is the Departmental contact for support and resources for disabled staff within the Department of Chemistry.

### Access

The Department operates across several buildings and [access guides](#) provide information on the accessibility of each premises.

Our newest building, the Chemistry Teaching Laboratory, is fully accessible, with height-adjustable benches and fume hoods for wheelchair users. All our lecture theatres are equipped with hearing loops and lecture capture technology.

Building access guides can be obtained from the interactive University map at <https://maps.ox.ac.uk/>.

## 5 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.**

The pages below offer advice and support to all within the Department:

- [Guidance on Harassment and Bullying Page](#)
- [Harassment Advisors Page](#)
- [Challenging Behaviour Training Page](#)
- [Dealing with Bullying and Harassment](#)

Please ensure that you if you feel you are being bullied or harassed, that you raise it at the earliest opportunity. The Chemistry Harassment Advisors and also the MPLS Division Advisors are trained to offer support and guidance, but only the individual can decide what course of action is best for them.

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 OSU 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@oxfordsu.ox.ac.uk](mailto:advice@oxfordsu.ox.ac.uk) .

## 6 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. Some groups use electronic notebooks.

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

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

## 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. There is also a small kitchen on the ground floor of the ICL.

### 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. There are showers in each building should you need them.

### 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). Information about room bookings and events management is available at: <https://intranet.chem.ox.ac.uk/events-management.aspx>

### 4 IT and media services

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

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](https://intranet.chem.ox.ac.uk/mailling-lists.aspx)).

The IT 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 IT 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 IT 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, Web of Science, Scopus and SciFinder

- The University has a subscription to these science literature databases, which can be accessed from University networked computers or via VPN.

### Restrictions

All usual restrictions apply to you:

- strictly NO use for any commercial purpose
- DO NOT download excessive amounts (e.g. 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: <https://intranet.chem.ox.ac.uk/software.aspx>

### Sophos Antivirus :

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>

## 6 Photocopying, mail, couriers and telephones

Photocopiers are available in all buildings for business use and are activated by 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. Please note that boxes cannot be sent by Royal Mail – please speak to your reception staff about sending these out.

## 7 Workshops

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

### Glassblower

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 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 [finance@chem.ox.ac.uk](mailto:finance@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. In ICL and PTCL the Stores are self service.

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, e.g. 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 single sign on, your supervisor's name and your location.

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

The University encourages the use of preferred suppliers, a full list can be found here <https://finance.admin.ox.ac.uk/purchasing>

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 [orders@chem.ox.ac.uk](mailto:orders@chem.ox.ac.uk) and the team can help you with this 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 information on ordering procedures please contact [orders@chem.ox.ac.uk](mailto:orders@chem.ox.ac.uk).

## 4 Expenses

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.

Expenses claims need to be submitted using Concur eExpenses system. Detailed information and guidance is available at: <https://finance.admin.ox.ac.uk/expenses> . If you need additional clarification, please contact: [finance@chem.ox.ac.uk](mailto:finance@chem.ox.ac.uk):

## 5 Travel Insurance

A global travel insurance policy is in place for all University staff and Students for any travel on University business. You can apply for travel insurance using the online tool (TIRS), the link can be found here. <https://finance.admin.ox.ac.uk/tirs-information> As part of this application you will be expected to provide details of where you are planning to travel, what event you are attending, where you will be staying and how you are travelling. Please note this application should be completed as soon as you have booked your travel arrangements, and will require your supervisor to approve it before the insurance cover is confirmed. If you are to be doing lab work/experiments as part of your travel, you will be expected to complete a risk assessment and get this signed by your supervisor, which can be attached to your online travel insurance application.

## 6 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 ICL.

## 7 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 <https://compliance.admin.ox.ac.uk/anti-fraud-policy>

## 8 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 (<https://hr.admin.ox.ac.uk/public-interest-disclosure-whistle-blowing-code-of-practice>) and as such will be brought to the attention of the Registrar, who will decide on the procedure to be adopted.

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

# Section F: Supervision

Sections F to J of this Handbook should be read in conjunction with the [‘Information for postgraduate research students’](#) available on the MPLS website, which contains further information and policies relating to graduate study in the Department.

## 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 main supervisor (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, independent research fellows, post-doctoral researchers or Departmental Lecturers. 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.

The MPLS Division Code of Practice on the Supervision of Graduate Research Students is available at: <https://www.mpls.ox.ac.uk/graduate-school/information-and-resources-for-supervisors/essentials-of-supervision>

## 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. If you wish to discuss a sensitive issue, this can be done in complete confidence.

## 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 Michael Hayward ☎: 72623 [michael.hayward@chem.ox.ac.uk](mailto:michael.hayward@chem.ox.ac.uk)

Organic & Chemical Biology: Professor Jeremy Robertson ☎: 75660 [org-dgs@chem.ox.ac.uk](mailto:org-dgs@chem.ox.ac.uk)

Physical & Theoretical: Professor William Barford ☎: 75162 [william.barford@chem.ox.ac.uk](mailto:william.barford@chem.ox.ac.uk)

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

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

Dr Martin Galpin ☎: 85721 [martin.galpin@chem.ox.ac.uk](mailto:martin.galpin@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 Laboratory

(tel.: 72569 or [aga.borkowska@chem.ox.ac.uk](mailto:aga.borkowska@chem.ox.ac.uk) ). Most University graduate progression (GSO) forms must be submitted via Aga to the MPLS Division Graduate Office, once signed by the supervisor(s) and approved by the college. Some of the graduate progression forms have been moved online and those need to be submitted via Student Self-Service.

## 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 report on your progress on the Graduate Supervision Reporting (GSR) system 4 times per year
- 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. They should also advise you if you need to defer transfer or confirmation of status.
- 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 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.
- Submit a report on your progress on the Graduate Supervision Reporting system (GSR) 4 times per year.

# 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. In the beginning of your DPhil research you should complete a Training Needs Analysis (TNA) in discussion with your supervisor(s). The TNA template can be downloaded from: <https://www.mpls.ox.ac.uk/training/pgr/what-training-do-i-need>, and it is a good idea to review it regularly. 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.

You are expected to complete six weeks of transferable skills training in your 2<sup>nd</sup> and 3<sup>rd</sup> year. 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.

The Departmental Graduate Studies website <http://postgraduate.chem.ox.ac.uk/skills-training.aspx> contains up-to-date information about skills training courses offered in the Department and elsewhere. Some of the key training opportunities are also described below.

## 1 Departmental Courses

The Department 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 centres of doctoral training offer a wide range of courses in their first years, and these are also available to other graduate students via the Divisional Graduate School, subject to space limitations. These and other opportunities can be found on our website [Skills training \(please see the link above\)](#).

## 2 Divisional courses

The Divisional Graduate School offers over 300 courses to Graduate Students; please visit: <https://www.mpls.ox.ac.uk/training/pgr> for more information and to book training and development courses. For example you might want to attend a course on scientific writing, making a presentation or time management.

## 3 Research Seminars

The Department offers a wide variety of research seminar programs, and you are expected 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 and Crystallography for students taking these 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 or departmental lecturer to ensure that you understand the

experiments you will be demonstrating and the practical assessment process. If you are a tutor you will also need to attend regular meetings where you are briefed on what to expect in the students' 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.

You may wish to become involved in the department's public engagement or outreach activities, for example through the "Alchemists" student ambassadors group. Again, make sure that your supervisor is happy for you to do this. If you are interested in joining this group, please fill in the form at [bit.ly/ChemAmb](http://bit.ly/ChemAmb).

## 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/training/enterprise>.

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

Many of these milestones have associated GSO (Graduate Studies Office) forms, which can be found on the University website at [Graduate forms | University of Oxford](#).

### 1 Graduate Supervision Reporting system (GSR)

This is an on-line reporting system, which is used by the DGS to monitor your progress. Four times a year (three times a year for graduate taught students) 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(s), your DGS, and your College Advisor.

It is mandatory to complete a self-assessment report every reporting period. If you have any difficulty completing this you should 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. You should 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 (within the self-assessment report for taught programmes, and via the TNA – Training Needs Analysis form in GSR for research programmes)
- Describe 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)

Your supervisor is also required to file a report on your progress on each GSR reporting period. Your supervisor will raise a flag if they have any concerns about your progress. GSR will alert you by email when your supervisor or DGS has completed your report and it is available for you to view. Their 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 of research you are expected to pass a process known as Transfer of Status, and if you pass this you become a fully-fledged graduate student. Standard DPhil (and MScRes) students are permitted 4 terms to undergo this assessment (however, the Departmental practice is to invite students after 3 terms of research). CDT students have 6 terms to transfer status (this extension is a consequence of the extensive first year training programme). If you need more time, you can apply for deferral of transfer of status (for a term or maximum two terms) via your Student Self-Service.

**[MPLS Preparing for Transfer of Status form](#)**: The term before you are due to transfer you are invited to complete and upload (via [GSR](#)) 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. You should go through this with your supervisor to help you identify if there are any specific areas where you might still need help.

All PRS students need to complete the University's online research integrity course: <https://weblearn.ox.ac.uk/portal/hierarchy/skills/ricourses> and the information security course: <https://www.infosec.ox.ac.uk/module> before applying for the Transfer of Status assessment.

The detailed requirements for Transfer of Status will be circulated in advance of your assessment, but you will be expected to do the following:

- 1 Submit to Aga a completed GSO.2 MPLS form, which must include a statement by the supervisor, and must be approved by your college. Aga gets the form signed-off by the DGS and then

forwards it to the MPLS Divisional Graduate Studies Office once the assessment is complete (after the viva).

- 2 Submit a report (4-5 pages long) 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 of 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.
- 5 Have an oral examination (viva) which will start with you making a short presentation, followed by an interview with two assessors discussing what you have presented and written.
- 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 may be the DGS.

### 3 Confirmation of Status

This process takes place between six and nine (ten for CDT students) 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. It is possible to request deferral of Confirmation of Status for a term or two.

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 GSR the term before the confirmation assessment is due to take place. You should go through this with your supervisor to help you identify any specific areas where they might still need help.

You will be required to give a 15- minute research presentation at either your section's Graduate Symposium, or to two assessors. You may also be required to write a brief report / thesis outline, plus complete and submit the [GSO.14 MPLS](#) 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 / carry out the assessment.

The GSO.14MPLS form must be signed by your supervisor and your college, and then submitted to Aga for DGS' approval.

Detailed instructions will be circulated prior to your assessment

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

### 4 Thesis submission and examination

**Proof-reading:** 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 Use of Third Party Proof-readers may be found at: [Use of Third Party Proof-readers | Academic Support \(ox.ac.uk\)](#). The MPLS Division offers training in proof-reading as part of its Scientific Writing programmes Training and Development course programme — Mathematical, Physical and Life Sciences Division (ox.ac.uk)).

**Statement of authorship:** MPLS Graduate School Committee has approved a new Statement of Authorship template, which has been developed in response to the new regulations for examination by integrated thesis. The template should be used to provide a statement of authorship for those cases where joint/multi-authored papers are included in a thesis, to certify the extent of the new student's own contribution. The template can be downloaded [Submitting your thesis — Mathematical, Physical and Life Sciences Division \(ox.ac.uk\)](#) .

**Appointment of examiners:** When you are ready to submit your thesis you will need to apply for appointment of examiners (via your Student Self-Service). 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).

**Submission:** You will be required to submit a digital copy of your thesis via the Research Thesis Digital Submission (RTDS) for examination. Examiners will no longer receive print copies of any submissions, however, there is a facility to request a soft bound copy through the RTDS system if they wish. Your internal examiner will contact you to arrange a date and place for the viva voce (oral) examination, which will also be advertised, either in the University Gazette or by a notice in the Department and the Examinations Schools.

**Viva examination:** 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 ('major') are required you will be given six months to complete them, and your examiners may need to re-examine you (please note that the major corrections option is available for DPhil programmes only, not MSc by Research). Once the required revisions have been approved you must submit a final version of your thesis to <http://ora.ox.ac.uk/> for the electronic thesis archive. Currently on deposit you have a choice of selecting immediate release of your thesis via ORA, or a choice of a 1-year or 3-year embargo period (starting from the date you were granted leave to supplicate). It should be noted however that if you are in receipt of funding from the Research Councils UK (RCUK) or another sponsor, the length of the embargo to be applied may be determined by the terms of your funding grant. Please check the policy conditions if you are in receipt of a funding grant. Should there be a need for you to apply an embargo to your thesis that is greater than 3 years, you may apply for dispensation. Other possible viva outcomes are: a request for a complete rewrite (reference back), 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 and more information can be found at: <https://www.ox.ac.uk/students/academic/exams/research> and [Exam Regulations - Search \(ox.ac.uk\)](#).

## 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 suspension of status, deferral of Transfer of Status, Confirmation of Status or Extension of time for thesis submission.

**Suspension of status:** if you are ill or for some other reason unable to continue research for a substantial time then you can apply for suspension of status. Students are allowed to apply for a maximum of six terms suspension in total. However, you may only apply for a maximum of three terms at any one time. You can also apply for suspension of status for Maternity, Paternity or Adoption leave (more information is available at: <https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/extensions-and-suspensions> ). You will then also need to apply for return from suspension of student status when you wish to come back.

Doctoral students registered with Chemistry (and other MPLS – Mathematical, Physical and Life Sciences Division's departments) who suspend for maternity leave are entitled to 26 weeks paid leave regardless of their current funding situation at the Research Council stipend level. In those cases when both the mother and father are students, this financial support can be shared if it enables the female student to return to study in her MPLS department. Funding is available in years 1-4 of their programme.

More information is available at: <https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/your-rights-and-responsibilities> .

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 <https://www.ox.ac.uk/students/academic/guidance/graduate/progression> .

### **Transfer of Status**

GSO2MPLS Application to transfer status (Mathematical, Physical & Life Sciences)

GSO2b Application for deferral of transfer of status (moved online to Student Self-Service)

### **Confirmation of Status**

GSO14.MPLS Application to confirm DPhil status (Mathematical, Physical & Life Sciences)

GSO14b Application for Deferral of Confirmation of DPhil Status (online)

### **Forms for the examination of research degrees**

GSO3 Application for Appointment of Examiners (online)

GSO20a Notes of guidance for research examinations for students submitting their thesis

GSO26 Information for thesis cataloguing (to be submitted to the Examination Schools)

GSO3a Bodleian deposit and consultation for thesis for DPhil/MSc by Research (to be submitted to the Examination Schools)

GSO3b Deposit and consultation of thesis (taught MSc)

GSO3c Application for dispensation from Consultation of Thesis DPhil/MSc by Research (online)

GSO26b Information for thesis cataloguing (taught MSc)

### **Other applications**

GSO6 Application for change of thesis title (online)

GSO8 Dispensation from statutory residence (online)

GSO19 Application for Adjustments to Assessment Arrangements (Transfer of Status / Confirmation of Status assessment, and the final oral examination)

GSO19c Applying for adjustments for disability: process for research students and staff

GSO25 Change of supervisor or appointment of joint supervisor

GSO28 Change of programme of study

GSO30 Notification of change of personal details

TNA – Training Needs Analysis. Students are required to complete a TNA with their supervisor within their first term and to upload the completed TNA form to GSR.

### **Change of mode of study**

GSO4 Application for change to mode of study (online)

### **Extension of time**

GSO15 Extension of time (online)

GSO18 Application for Extension of Time for completion of Minor or Major Corrections

### **Suspension and return from suspension of status**

GSO17 Suspension of status

GSO17b Suspension of status for maternity, extended paternity and adoption leave

GSO17a Return from suspension of status

**Withdrawal and reinstatement**

GSO29 Notification of withdrawal from programme of study (online)

GSO23 Reinstatement to the register of graduate students

Further information about reinstatement is available at:

<https://www.ox.ac.uk/students/academic/guidance/graduate/status>

# Section I: Research Ethics and Integrity

The ethical values that underpin research are the same as those generally accepted in a civilised society. These are honesty, truthfulness, 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.

**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 standard 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 the 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 for 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:

<https://hr.admin.ox.ac.uk/academic-integrity-in-research>

The Department requires that all new graduate students attend Dr Galpin's talk on 'Effective and Responsible Research' which is scheduled as part of the Chemistry Induction.

The University's Research Integrity website:

<https://researchsupport.admin.ox.ac.uk/governance/integrity> contains a number of additional resources, including links to information on authorship, conflicts of interest, research data management, health and safety, human participation 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 Director of Graduate Studies, other academics, and the ethics advisors in University Research Services:

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

## 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 Graduate Chemistry Joint Consultative Committee (Graduate CJCC).

### 1 Graduate Chemists' Joint Consultative Committee (Graduate CJCC)

This committee comprises graduate students, Part II students and postdocs. The staff members are the Deputy Director of Studies, the three Directors of Graduate Studies and the Graduate Studies Administrator.

The Graduate CJCC 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. Two student members from the GCJCC generally attend meetings of the GSC.

The MPLS Division has a Graduate Joint Consultative Forum (GJCF), on which a student representative from the Department of Chemistry sits. One member of the GJCF sits on the MPLS Divisional Board and the MPLS Graduate School Committee. More information can be found [here](#) on the MPLS website.

### 3. Opportunities to provide evaluation and feedback

Students on full-time and part-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at: [www.ox.ac.uk/students/life/student-engagement?wssl=1](http://www.ox.ac.uk/students/life/student-engagement?wssl=1).

### 4 Complaints and appeals

There is a formal complaints procedure, which is linked to from the web page <http://postgraduate.chem.ox.ac.uk/current-students.aspx>. 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
Deputy Area Safety Officer	Dr Paul Roberts	<a href="mailto:paul.roberts@chem.ox.ac.uk">paul.roberts@chem.ox.ac.uk</a>	75915
Assistant Area Safety Officer	Ms Deborah Palmer	<a href="mailto:deborah.palmer@chem.ox.ac.uk">deborah.palmer@chem.ox.ac.uk</a>	75676
Chemistry Teaching Laboratory (CTL)	Dr Malcolm Stewart	<a href="mailto:malcolm.stewart@chem.ox.ac.uk">malcolm.stewart@chem.ox.ac.uk</a>	85108
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	Professor Stephen Faulkner	<a href="mailto:stephen.faulkner@keble.ox.ac.uk">stephen.faulkner@keble.ox.ac.uk</a>	72723
Senior Radiation Protection Supervisor	Dr Adam Hardy	<a href="mailto:adam.hardy@chem.ox.ac.uk">adam.hardy@chem.ox.ac.uk</a>	75677
Laser Safety Officer	Dr Lavina Snoek	<a href="mailto:lavina.snoek@physics.ox.ac.uk">lavina.snoek@physics.ox.ac.uk</a>	73349

 can be contacted by radio via Reception or the Facilities Team

### 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
Chris Blackwell	Safety	ICL	72687
Stephen Faulkner	Inorganic	ICL	72640 or 72723
Ai Fletcher	Disability coordinator	CRL	75713
Sue Henderson	Administration	CRL	85123
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, Associate Head (Teaching) and Chairman of Graduate Studies Committee:

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

Deputy Director of Studies:

Dr Martin Galpin ☎: 85721 [martin.galpin@chem.ox.ac.uk](mailto:martin.galpin@chem.ox.ac.uk)

Directors of Graduate Studies:

Inorganic: Professor Michael Hayward ☎: 72623 [michael.hayward@chem.ox.ac.uk](mailto:michael.hayward@chem.ox.ac.uk)

Organic and Chemical Biology:  
Professor Jeremy Robertson ☎: 75660 [org-dgs@chem.ox.ac.uk](mailto:org-dgs@chem.ox.ac.uk)

Physical and Theoretical:  
Professor William Barford ☎: 75162 [william.barford@chem.ox.ac.uk](mailto:william.barford@chem.ox.ac.uk)

Administrative matters for graduate students are handled by the Graduate Studies Administrator, Aga Borkowska, and her assistants Dionne Offord and Charlotte Cooper, who are based in the Faculty Office on the ground floor of the Inorganic Chemistry Laboratory (tel.: 72569 / 72567 or [aga.borkowska@chem.ox.ac.uk](mailto:aga.borkowska@chem.ox.ac.uk), [dionne.offord@chem.ox.ac.uk](mailto:dionne.offord@chem.ox.ac.uk), [charlotte.cooper@chem.ox.ac.uk](mailto:charlotte.cooper@chem.ox.ac.uk) ).

## Undergraduate student matters

Administrative matters for undergraduate students are dealt with by Laura Fenwick, Undergraduate Studies Administrator, also based in the Inorganic Chemistry Laboratory (tel.: 72568 or [undergraduate.studies@chem.ox.ac.uk](mailto:undergraduate.studies@chem.ox.ac.uk) ).

## 5. Term dates/closure days

### Term dates

	Hilary	Trinity	Michaelmas
2022	16 January – 12 March	24 April – 18 June	9 October – 3 December
2023	15 January – 11 March	23 April – 17 June	8 October – 2 December
2024	14 January – 9 March	21 April – 15 June	13 October – 7 December

### University closure dates

(All dates are inclusive)

	Easter	Christmas
2022	Friday 15 April – Monday 18 April	Thursday 22 December – 2 January
2023	Friday 7 April – Monday 10 April	Thursday 21 December – 1 January
2024	Friday 29 March – Monday 1 April	Monday 23 December – 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
CTL	9.30am	5.15pm

### Stores

	AM	PM
CRL Mon – Thurs	9.30am	5.30pm (no lunchtime closure)
CRL Fri	9.30am	4pm (no lunchtime closure)
PTCL Mon - Fri	swipe card access	swipe card access
ICL Mon-Fri	swipe card access	swipe card access

## 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:

- Nathan Davis, Research Funding Specialist, email: [nathan.davies@admin.ox.ac.uk](mailto:nathan.davies@admin.ox.ac.uk) (main contact for Chemistry): 82598
- 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/)

<https://www.mpls.ox.ac.uk/graduate-school/>

### **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**

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

### **Hazardous waste disposal**

For hazardous waste disposal (which includes most chemicals), contact Deborah Palmer on 75676 or [deborah.palmer@chem.ox.ac.uk](mailto:deborah.palmer@chem.ox.ac.uk)

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