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Council and Main Committees

General Purposes Committee of Council

Changes in Regulations

The General Purposes Committee of Council has made the following changes in regulations, to come into effect on **29 January**.

(a) Establishment of the A B Charitable Trust Gift for the funding of the Institute of Human Rights

Explanatory Note

These regulations record the terms of the A B Charitable Trust gift for the funding of the costs of the director and other staff of an institute of human rights.

Text of Regulations

In Part 2 of Council Regulations 25 of 2002, concerning trusts, insert new §316 as follows, and renumber existing §316 onwards by plus one:

'§316. A B Charitable Trust gift for the funding of the Institute of Human Rights

1. The University receives with gratitude a gift from the A B Charitable Trust to be held on the trusts declared in this regulation.

2. Subject to regulation 6 below, the University shall preserve the capital of the gift as permanent endowment ("the Permanent Endowment").

3. The University shall apply the income only of the Permanent Endowment towards the costs of the director and other staff of an institute of human rights ("the Institute").

4. The administration of the Fund, and the application of its income, shall be the responsibility of the Board of the Faculty of Law.

5. The University may in its absolute discretion in the period ending 21 years from the date of this regulation, instead of applying the income of the Fund in any year, accumulate all or any part of such income by investing it, and holding it as part of the capital of the Fund. The University may apply the whole or any part of such accumulated income in any subsequent year as if it were income of the Fund arising in the then current year.

6. The University shall have power to pay out of capital all reasonable costs of and incidental to the management and administration of the Fund, and (should there be insufficient income and/or income reserves available for the purpose) reasonable staff-related costs if the Institute ceases to operate.

7. The University may exercise any of its corporate powers in the management and administration of the Fund in so far as those powers are not inconsistent with these regulations.

8. Regulations 1-10 shall be deemed to be Trust Regulations under the provisions of Part D of Statute XVI.

9. Subject to regulation 10, Council may amend, repeal or add to these regulations in accordance with Part D of Statute XVI, but no amendment is valid if it would cause the Fund to:

(1) cease to be exclusively charitable according to the law of England and Wales; or

(2) be outside the objects of the University.

10. Any amendment to regulation 3 is an amendment to the main objects of the Fund for the purposes of Part D of Statute XVI and must be approved both by Congregation of the University and subsequently by Her Majesty in Council.'

(b) Establishment of the Institute of Human Rights Fund

Explanatory Note

These regulations establish the Institute of Human Rights Fund for the funding of an institute of human rights within the Faculty of Law.

Text of Regulations

In Part 2 of Council Regulations 25 of 2002, concerning trusts, insert new §317 as follows, and renumber existing §317 onwards by plus one:

'§317. Institute of Human Rights Fund

1. The University receives with gratitude significant sums from several donors to be held as expendable endowment on

the trusts declared in this regulation. Further money or property may be paid or transferred to the University as either expendable or permanent endowment to be held on the same trusts. The assets so held will be known as the Institute of Human Rights Fund ("the Fund").

2. The University shall retain as permanent endowment those of the assets in the Fund (if any) which are contributed on the express understanding that they are to be treated as permanent endowment ("the Permanent Endowment").

3. The University shall (a) apply the income of the Permanent Endowment (if any); and (b) apply the income and, in its discretion, the capital of the remainder of the Fund, towards the establishment and maintenance of an institute of human rights ("the Institute") at the University, including, but not limited to: the costs of the director and other staff of the Institute; the Institute's operating and overhead costs; studentships and other grants for those engaged in study or research at the Institute; and the costs of events and activities relating to the work of the Institute.

4. The administration of the Fund, and the application of its income, shall be the responsibility of the Board of the Faculty of Law.

5. The University may in its absolute discretion in the period ending 21 years from the date of this regulation, instead of applying the income of the Fund in any year, accumulate all or any part of such income by investing it, and holding it as part of the capital of the Fund. The University may apply the whole or any part of such accumulated income in any subsequent year as if it were income of the Fund arising in the then current year.

6. The University shall have power to pay out of the capital or the income of the Fund all costs of and incidental to the creation of the Fund, and the management and administration of the Fund.

7. The University may exercise any of its corporate powers in the management and administration of the Fund in so far as those powers are not inconsistent with these regulations.

8. Regulations 1–10 shall be deemed to be Trust Regulations under the provisions of Part D of Statute XVI.

9. Subject to regulation 10, Council may amend, repeal or add to these regulations in accordance with Part D of Statute XVI, but no amendment is valid if it would cause the Fund to:

(1) cease to be exclusively charitable according to the law of England and Wales; or

(2) be outside the objects of the University.

10. Any amendment to regulation 3 is an amendment to the main objects of the Fund for the purposes of Part D of Statute XVI and must be approved both by Congregation of the University and subsequently by Her Majesty in Council.'

(c) Establishment of the Comparative and Classical Philology Fund

Explanatory Note

These regulations establish the Comparative and Classical Philology Fund, following receipt of a legacy from Anna Morpurgo Davies.

Text of Regulations

In Part 2 of Council Regulations 25 of 2002, concerning trusts, insert new §74 as follows, and renumber existing §74 onwards by plus one:

'§74. Comparative and Classical Philology Fund

1. The University receives with gratitude the residuary estate of Anna Morpurgo Davies to be held as expendable endowment on the trusts declared in this regulation. Further money or property may be paid or transferred to the University as either expendable or permanent endowment to be held on the same trusts. The assets so held will be known as the Comparative and Classical Philology Fund ("the Fund").

2. The University shall retain as permanent endowment those of the assets in the Fund (if any) which are contributed on the express understanding that they are to be treated as permanent endowment ("the Permanent Endowment").

3. The University shall (a) apply the income of the Permanent Endowment (if any); and (b) apply the income and, in its discretion, the capital of the remainder of the Fund, towards supporting graduate students in Comparative and Classical Philology.

4. The administration of the Fund shall be the responsibility of the Faculty Board of Linguistics, Philology and Phonetics. The Faculty Board shall apply the income of the Fund in accordance with the recommendations of a committee consisting of:

(1) the Diebold Professor of Comparative Philology or his/her deputy;

(2) an associate professor in classical philology who is a member of the Faculty of Linguistics, Philology and Phonetics; and

(3) the Professor of Romance Languages or his/her deputy.

5. The University may in its absolute discretion in the period ending 21 years from the date of this regulation, instead of applying the income of the Fund in any year, accumulate all or any part of such income by investing it, and holding it as part of the capital of the Fund. The University may apply the whole or any part of such accumulated income in any subsequent year as if it were income of the Fund arising in the then current year.

6. The University shall have power to pay out of the capital or the income of the Fund all costs of and incidental to the creation of the Fund, and the management and administration of the Fund.

7. The University may exercise any of its corporate powers in the management and administration of the Fund in so far as those powers are not inconsistent with these regulations.

8. Regulations 1–10 shall be deemed to be Trust Regulations under the provisions of Part D of Statute XVI.

9. Subject to regulation 10, Council may amend, repeal or add to these regulations in accordance with Part D of Statute XVI, but no amendment is valid if it would cause the Fund to:

(1) cease to be exclusively charitable according to the law of England and Wales; or

(2) be outside the objects of the University.

10. Any amendment to regulation 3 is an amendment to the main objects of the Fund for the purposes of Part D of Statute XVI and must be approved both by Congregation of the University and subsequently by Her Majesty in Council.'

Planning and Resource Allocation Committee of Council

Changes in Regulations

The Planning and Resource Allocation Committee of Council has made the following changes in regulations, to come into effect on **29 January**.

(a) Professor of Applied Statistics

Explanatory Note

The following changes, made on the recommendation of the Mathematical, Physical and Life Sciences Board, reflect current practice in describing the duties of the professor, amend the electoral board to better reflect the focus of the research area and update outdated references in the regulations.

Text of Regulations

In Sect III of Council Regulations 24 of 2002, concerning individual professorships, delete §320 and substitute (new text underlined, deleted text struck through):

'§320. Professor of Applied Statistics

1. The Professor of Applied Statistics shall undertake research in Applied Statistics and shall lecture and give both instruction and advice in statistical methods in that subject and generally promote its study in the University.

2. The professor shall be elected by an electoral board consisting of:

(1) the Vice-Chancellor, or, if the head of the college specified in (2) of this clause is Vice-Chancellor, a person appointed by Council on the occurrence of a vacancy to act as an elector on that occasion;

(2) the head of the college to which the professorship shall be for the time being allocated by Council ~~under any decree in that behalf~~, or, if the head is unable or unwilling to act, a person appointed by the governing body of the college on the occurrence of a vacancy to act as an elector on that occasion;

(3) a person appointed by the governing body of the college specified in (2) of this clause;

(4) ~~(5) two~~ a persons appointed by Council;

(5) a person appointed by the General Board;

(6) a person appointed by the Board of the Faculty of Biological Sciences ~~in consultation with the Board of the Faculty of Psychological Studies~~ Mathematical, Physical and Life Sciences Board;

(7) a person appointed by the Board of the Faculty of Clinical Medicine ~~in consultation with the Board of the Faculty of Physiological Sciences~~ Medical Sciences Board;

(8), (9) two persons appointed by the Board of the Faculty of Mathematical Sciences Department of Statistics.

3. The professor shall be subject to the General Provisions of the decree regulations concerning the duties of professors and to those Particular Provisions of the same decree regulations which are applicable to this chair.'

(b) Professors (two) of Statistics

Explanatory Note

The following changes, made on the recommendation of the Mathematical, Physical and Life Sciences Board, update outdated references in the regulations.

Text of Regulations

In Sect III of Council Regulations 24 of 2002, concerning individual professorships, delete §317 and substitute (new text underlined, deleted text struck through):

'§317. Professors (two) of Statistics

1. The Professors of Statistics shall undertake research in Statistics and shall lecture and give instruction in that subject and generally promote its study in the University.

2. The professors shall be elected by an electoral board consisting of:

- (1) the Vice-Chancellor, or, if the head of the college specified in paragraph (2) below is Vice-Chancellor, a person

appointed by Council on the occurrence of a vacancy to act as an elector on that occasion;

(2) the head of the college to which the professorships shall be for the time being allocated by Council ~~under any regulation in that behalf~~, or, if the head is unable or unwilling to act, a person appointed by the governing body of the college on the occurrence of a vacancy to act as an elector on that occasion;

(3) a person appointed by the governing body of the college specified in paragraph (2) above;

(4), (5) two persons appointed by Council;

(6)–(9) a four persons appointed by the Mathematical, and Physical and Life Sciences Board;

(7)–(9) three persons appointed by the Department of Statistics.

3. The professors shall be subject to the General Provisions of the regulations concerning the duties of professors and to those Particular Provisions of the same regulations which are applicable to this chair.'

(c) Establishment of the Hoffmann and Action Medical Research Professor in Developmental Medicine

Explanatory Note

The following changes, made on the recommendation of the Planning and Resource Allocation Committee, enable the endowment and renaming of the Action Research Professorship of Paediatrics.

Text of Regulations

1 In SCHEDULE C of Council Regulations 3 of 2004, concerning statutory professorships, delete 'Action Research Professor of Paediatrics' and insert 'Hoffmann and Action Medical Research Professor in Developmental Medicine'.

2 In Sect III of Council Regulations 24 of 2002, concerning individual professorships, delete existing regulation §254 and substitute (new text underlined, deleted text struck through):

'§254. Action Research Professor of Paediatrics Hoffmann and Action Medical Research Professor in Developmental Medicine

1. The Action Research Professor of Paediatrics shall ~~lecture and give instruction in Paediatrics~~. The University receives with gratitude the generous donations from Mr André Hoffmann and from Action Medical

Research (formerly known as the National Fund for Research into Crippling Diseases) to be held as permanent endowment on the trusts declared in this regulation. Further money or property may be paid or transferred to the University as either expendable or permanent endowment to be held on the same trusts. The assets so held will be known as the Hoffmann and Action Medical Research Professorship in Developmental Medicine Fund ("the Fund").

2. The University shall retain as permanent endowment those of the assets in the Fund which are contributed on the express understanding that they are to be treated as permanent endowment ("the Permanent Endowment").

3. The University shall (a) apply the income of the Permanent Endowment; and (b) apply the income and, in its discretion, the capital of the remainder of the Fund, towards the salary and expenses of the holder of the Hoffmann and Action Medical Research Professorship in Developmental Medicine ("the Professor") and associated overheads. The Professor shall undertake research, lecture and give instruction in Developmental Medicine. If the salary, expenses and overheads of the Professor are wholly or partly covered from other sources or there are further funds available, there shall be discretion to apply the income and/or capital of the Fund to support the Professor's research, or other academic activity in the field of Developmental Medicine.

4. The administration of the Fund, and the application of its income, shall be the responsibility of the Medical Sciences Board.

2.5. The Professor shall be elected by an electoral board consisting of:

(1) the Vice-Chancellor, or, if the Principal of Jesus College is Vice-Chancellor, a person appointed by Council on the occurrence of a vacancy to act as an elector on that occasion;

(2) the Principal of Jesus College, or, if the Principal is unable or unwilling to act, a person appointed by the Governing Body of Jesus College on the occurrence of a vacancy to act as an elector on that occasion;

(3) a person appointed by the Governing Body of Jesus College;

(4), (5) two persons appointed by Council;

(6) a person appointed by the General Board;

(7), (8) two persons appointed by the Board of the Faculty of Clinical Medicine;

(6)–(9) four persons appointed by the Medical Sciences Divisional Board;

(9) a person holding a clinical appointment appointed by the Oxfordshire Health Authority after consultation with the Oxfordshire Regional Health Authority;

(10) a person holding a clinical appointment appointed by the relevant NHS body with which the post-holder will hold an honorary contract.

3.6. The Professor shall be subject to the General Provisions of the decree regulations concerning the duties of professors and to those Particular Provisions of the same decree regulations which are applicable to this chair.

4.7. The University accepts with gratitude from Action Medical Research (formerly known as the National Fund for Research into Crippling Diseases) the sum of £60,000 to form a fund, the income from which shall be applied to purposes of the Department of Paediatrics under the direction of the Action Research Professor of Paediatrics ("the Support Fund").

8. The University may in its absolute discretion in the period ending 21 years from the date of this regulation, instead of applying the income of the Fund or the Support Fund in any year, accumulate all or any part of such income by investing it, and holding it as part of the capital of the Fund or the Support Fund (as the case may be). The University may apply the whole or any part of such accumulated income in any subsequent year as if it were income of the Fund or the Support Fund (as the case may be) arising in the then current year.

9. The University shall have power to pay out of the capital or the income of the Fund or the Support Fund all costs of and incidental to the creation of the Fund or the Support Fund (as the case may be), and the management and administration of the Fund or the Support and the Professorship.

10. The University may exercise any of its corporate powers in the management and administration of the Fund and the Support Fund in so far as those powers are not inconsistent with these regulations.

11. Regulations 1–4 and 7–13 shall be deemed to be Trust Regulations under the provisions of Part D of Statute XVI.

12. Subject to regulation 13, Council may amend, repeal or add to these regulations in accordance with Part D of Statute XVI, but

no amendment is valid if it would cause the Fund to:

(1) cease to be exclusively charitable according to the law of England and Wales; or

(2) be outside the objects of the University.

13. Any amendment to the main objects of the Fund or the Support Fund for the purposes of Part D of Statute XVI must be approved both by Congregation of the University and subsequently by Her Majesty in Council.'

Congregation 14 December

Degree by Resolution

This content has been removed as it contains personal information protected under the Data Protection Act.

Congregation 12 January

Admission of Vice-Chancellor for 2016–23

Louise Richardson, BA Dub, MA UCLA, MA PhD Harvard, was admitted to office as Vice-Chancellor from 1 January 2016 for the remainder of the 2015–16 academic year and for a further seven years.

¶ The text of Professor Richardson's address will be published as a supplement with *Gazette* No 5119, 21 January 2016.

Council of the University

Register of Congregation

The Vice-Chancellor reports that the following names have been added to the Register of Congregation:

Apps, M A J, Somerville
Ashbell, C A, Lincoln
Barrs, R P, Undergraduate Admissions and Outreach Office
Braithwaite, N, Pembroke
Brewer, D M, Said Business School
Byrom, N C, Somerville
Clarkson, O J, University College
Curtis, S P, Faculty of Clinical Medicine
Dollery, C M, Faculty of Clinical Medicine
Goodman, J M, St Catherine's

Gratz, M S, Nuffield
Guha, N, Wadham
Hanneford-Smith, K E, Department of Politics and International Relations
Hay, D, Hertford
Hofer, M, Faculty of Clinical Medicine
Holmes, I T, IT Services
Huang, W, St Edmund Hall
Illiffe, R C, Linacre
Katzourakis, A, St Hilda's
Madrid Marquez, L, Nuffield
 Department of Clinical Medicine
 Experimental Medicine Division
Mills, M C, Nuffield
Moreno, M, Department of Politics and International Relations
Pasta, M, St Edmund Hall
Pendlebury, S T, New College
Percy, R, St Hilda's
Roff, H, Department of Politics and International Relations
Rueda, V, Pembroke
Sanders, A J, Oxford Learning Institute
Santhanam, R, Magdalen
Sayers, W K P, Nuffield Department of Clinical Medicine Experimental Medicine Division
Schiumerini, L E, Nuffield
Sparrow, D B, Faculty of Physiological Sciences
Trowbridge, S A, Sackler Library
Venkatakrishnan, R, Faculty of Clinical Medicine
Verbakel, J Y J, Faculty of Clinical Medicine
Walker, V J, Personnel Services

Divisional and Faculty Boards

For changes in regulations for examinations see 'Examinations and Boards' below.

Congregation

Congregation 18 January

Degree by Resolution

This content has been removed as it contains personal information protected under the Data Protection Act.

Congregation 19 January

The meeting of Congregation is cancelled. The sole business comprises questions to which no opposition has been notified and in respect of which no request for adjournment has been received, and the Vice-Chancellor will accordingly declare the resolutions and change to Congregation Regulations carried without a meeting under the provisions of Sect 7 (1) of Statute IV.

(1) Voting on a Resolution authorising the use of space in the Science Area

(For explanatory note and text of resolution see *Gazette* No 5117, 10 December 2015, p185.)

(2) Voting on a Resolution authorising the use of space in Dartington House

(For explanatory note and text of resolution see *Gazette* No 5117, 10 December 2015, p185.)

(3) Voting on a Resolution authorising the use of space at Osney Mead

(For explanatory note and text of resolution see *Gazette* No 5117, 10 December 2015, p185.)

(4) Voting on Changes to Congregation Regulations 3 of 2002: Religious Services and Sermons

(For explanatory note and text of change to Congregation Regulations see *Gazette* No 5117, 10 December 2015, p185.)

Congregation 3 March

Elections

OTHER COMMITTEES AND BOARDS

Benefices Delegation

FACULTY BOARDS

Board of the Faculty of History
Board of the Faculty of Oriental Studies
Board of the Faculty of Theology and Religion

Details are in 'Elections' section below.

Congregation 10 March

Elections

PUBLIC ORATOR

Details are in 'Elections' section below.

Note on procedures in Congregation

¶ Business in Congregation is conducted in accordance with Congregation Regulations 2 of 2002 (www.admin.ox.ac.uk/statutes/regulations/529-122.shtml). A printout of these regulations, or of any statute or other regulations, is available from the Council Secretariat on request. A member of Congregation seeking advice on questions relating to its procedures, other than elections, should contact Mrs F Burchett at the University Offices, Wellington Square (telephone: (2)80199; email: felicity.burchett@admin.ox.ac.uk); questions relating to elections should be directed to the Elections Officer, Ms S L S Mulvihill (telephone: (2)80463; email: elections.office@admin.ox.ac.uk).

Notices

University Preachers

Hilary term 2016

Thursday, 14 January, 8am: *Holy Communion (Latin), St Mary's*

Sunday, 17 January, 9.30am: **The Revd Canon Dr Alwyn Pettersen**, Canon Theologian, Worcester Cathedral. *Latin Litany and Sermon, St Mary's*

Sunday, 24 January, 10am: **Dr Mary Marshall**. *Macbride Sermon, Hertford*

Sunday, 7 February, 5.30pm: **Mr Adam Mars-Jones**, novelist and literary critic. *University Sermon Inter-Collegiate Evensong, St Mary's*

Sunday, 14 February, 6pm: **The Rt Hon The Lord Kakkar**, Professor of Surgery, UCL. *Sermon on the Grace of Humility, Harris Manchester*

Sunday, 21 February, 10.30am: **Dr Amia Srinivasan**. *University Sermon, St Mary's*

*Sunday, 6 March, 6pm: **The Very Revd Vivienne Faull**, Dean of York. *Sermon for the Annunciation of the Blessed Virgin, Oriel*

* On this day Doctors will wear their robes

Consultative Notices

Review of the Roles of the Proctors and Assessor

Council's General Purposes Committee (GPC) has established a group to review the roles of the Proctors and the Assessor, with the following terms of reference:

"Taking into account the points raised by the outgoing Assessor in 2014 and the outgoing Senior Proctor in 2015 [see note below], the review group is asked to consult as appropriate, consider and make recommendations to GPC on:

- the balance of duties between each of the Proctors and Assessor;
- the office and status of the Assessor; and
- in the light of (a) and (b) above, any matters relating to the terms and conditions of the Proctors and the Assessor, for example eligibility and stipend.

The review group has the following membership:

(1) Chair	The Very Revd Professor Martyn Percy, Dean of Christ Church
(2) Former Senior Proctor	Professor Martin Williams, New College (Chair of the Committee for the Proctors' Office)
(3) Former Junior Proctor	Professor Amy Zavatsky, St Edmund Hall
(4) Former Assessor	Dr Paul Martin, Wadham
(5) Member nominated by the Education Committee	Professor Margaret Stevens, Lincoln (Associate Head (Education), Social Sciences Division)
(6) Member nominated by the Conference of Colleges	Lucinda Rumsey, Senior Tutor, Mansfield

The review group would welcome for its review written comments on any matters falling within its terms of reference. Written comments should be sent to the Secretary to the review group, Dr Nigel Berry, by no later than **29 January**.

While not ruling anything in or out at this stage, the review group is likely to concern itself with matters such as: the overall workload on the Proctors and the Assessor; whether there should be an adjustment in the roles and relative workload between the Senior Proctor, the Junior Proctor and the Assessor; whether the Assessor's role should continue in its present form; whether or not there is a case for having three Proctors, with or without the office of Assessor; the continued willingness or otherwise of academic staff to be elected to these three offices given the demands of both teaching and research; and changes in the internal and external environments that are impacting on the roles of these officers, such as the changed nature of welfare support in the collegiate University and its impact on the role of the Assessor and the creation of the Office of the Independent Adjudicator (OIA) and its impact on the role of the Proctors.

Note

The outgoing Assessor in 2014 concluded that there were a number of aspects that made the role of the Assessor generally unsatisfactory:

(i) the original purpose of the role, to give the women's and graduate colleges access to University governance, was obsolete;

(ii) Assessors had concentrated on health and welfare issues. While this was a rewarding role, it was not in practice full time, and it meant that the committees in this area chaired by the Assessor face an annual change in chair, to the detriment of their longer-term development of policy and consistency in decision making;

(iii) beyond this the Assessor's duties were fragmented; Assessors might undertake special projects, but this was *ad hoc* and the project had to be one capable of being completed within the Assessor's year of office;

(iv) the University's legislation did not give the Assessor authority as it did for the Proctors. This means that, even within the health and welfare role of the Assessor, at certain points the Assessor had to pass cases over to the Proctors for determination; and

(v) although the Proctors and Assessor worked as a team, within their defined duties there was too much work for the Proctors, and not enough for the Assessor.

The comments of the Senior Proctor in her Oration in 2015 are published on pp445–6 of Supplement (1) to the *Gazette* of 19 March 2015, no 5091, Vol 145 (available at www.ox.ac.uk/gazette/2014-2015/26march2015-no5092/supplements).

Mathematical, Physical and Life Sciences Division/Education Committee

REVIEW OF THE DEPARTMENT OF COMPUTER SCIENCE

Education Committee and the Board of the Mathematical, Physical and Life Sciences Division are undertaking a review of the Department of Computer Science as part of Council's programme of rolling reviews of departments.

Teaching and learning issues will be given preliminary consideration by a 'teaching and learning' sub-panel on 18 April 2016. This panel will be composed of internal members of the review panel, and (if available) one external, and will be chaired by the Associate Head of Division (Academic), Professor Robert Taylor. The conclusions of this sub-panel will be reported as recommendations to the full review

committee, which will meet on 13 and 14 June 2016 and will be chaired by the Head of Division, Professor Donal Bradley.

The Review Committee would welcome written comments on matters falling within its terms of reference, given below. These should be sent to Jared Hutchings (email: jared.hutchings@mpls.ox.ac.uk). Comments on detailed learning and teaching matters should be sent by **18 March** in advance of the teaching and learning panel. Comments on any matters should be sent by **13 May**.

The terms of reference of the review are:

1 To review the quality of academic activities in the department, by reference to:

- international standards of excellence;
- action taken since the last review of the department;
- planning statements at departmental and divisional levels, and in the context of the University's mission statement and strategic/corporate plan.

In particular:

(a) the quality of the research of the department, including its participation in interdepartmental, interdivisional and interdisciplinary activities, its research profile and strategy, and future challenges and opportunities;

(b) the quality of undergraduate and graduate programmes and their delivery and related issues, including:

- access and admissions;
- curriculum design and programme structure;
- teaching, learning and assessment;
- the relationship between teaching and research;
- academic and pastoral support and guidance;
- the provision and use of learning resources (including staff resources);
- specific arrangements for the pursuit of graduate studies;
- relationships with colleges;
- quality assurance mechanisms;

(c) the organisation of the department, the management structures and the relationship between the department and the Mathematical, Physical and Life Sciences Division, including such matters as:

- strategic planning (including relationship to the divisional five-year plan and the University's strategic/corporate plan);
- academic and non-academic staffing and recruitment;

- student number planning;
- terms of appointment for academic staff, including career development and equal opportunities issues;
- fundraising;

(d) the relationship (structural and operational) between units within the department, and between the department and cognate subject areas, and colleges to which it is linked in teaching and research.

2 To consider the current and long-term financial position of, and funding arrangements for, the department, and its financial strategy.

Permanent Private Hall Supervisory Committee

REVIEW OF ST STEPHEN'S HOUSE

The Permanent Private Hall (PPH) Supervisory Committee, which is appointed by Education Committee, has regulatory, monitoring and reporting functions in relation to the Permanent Private Halls. Under the University's agreement with the halls each of them is to be reviewed in turn over a period of six years. On 12 May 2016 the committee will conduct a review of St Stephen's House. The review will focus on issues coming within the PPH Supervisory Committee's terms of reference. These may be found at www.admin.ox.ac.uk/statutes/regulations/520-12211.shtml.

The PPH Supervisory Committee would welcome written comments on any matters falling within the terms of reference. Written comments should be sent to the Secretary to the PPH Supervisory Committee, Catherine Whalley, Education Policy Support, University Offices, Wellington Square, Oxford OX1 2JD (email: catherine.whalley@admin.ox.ac.uk), by **25 April**.

Examination Regulations

PROPOSED DECOMMISSIONING OF THE PRINT COPY

Education Policy Support is preparing to decommission the annual preparation and printing of the *Examination Regulations* (the Grey Book). The online Examination Regulations was launched in April 2015 and updated and rolled forward by September 2015 in time for the 2015/16 academic year. A short online survey is available at <https://oxford.onlinesurveys.ac.uk/exam-regs> to gather the views of staff readers of the *Examination Regulations* and on the proposed decommissioning of the print copy. The survey will close on **28 January**.

General Notices

IT Services

OUT-OF-HOURS HELPDESK

As part of the continuing development of central IT support, IT Services has changed the out-of-hours help available to University staff, students and other users from 23 December 2015. Telephone support has been extended to provide 24-hour assistance every day of the year, including weekends, bank and public holidays and University closures. This replaces the evening helpdesk that was available at our Banbury Road offices between 5.30pm and 8.30pm on weekdays.

For more information please see www.it.ox.ac.uk/news/changes-out-hours-it-support or contact Ian Teasdale (ian.teasdale@it.ox.ac.uk).

Guidance notes for the holding of outside appointments and the conduct of outside work

This Guidance Note should be read in conjunction with Council Regulations 5 of 2004.

(1) PROCEDURES FOR APPLYING FOR APPROVAL TO HOLD OUTSIDE APPOINTMENTS

(a) Applicants must complete an application form available at: www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments.

(b) Applicants whose salaries are funded from externally funded research grants or contracts, or who are Principal Investigators (PIs) or Co-Investigators on outside-sponsored projects, must adhere to the terms and conditions stipulated by or agreed with the sponsor and, if necessary, seek written approval from the sponsor¹. If you are in any doubt, please contact Research Services staff for advice on the terms and conditions of externally funded research grants and contracts held by the University (tel (2)70143).

(c) Applicants must obtain the approval of their direct line manager where relevant.

(d) When the necessary approvals have been obtained from the relevant line manager or sponsor (as appropriate), applicants should submit the completed form to their head of department², who will be asked to sign to confirm that he/she is content to approve the outside commitment in the context of the applicant's University duties.

The person who signs the forms should be:

- the head of department² or faculty board chair; or
- the head of division if the applicant is a head of department, or the application is for a total of more than 30 days per year; or
- the line manager of the senior officer making the application (where applicable). For the avoidance of doubt, the application should be made to the Vice-Chancellor in respect of each of the Pro-Vice-Chancellors with portfolio, the heads of division, the Registrar and Bodley's Librarian. In the case of the Vice-Chancellor, he or she should submit an application to the Chancellor; or
- the person at the next higher level of authority if the head of department (or equivalent) has an interest in the appointment or activity.

(e) Applicants must ensure that they are familiar with the University's policy and procedure on conflict of interest (www.admin.ox.ac.uk/researchsupport/integrity/conflict). If they have any concerns about potential conflicts implicit in their proposed arrangements they should approach the secretary of the Conflict of Interest Committee (www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy).

(f) If the outside appointment is arranged via Oxford University Consulting (see section 2 below) and approval is granted for the outside appointment, the applicant will enjoy a measure of protection under the University's insurance arrangements (see <https://www1.admin.ox.ac.uk/researchsupport/consulting/faqs>). If the outside appointment is arranged privately the individual (or the company) will need to hold their own insurance cover (see <https://www1.admin.ox.ac.uk/researchsupport/consulting/private>).

(2) OXFORD UNIVERSITY CONSULTING

The University's wholly owned subsidiary company, Isis Innovation Limited, has a division, Oxford University Consulting (OUC) (www.isis-innovation.com/consulting/index.html), to help members of the University to market their expertise to outside bodies, to negotiate commercial terms and payment on behalf of individuals, and to manage the administration associated with consultancy. OUC offers a professional service for academics and departments throughout the University, which will identify consultancy and related opportunities with local, national and international companies and organisations. Details of this service may be obtained by telephone ((2) 80829) or by email (consulting@isis.ox.ac.uk). Members of

the University choosing to use the services of OUC must still follow the internal procedures for University approval of their outside appointments as outlined in this Guidance Note; OUC will, however, assist the process on behalf of the individuals concerned. Please see the University's Consulting Policy and Procedures (<https://www1.admin.ox.ac.uk/researchsupport/consulting>).

(3) CONSULTANCIES WITHIN RESEARCH GRANT APPLICATIONS AND CONTRACTS

The holding of a consultancy may be included where appropriate within research grant applications and contracts. Where consultancies are included in this way and provision is made through the payroll to pay staff for such work, the Outside Grants (OG) form should itemise, among the costs of the project, the costs of the consultancy payment (including employer's on-costs). Indirect costs should also be calculated on the total cost of the project, including the fee for the consultancy.

The PI should personally ensure that their Oxford colleague (acting as consultant on the project) understands the conditions under which they are being engaged (eg tasks to be undertaken, due dates, payment, intellectual property provisions, etc). This would normally be done in a meeting between the PI and the consultant (a brief follow-up email exchange to note what was agreed may also be appropriate). Time spent on such consultancies will count towards the 30-day limit.

If a department wishes to make personal payments to a University of Oxford staff member from a research account, these payments must go through the University payroll.

(4) SERVICES TO INDUSTRY AND OUTSIDE BODIES

Not all work for outside bodies is governed by a contract with an external sponsor under the University's research grants and contracts procedures. Some is likely to be 'service' work, ie the provision of a service to an external organisation which is not of academic benefit but which makes use of spare capacity in a department (most often specialist facilities/equipment) in return for payment. Such arrangements should nevertheless be covered by an agreement approved by the head of department which is drawn up in consultation with the departmental administrator and (for tax reasons) with the Finance Division. Customers must be made aware of the University's standard conditions of sale and supply (available from the Legal Services

Office (LSO)), which must be incorporated into all contracts (subject to any variations required on a case-by-case basis, and drafted or endorsed by the LSO).

A department may well wish to engage Oxford University Consulting to arrange these service agreements with third parties (see www.isis-innovation.com/consulting/index.html). Where appropriate a payment may be made through the payroll to individuals for the additional work undertaken in performing the services. It is expected that the head of department will decide on an appropriate fee to be paid to the individual based on the time spent (which again will count towards the 30-days-per-year limit). In such cases, where an agreement has been made with the University in respect of the service, it is not expected that a further personal consultancy agreement with the academic concerned will be necessary.

(5) FINANCIAL ARRANGEMENTS FOR OUTSIDE APPOINTMENTS

The University does not generally (except in the case of consultancies for which the information is requested for the annual HE-BCI survey) seek details of remuneration which applicants are to receive in return for outside commitments, but reserves the right to request to be provided with such details in certain circumstances, eg in the light of any potential conflict of interest with the outside commitment. Applicants wishing exceptionally to make a case to spend a total of more than 30 days in any one year on outside commitments will be required to provide details of remuneration.

(6) MONITORING AND REPORTING OF OUTSIDE APPOINTMENTS

(a) Heads of department are responsible, through their departmental administration, for keeping records of the number of days spent on outside commitments by all staff (regardless of staff group) in their departments.

(b) Details of outside commitments held by staff will be collected each year for the University's HE-BCI return.

¹The Wellcome Trust's grant conditions, for example, include stringent conditions relating to the holding of consultancies and these apply equally to individuals who are in receipt of Wellcome Trust research grants, as well as to those whose salaries are paid from Wellcome Trust grants.

²Throughout this document, the term 'head of department' should be taken to include chair of faculty board.

MSc in Neuroscience

HILARY TERM 2016

Essay topics must be approved by the appropriate module organiser before the deadlines given below:

Approval Deadlines

Module A1 - Cognitive Neuroscience: 18 March

Module B1 - Motor Systems: 4 March

Module C1 - CNS Development and Plasticity: 14 March

Submission deadlines

Essays must be submitted online via WebLearn by noon (UK time) on the deadlines given below, or in the case of Module B2, as hard copy to the Examination Schools:

Module A1 - Cognitive Neuroscience: 4 April

Module B1 - Motor Systems: 16 March

Module B2 - Computational Neuroscience: 11 March (hard copy submission)

Module C1 - CNS Development and Plasticity: 30 March

Appointments

Mathematical, Physical and Life Sciences

ASSOCIATE PROFESSORS

The Mathematical, Physical and Life Sciences Division has appointed **Aris Katzourakis**, PhD Imp, as Associate Professor of Evolutionary or Ecological Genomics, Department of Zoology, from 1 September 2016 to retirement.

The Mathematical, Physical and Life Sciences Division has appointed **Hongseok Yang**, DPhil Illinois, as Associate Professor in Computer Science (Programming Languages) from 1 May 2016 to retirement.

Medical Sciences

ASSOCIATE PROFESSOR

Claire Margaret Edwards, BSc PhD Sheff, Fellow of St Edmund Hall and Associate Professor of Bone Oncology, Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences and Nuffield Department of Surgical Sciences, has been reappointed to the retiring age with effect from 5 December 2015.

Visiting Professorships

Mathematical, Physical and Life Sciences

The Mathematical, Physical and Life Sciences Divisional Board has reconferred the title of Visiting Professor in Physics upon **Professor Jocelyn Bell Burnell**, BSc Glas, PhD Camb, for a period of 3 years from 1 January 2016.

The Mathematical, Physical and Life Sciences Division has conferred the title of Visiting Professor in Physics upon **Tim de Zeeuw**, PhD Leiden, Director General, European Southern Observatory, for a period of 3 years from 21 December 2015.

The Mathematical, Physical and Life Sciences Division has conferred the title of Visiting Professor in Physics upon **William Dorland**, BS Texas, MA MPA PhD Princeton, currently Director, Honors College, Maryland, for a period of 3 years from 29 February 2016.

The Mathematical, Physical and Life Sciences Divisional Board has reconferred the title of Visiting Professor in Physics upon **Bernard Fanaroff**, BSc Witwatersrand, PhD Camb, for a period of 3 years from 20 January 2016.

The Mathematical, Physical and Life Sciences Divisional Board has reconferred the title of Visiting Professor in Physics upon **Professor Sir Christopher Llewellyn Smith**, BA DPhil Oxf, for a period of 3 years from 1 February 2016.

Medical Sciences

The Medical Sciences Board has conferred the title of Visiting Professor of Immunology on **C López Macías**, BSc, MSc, PhD, for a further period of 5 years from 14 November 2015.

Musical and other Events

Queen's

ORGAN RECITALS

The following recitals will take place at 1.10pm on Wednesdays in the chapel. Admission is free with a retiring collection.

20 Jan: **George de Voil**, St James's, Sussex Gardens, London

27 Jan: **Matthew Dunn**, St Botolph without Aldgate, London

3 Feb: **Harry Meehan**, Queen's

10 Feb: **Andrew Knowles**, Oxford Oratory

17 Feb: **Peter Shepherd**, Merton

24 Feb: **Benjamin Cunningham**, Worcester

2 Mar: **Richard Moore**, London

9 Mar: **Timothy Parsons**, Winchester Cathedral

CONCERT

The choirs of Queen's and Clare College, Cambridge, will give a concert at 7.30pm on 27 February in the University Church of St Mary the Virgin. **Owen Rees** and **Graham Ross** will perform Brahms's *A German Requiem* and Tallis's 40-part motet *Spem in alium*, plus other choral favourites. Running time: 2 hours (including interval). More information about choir: elaine.evers@queens.ox.ac.uk or 01865 279125. Tickets: www.oxfordplayhouse.com/ticketsoxford.

St Stephen's House

SJE ARTS

The following events will take place at St John the Evangelist church, 109A Iffley Road. More information: www.sje-oxford.org/events.html; tickets: www.sje-oxford.org/events/tickets.

7.30pm, 23 Jan: Instruments of Time and Truth, conducted by **Edward Higginbottom**. CPE Bach's *Symphony in D* and *Concerto for Organ*, soloist **Edward Higginbottom**; Benda's *Violin Concerto in D major*, soloist **Bojan Cicic**; Mozart's *Symphony No 40 in G minor*. Tickets: £30 front centre/£22 mid and rear centre and side aisles.

SJE Arts International Piano Series 2016
4pm, 24 Jan: Barbican Piano Trio – Beethoven's *Ghost* and *Archduke*. **Sophie Lockett**, violin; **Robert Max**, cello; **James Kirby**, piano. Tickets: £20/£17/£10 (students and under 18s: £10/£7/£5). Season tickets for all ten concerts in the series also available.

8pm, 27–30 Jan: 'This World Lousy', a brand new operatic musical written by Oxford music student **Peter Shepherd**. Fully orchestrated combining the soundworld of opera with the theatrical vibrancy of musical theatre, it follows the adventures of a man forced to leave his home and explores themes of innocence, guilt, paranoia and redemption. Tickets: £18/£12 (students: £8).

Examinations and Boards

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Changes to Examination Regulations

For the complete text of each regulation listed below and a listing of all changes to regulations for this year to date, please see www.ox.ac.uk/gazette/examinationregulations.

Education Committee/Planning and Resource Allocation Committee

CLARIFICATION OF FEE LIABILITY FOR FULL-TIME AND PART-TIME GRADUATE RESEARCH PROGRAMMES

Explanatory Note

The following change, made by the Education and Planning and Resource Allocation Committees, makes clear that when a graduate research student changes from full-time to part-time study, or vice versa, their minimum period of study and maximum period of fee liability change such that, during any periods of part-time study, each term is weighted at 50% of a full-time term, on the basis that a student must study for at least the equivalent of the minimum period of full-time study laid down for the qualification concerned, and up to the maximum number of terms of full-time study specified.

Thus, for instance, an individual who studies for a DPhil - for which the minimum period of study for a full-time student is 6 terms and for a part-time student 12 terms - and who undertakes one year full-time and then switches to a part-time mode, must study and pay fees for at least a further 6 terms at the half rate.

This clarification is being made in the context of a change in policy concerning the process for applying to move between full-time and part-time study mode, as set out at www.admin.ox.ac.uk/edc/policiesandguidance/policyonchangesbetweenfull-timeandpart-timestudy.

Colleges, Halls and Societies

The opportunity is also taken to correct an erroneous statement in the regulations for the MSc by Research to the effect that the minimum period of study for a part-time student is 12 terms: this is amended to 6 terms, being twice the period for full-time study of 3 terms. New wording is underlined, and deleted text struck through.

Text of Regulations

MLitt

1 In *Examination Regulations* 2015, p764, after l 22, insert:

'6. For a student who changes from full-time to part-time study or vice-versa, the period of study will be calculated on the basis that each term of full-time study counts as 1 FTE, and each term of part-time study counts as 0.5 FTE, and the student must pursue his or her course of study for a minimum equivalent to six FTE terms.'

2 Ibid, ll 23–28, renumber cll 6–7 as cll 7–8.

MSc by Research

3 Ibid, p771, delete ll 38–46 and substitute:

'4. Part-time students holding the status of Student for Degree of Master of Science by Research shall in each case be required to pursue their course of study for a minimum of six twelve terms, subject to the provisions of §3, cl5. Part-time students shall not be required to keep statutory residence, but must attend for such instruction as the board or other relevant body shall require, subject to the approval of the Education Committee. No student may apply to the relevant board or other body for the appointment of examiners unless his or her supervisor has certified that the student has fulfilled the requirements for part-time students laid down by the board or other relevant body.

5. For a student who changes from full-time to part-time study or vice-versa, the period of study will be calculated on the basis that each term of full-time study counts as 1 FTE, and each term of part-time study counts as 0.5 FTE, and the student must pursue his or her course of study for a minimum equivalent to three FTE terms.'

4 Ibid, p771, l 47, to p772, l 11, renumber cll 5–7 as cll 6–8.

DPhil

5 Ibid, p781, after l 24, insert:

'6. For a student who changes from full-time to part-time study or vice-versa, the period of study will be calculated on the basis that each term of full-time study counts as 1 FTE, and each term of part-time study counts as 0.5 FTE, and the student must pursue his or her course of study for a minimum of 6 FTE terms.'

6 Ibid, ll 25–38, renumber cll 6–8 as cll 7–9.

Appendix on Financial Matters

7 Ibid, p1060, after l 24, insert:

'(j) For a student who changes from full-time to part-time study or vice-versa, fee liability shall be calculated on the basis that each term of full-time study counts as 1 FTE, and each term of part-time study counts as 0.5 FTE, and the student will be liable to pay fees for at least the minimum number of FTE terms of study as laid down in the regulations governing the relevant qualification, and up to the maximum number of FTE terms of study specified in the Regulations on Financial Matters.'

8 Ibid, ll 25–43, renumber cll (i)–(k) as (j)–(l).

Continuing Education Board

UG ADV DIP IN DATA AND SYSTEM ANALYSIS

change of course name to better reflect content

Humanities Board

PRELIMS IN MODERN LANGUAGES

change to details of assessment

Medical Sciences Board

PRELIMS IN BIOMEDICAL SCIENCES

change to length of examination papers

Social Sciences Board

RESEARCH DEGREES IN THE SCHOOL OF INTERDISCIPLINARY AREA STUDIES

new programme

Memorial Events

Wadham

A memorial service will be held at 2.30pm on Saturday, 30 January, in Wadham Chapel to celebrate the life of **Brian Lewis Trowell** (1931–2015), formerly Heather Professor of Music and Fellow of Wadham. Refreshments will be available after the service. Please email wardens.secretary@wadh.ox.ac.uk if you plan to attend.

Obituaries

Lincoln

John Finnis, 20 November 2015; 1945.

The Revd John Langdon, 4 November 2015; 1946.

Sydney Morris, 9 October 2015; 1956.

Antony Prichard, 21 September 2015; 1948.

Derek Robinson, 2 September 2015; 1957.

Professor Paul West, 18 October 2015; 1950.

Magdalen

Iain, Lord Balfour of Inchyre, 14 April 2013; 1943. Aged 88.

Roger Blandford, August 2015; Maintenance Department 1987–2002.

Richard Michael Herbert Boddington, 14 July 2015; 1955. Aged 80.

(George) Robert (Acworth) Conquest, CMG, OBE, 3 August 2015; 1936. Aged 98.

Richard Henry Ellingworth, 31 March 2015; 1947. Aged 89.

Frank Fenton, 26 December 2014; 1947. Aged 87.

Raymond Charles Flower, 19 February 2015; 1946. Aged 93.

Emil Calvin George, QC, 13 August 2015; 1950. Aged 84.

(Herbert) Michael (Joseph) Gilles, 20 October 2015; 1946. Aged 95.

Cedric Edward Keid Hampson, 23 August 2014; 1955. Aged 81.

Arthur Walter James, 5 August 2015; 1935. Aged 103.

Eric Nelson Kent, 24 September 2015; 1937. Aged 95.

Georg Kreisel, 2015; Visiting Fellow 1988–9. Aged 91.

Maurice Kenneth Lynn, 14 July 2015; 1969. Aged 64.
Joseph Webb McKnight, 30 November 2015; 1947. Aged 90.
Zvi Meitar, 2 July 2015; Waynflete Fellow. Aged 81.
Douglas Colin Muecke, 5 December 2015; 1948. Aged 96.
James Hywel Parry, 22 July 2015; 1949. Aged 85.
Roger Pitt, 14 December 2014; 1953. Aged 80.
Rishad Rustomji Furdoonji Talyarkhan, 24 November 2015; 1960. Aged 74.
Jeffrey Richard Thompson, October 2015; 1966. Aged 68.
John Richard Buchan Wattam-Bell, 30 December 2013; 1971. Aged 60.
Eric James William Whittaker, 3 July 2015; 1939. Aged 93.
Colin Campbell Williams, 30 June 2015; 1960. Aged 72.
Richard Geoffrey Atkin Youard, 24 October 2015; 1953. Aged 82.

Merton

Professor Christopher JH Duggan, November 2015; 1976. Aged 58.
Robert H (Hugh) Foster, 13 October 2015; 1946. Aged 93.
Colonel George K Williams, 14 January 2015; 1981. Aged 71.

St Hilda's

Joan Addison (née Rostron), December 2015; 1944. Aged 89.
Doreen Maud Carr (née Murray), 7 January 2015; 1945. Aged 87.
Elizabeth Ann Hamilton (née Bevan John), 27 January 2011; 1940. Aged 88.
Janet Hobbs (née Coombes), 4 November 2015; 1950. Aged 84.
Jennifer Ann Moon (née Pilsbury), 12 December 2015; 1960. Aged 74.
Joan Slack (née Wheelwright), 4 October 2015; Exhibitioner 1944. Aged 90.
Jean Stewart (née Robinson), 1 September 2015; 1945. Aged 90.
Dr Jenny Wormald, FRSA, 9 December 2015; Fellow and Tutor in Modern History 1985–2005. Aged 73.

St Hugh's

Mrs Ann Burton (née Oakshott); 1945. Aged 89.
Miss Nancy Sandars, FBA, FSA, 20 November 2015; 1950. Aged 101.

Elections

Elections

3 March

Nominations for the elections below will close at **4pm on 4 February**.

Other Committees and Boards

BENEFICES DELEGACY

One member of Convocation, elected by Congregation

<i>Current/Retiring Member</i>	<i>To hold office until</i>
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The Revd Dr Michael Piret, Magdalen	MT 2021
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Further information on membership of Convocation is available at www.admin.ox.ac.uk/statutes/780-121.shtml.

For further information, please contact the Secretary (thomas.hall@admin.ox.ac.uk).

Faculty Boards

BOARD OF THE FACULTY OF HISTORY

One person elected by and from among the members of the Faculty of History

<i>Current/Retiring Member</i>	<i>To hold office until</i>
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Professor John Watts, Corpus Christi	MT 2017
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For further information, please contact the Secretary (administrator@history.ox.ac.uk).

BOARD OF THE FACULTY OF ORIENTAL STUDIES

Two persons elected by and from among the members of the Faculty of Oriental Studies

<i>Current/Retiring Member</i>	<i>To hold office until</i>
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Dr Margaret Hillenbrand, Wadham	MT 2018
Professor Polly O'Hanlon, St Cross	MT 2018

For further information, please contact the Secretary (thomas.hall@orinst.ox.ac.uk).

BOARD OF THE FACULTY OF THEOLOGY AND RELIGION

One Ordinary Member elected by and from all members of the faculty exclusive of the persons qualified to be Official Members as per Regulation 10 of Council Regulations 19 of 2002

<i>Current/Retiring Member</i>	<i>To hold office until</i>
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Professor Gavin Flood, Wolfson	MT 2017
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For further information, please contact the Secretary (alison.broadby@theology.ox.ac.uk).

Notes:

Nominations in writing for the elections on 3 March, by four members of Congregation other than the candidate, will be received by the Elections Office, University Offices, Wellington Square, up to **4pm on 4 February**.

At least one nomination in respect of each candidate must be made on an official nomination form (available at www.admin.ox.ac.uk/elections/forms/index.shtml).

All candidates are asked to note the general requirements which apply to all committee members, as set out in Council Regulations 14 of 2002 (General Regulations of Council for Committees) (www.admin.ox.ac.uk/statutes/regulations/519-122.shtml). Current members seeking re-election are also asked to check for specific restrictions on consecutive service.

Candidates are invited to include with their nomination forms a written statement of no more than 250 words, setting out his or her reasons for standing and qualifications for the office being sought. In the event of a contested election, these statements will be available online at www.admin.ox.ac.uk/elections and published in the *Gazette* dated 18 February. Voters may wish to wait until they have read these notes before returning their ballot papers.

Ballot papers will be sent out to members of Congregation as soon as possible after the closing date for nominations. Completed ballot papers must be received by the Elections Office not later than **4pm on 3 March**.

For further information, please contact the Elections Officer (shirley.mulvihill@admin.ox.ac.uk).

Advertisements

Elections

10 March

Nominations for the election below will close at **4pm on 11 February**.

Public Orator

One member of Convocation, elected by Congregation

Current/Retiring Member *To hold office from*

Professor Richard Jenkyns MT 2016

Further information on membership of Convocation is available at www.admin.ox.ac.uk/statutes/780-121.shtml.

Further information about the Public Orator can be found in Sections 33–35 of Statute IX (www.admin.ox.ac.uk/statutes/785-121.shtml); queries about the post should be addressed to the Senior Assistant Registrar (Governance) (nigel.berry@admin.ox.ac.uk).

Notes:

Nominations in writing for the election on 10 March, by four members of Congregation other than the candidate, will be received by the Elections Office, University Offices, Wellington Square, up to **4pm on 11 February**.

At least one nomination in respect of each candidate must be made on an official nomination form (available at www.admin.ox.ac.uk/elections/forms/index.shtml).

Candidates are invited to include with their nomination forms a written statement of no more than 250 words, setting out his or her reasons for standing and qualifications for the office being sought. In the event of a contested election, these statements will be available online at www.admin.ox.ac.uk/elections and published in the *Gazette* dated 25 February. Voters may wish to wait until they have read these notes before returning their ballot papers.

Ballot papers will be sent out to members of Congregation as soon as possible after the closing date for nominations. Completed ballot papers must be received by the Elections Office not later than **4pm on 10 March**.

Prospective candidates and voters are asked to note the general requirements of membership of Congregation (www.admin.ox.ac.uk/elections/geninfo.shtml#Toc254689233) and of Convocation (www.admin.ox.ac.uk/elections/geninfo.shtml#Toc254689300), as set out in the General information section of the Elections website (www.admin.ox.ac.uk/elections/geninfo.shtml#top).

For further information, please contact the Elections Officer (shirley.mulvihill@admin.ox.ac.uk).

Advertising enquiries

Email: gazette.ads@admin.ox.ac.uk

Telephone: 01865 (2)80548

Web: www.ox.ac.uk/gazette/classifiedadvertising

Deadline

Advertisements are to be received by **noon on Wednesday** of the week before publication (ie eight days before publication). Advertisements must be submitted online.

Charges

Commercial advertisers: £30 per insertion of up to 70 words, or £60 per insertion of 71–150 words.

Private advertisers: £20 per insertion of up to 70 words, or £40 per insertion of 71–150 words.

Advertisements which are placed only in the online edition of the *Gazette* are reduced to £20 per insertion for commercial advertisers and £10 per insertion for private advertisers for 70-word advertisements (or £40 and £30 respectively for 150-word advertisements).

See our website for examples of whether an advertisement is considered commercial or private: www.ox.ac.uk/gazette/classifiedadvertising.

Online submission and payment

Advertisements must be submitted and paid for online, using a credit card or debit card, through a secure website. For details, see www.ox.ac.uk/gazette/classifiedadvertising.

Extracts from the terms and conditions of acceptance of advertisements

General

1. Advertisements are accepted for publication at the discretion of the editor of the *Gazette*.

Note. When an advertisement is received online, an acknowledgement will be emailed automatically to the email address provided by the advertiser. The sending of this acknowledgement does not constitute an acceptance of the advertisement or an undertaking to publish the advertisement in the *Gazette*.

2. The right of the *Gazette* to edit an advertisement, in particular to abridge when necessary, is reserved.

3. Advertisements must be accompanied by the correct payment, and must be received by the deadline stated above. *No refund can be made for cancellation after the acceptance of advertisements.*

4. Once an advertisement has been submitted for publication, no change to the text can be accepted.

5. Voucher copies or cuttings cannot be supplied.

Charges

6. Two separate charging arrangements will apply, for commercial and private advertisers. The rates applicable at any time will be published regularly in the *Gazette*, and may be obtained upon enquiry. The rates, and guidance on applicability of each rate, are also available online.

The editor's decision regarding applicability of these rates to an individual advertiser will be final.

Disclaimer

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Miscellaneous

Craft Courses

Ardington School of Crafts offers short courses with practising craftspeople in beautiful surroundings near Wantage. 200 courses between 1 and 3 days, from stained glass and silver jewellery to textiles and carving, all held in our well-equipped workshops. Unearth your hidden talents and discover why people keep coming back to Ardington School of Crafts. Gift vouchers available. See: www.ardingtonschoolofcrafts.com. Tel: 01235 833433.

Shezan Restaurant

Mughal Indian cuisine at Shezan: 1st floor, 135 High St, Oxford. From our kitchen to your table, we bring you fresh herbs, spices, roots, fragrances and the Mughal tradition of passion for good food. Serving as dining rooms since 1915. Open daily noon-3pm and 5.30-11pm. Tel: 01865 251600. Website: www.shezanoxford.co.uk.

UK Brain Bank for Autism and Related Developmental Research, JR

The developing brain is altered in autism but neuroscientists do not know how or why. Research is needed to understand the causes and biological basis of autism, to develop better interventions to improve the lives of those directly affected by it. Such critical research is hindered by the scarcity of donated human brain tissue. Control tissue, donated by people who do not have autism, is needed for comparison just as much as donations by people who do - and the NHS organ donor scheme does not include brain donation. We particularly want younger people to consider making a pledge to donate their brain after death (the further the brain is from its inception, the more difficult it is to understand the process of its development, so we do not take donations from people over 65 not directly affected by autism). See www.brainbankforautism.org.uk for information and to register as a donor.

Restore Garden Café

Spacious café set in award-winning gardens with delicious food and coffees using organic, fair-trade and local produce where possible. Plants, handmade gifts and cards for sale. Open Mon-Sat, 10am-4pm, Manzil Way, Cowley Rd, Oxford OX4 1YH. All proceeds to Restore, Oxfordshire mental health charity (registered charity number 274222): www.restore.org.uk.

Oxford University Hospitals NHS Trust

Oxford University Hospitals wants you to take part in its future. If you have a contract of employment with the University of Oxford in a department within the Medical Sciences Division, or hold an honorary contract award with OUH for at least 12 months, you can join our staff constituency. University of Oxford staff belonging to other departments can join us as public members. To join us, visit www.ouh.nhs.uk/ft.

Research funding

ResearchProfessional.com is an online research funding opportunities database and alerting service. The University has a sitewide licence, so it is freely accessible to anyone with an ox.ac.uk email address. Find out more about ResearchProfessional.com, including user guides and training sessions, on the Research Services website (www.admin.ox.ac.uk/researchsupport/findfunding/tp).

Research Ethics Committee member sought

The Social Sciences and Humanities Research Ethics Committee of the University of Oxford is seeking to appoint an external member to help review applications for ethics approval for research investigations in the social sciences and humanities. An external member is someone who is not currently employed by, or studying at, the University or its colleges in any capacity. Specific academic qualifications or ethical expertise are not necessary. A desirable quality is an ability to look with objectivity at issues identified in a research proposal, to demonstrate sound judgement, the willingness and ability to comment regularly and promptly on ethics applications via email, and to attend termly ethics meetings. This is an unpaid post but reasonable travel costs will be reimbursed. Members will therefore need to live within reasonable travel distance from Oxford. Closing date: 31 January 2016. Further information is available from www.admin.ox.ac.uk/curec/external.

Open Morning

d'Overbroeck's: Oxford Open Morning on Sat, 6 Feb 2016. Entry at age 11+ and 13+: tel 01865 302620. Entry to the Sixth Form: tel 01865 310000. To book a place please visit: www.doverbroecks.com.

Research participants sought

Register for Friends of Oxford Dementia and Ageing Research (OxDARE). We are looking for healthy people over 40 years old who are interested in dementia and ageing research and would like to join our Friends of OxDARE Research Register. By joining you will find out about potential research opportunities and can get involved with research. Please email oxdare@psych.ox.ac.uk for an online registration form or more information.

Are you interested in taking part in clinical research? We are running a clinical study looking at how steroids and insulin work in healthy male volunteers. If you are interested in taking part please contact 01865 857202 or email sue.beatty@ocdem.ox.ac.uk at the Oxford Centre for Diabetes, Endocrinology and Metabolism, Churchill Hospital. We will reimburse any travel costs and offer compensation for your time and inconvenience.

The Jenner Institute, part of the University of Oxford, is looking for healthy volunteers to participate in clinical trials testing vaccines against diseases such as malaria, tuberculosis and Ebola. If you are aged 18–50, in good health and are interested in participating in research, get in touch to find out more. Email: vaccinetrials@ndm.ox.ac.uk or visit the website at: www.jenner.ac.uk/recruiting-trials.

Oxford Vaccine Group: vaccines against salmonella typhi study. If you are aged 18 to 60 in good health you may be eligible to participate. We provide reimbursement for time, inconvenience and travel. Total study participation time: 13–15 months. Before you decide whether to take part, it is important to understand exactly what the study is about and what participation would involve. Further information: <http://trials.ovg.ox.ac.uk/trials/vaccines-against-salmonella-typhi>; tel: 01865 857420; email: info@ovg.ox.ac.uk.

Oxford University Newcomers' Club

The Oxford University Newcomers' Club at the University Club, 11 Mansfield Rd, OX1 3SZ, welcomes the wives, husbands or partners of visiting scholars, of graduate students and of newly appointed academic members of the University. We offer help, advice, information and the opportunity to meet others socially. Informal coffee mornings are held in the club every Wednesday 10.30–12 (excluding the Christmas vacation). Newcomers with children (0–4) meet every Fri in term 10.15–11.45. We have a large programme of events including tours of colleges, museums and other places of interest. Other term-time activities include a book group, informal conversation group,

garden group, antiques group, opportunity to explore Oxfordshire and an opportunities in Oxford group. Visit our website: www.newcomers.ox.ac.uk.

Antiques bought and sold

Antiques bought and sold: we are always looking to purchase - and we also sell - 17th-early-20th-century furniture and objets d'art including silver, pictures, library furniture, fireplace-related items, garden stoneware and seating. Contact us at Greenway Antiques, 90 Corn Street, Witney, Oxon. Open Mon–Fri 9.30–5, Sat 10–5. Tel: 01993 705026. Mobile: 07831 585014. Email: jean_greenway@hotmail.com. Website: www.greenwayantiques.com.

Antique furniture warehouse at Warpsgrove, near Chalgrove, 10 miles from Oxford. More than 1,500 items of antique furniture. All periods and styles from 1640 to 1940 at sensible prices. Also decorative, interesting and unusual items. Open Tues–Fri, 10am–5pm; other times by appointment. Majority of stock is sold in good original condition to home and overseas trade buyers. Tel: 07710 561505. Email: rupertsantiques@aol.com. Web: www.RupertHitchcoxantiques.co.uk.

Restoration and conservation of antique furniture

John Hulme undertakes all aspects of restoration. 30 years' experience. Collection and delivery. For free advice, telephone or write to the Workshop, 11A High St, Chipping Norton, Oxon, OX7 5AD. Tel: 01608 641692.

Sell your unwanted books

We buy academic and non-academic used books. If you are moving office or home, leaving the University or just need more space, we can help. We are most interested in arts, history and social sciences and also buy classical or jazz CDs. Good prices paid for large or small collections and we collect from anywhere in the Oxford area. Please contact Ross on 07720 288774 or bd@beadledavies.co.uk.

Services offered

Big or small, we ship it all. Plus free pick up anywhere in Oxford. Also full printing services available (both online and serviced), 24-hour photocopying, private mailing addresses, fax bureau, mailing services and much more. Contact or visit Mail Boxes Etc, 266 Banbury Rd, Oxford. Tel: 01865 514655. Fax: 01865 514656. Email: staff@mbesummertown.co.uk. Also at 94 London Rd, Oxford. Tel: 01865 741729. Fax: 01865 742431. Email: staff@mbtheadington.co.uk.

Car/taxi service. Professional, reliable service for business or pleasure. Superb brand new Seat Alhambra: luxury combined with versatility. Panoramic roof, leather seats, air conditioned, lots of luggage room. Also available: luxury Audi A8 limousine with beige leather seats and air suspension to waft you to your destination in comfort and style. Alhambra prices: Heathrow £75; Eurostar £95; Cambridge £135. For more prices or advice: cliveroberts@talktalk.net. Tel: 01865 778608/07917 566077. Accounts welcome.

Oxford's low-cost packing and shipping experts. Lowest price rates guaranteed for University students, staff and departments, plus free boxes and collection for all shipments. Whether clothing, books, computers, fragile laboratory equipment, musical instruments, rowing oars, valuable paintings or other household items, we specialise in custom packing, storage and worldwide delivery by road, sea and air. Pack & Send, 3 Botley Rd, Oxford, OX2 0AA. Tel: 01865 260610. Email: oxford@packsend.co.uk.

Carpenter/joiner. For bookcases, wardrobes, etc, made on site to your specifications. Portfolio available. Call Rob Guthrie on 01608 677423 (evening) or 07961 444957 (daytime). Email: rob.s.guthrie@gmail.com. Web: www.rob.guthrie.co.uk.

Situations vacant

Are you looking for interesting and stimulating temporary work? Are you available immediately to work in and around the Oxford area? Do you have administration or clerical skills? Then we would be very interested in talking to you. The Temporary Staffing Service is an internal department supplying temporary workers to a wide range of temporary assignments across the vast network of departments within the University. Further information: 01865 612360, tssapply@admin.ox.ac.uk or www.admin.ox.ac.uk/tss/tempstaff.

Houses to let

Spacious, detached, furnished family house to let in Old Marston. Convenient for city centre by bike, bus, car or walking through University Parks. Immaculate condition, large secluded and productive garden, private parking for cars. £2,400 pcm. Ideally we are looking for a family who will take it and look after it for about 1 year in the first instance. Contact Professor Richard Harley by mobile: 07926 172483 or email: rth@phys.soton.ac.uk.

To let: between Cowley Rd and St Clement's, furnished terrace house for a couple or small family. 2.5 rooms upstairs, 2 downstairs, plus bathroom and new kitchen, and garden with lawn and GYO patch. Available now for minimum 9 months: £1,250 pcm. Email aw.oxhouse@gmail.com.

Well-proportioned 6-bedroom family home in Marston, Oxford, to rent. Conveniently located for access to hospitals, University, town (under 10-minute walk) and Headington. Good local schools. Flexible rental period. Would suit visiting academic family. Available Feb 2016. £2,300 pcm. Contact: james.gray@pharm.ox.ac.uk.

Charming 2/3-bedroom house tucked away in quiet, leafy corner of Iffley, OX4, available early Feb. 2 living rooms, sit down kitchen, front and back gardens, garage plus 2 parking spaces. Close to river, transport, shops. Recently redecorated. Suit professional couple, 2 friends or small family. Perfect for academics or similar. £1,450 pcm plus bills. Email: sallyconnecting@icloud.com.

Flats to let

Basement/garden flat in St Margaret's Rd, north Oxford. The self-contained accommodation comprises: hall, kitchen, double bedroom with ensuite bathroom and walk-in wardrobe, sitting room and utility room. The flat is fully furnished and equipped. Broadband and Wi-Fi are included in the rent of £925 pcm. Utility bills and council tax not included. Further details are available. Email: stephen@eeley.org.

Accommodation offered

Graduate Accommodation Office

The Graduate Accommodation Office provides affordable accommodation to full-time graduate students of the University. Please see www.admin.ox.ac.uk/graduateaccommodation. Academic visitors, staff and part-time students may wish to register for Student Pad, a website where private landlords advertise for tenants associated with the University: www.oxfordstudentpad.co.uk.

scottfraser - market leaders for quality Oxfordshire property. Selling, letting, buying, renting, investing - we are here to help. Visit www.scottfraser.co.uk for more information or call: Headington sales: 01865 759500; Summertown sales: 01865 553900; East Oxford sales: 01865 244666; Witney sales: 01993 705507; Headington lettings: 01865 761111; Summertown lettings: 01865 554577; East Oxford and student lettings: 01865 244666; Witney lettings: 01993 777909.

Affordable accommodation. Academics, parents, students or anyone just looking for a nice, affordable place to stay in Oxford? Take a look on our website for cosy B&B from £35/night (£220/wk) including breakfast, wireless internet and parking where available. Short-stay to long-stay B&Bs are personally visited to guarantee nice, comfortable and

affordable places to stay in and around Oxford. For information visit: www.abodesofoxford.com, email: info@abodesuk.com or tel: 01865 435229.

Self-catering apartments

Righton, founded in 2001 as OxfordShortlets, is an independent letting agent offering properties for long-term let together with serviced apartments and short-let accommodation in Oxford and the surrounding county. Righton properties are selected to be close to local amenities, transport links and businesses. We cater for professionals, groups or families visiting Oxford for holiday or business purposes. Tel: 01865 318594. Fax: 01865 511010. Email: stay@rightongroup.co.uk. Web: rightonproperty.co.uk.

Visiting Oxford? Studio, 1-, 2- and 3-bed properties conveniently located for various colleges and University departments. Available from 1 week to several months. Apartments are serviced, with linen provided and all bills included. Details, location maps and photos can be found on our website at www.shortletspace.co.uk. Contact us by email on stay@shortletspace.co.uk or call us on 01993 811711.

Sunny north Oxford studio apartment with parking available for short/medium-term lets, ideal for 1 person. Immaculate newly built with French doors opening onto south-facing garden. Wi-Fi/TV provided. Lounge/dining area, fully equipped kitchenette with fridge/freezer/hob/microwave. Separate access with own hallway including washer/drier, beautiful bathroom with shower. Fresh linen regularly, £60 per night, bills included, minimum 3 nights. £25 surcharge for second person. Email: enquiries@studioflatnorthoxford.com. Tel: 0044 (0)7764 574700. Web: www.studioflatnorthoxford.com.

The Tidmarsh is a Visit England 5*-rated 1-bedroom apartment in the Oxford Castle complex. A quiet, central location, so ideal for professional and academic short-term lets. Wi-Fi, all utilities, highest-thread-count linen changed weekly, fully fitted kitchen, full laundry facilities, underfloor heating with best quality furniture and fittings ensure a comfortable, practical environment. Web: www.pmcdomus.co.uk. Email: pat@pmcdomus.co.uk. Tel: 01869 278735.

Holiday lets

Midhurst. Romantic, primitive, 2-bedroom gamekeeper's cottage up a muddy farm track in national park at the foot of the South Downs. Open fire, polished floor, simple kitchen; dishwasher, washing machine; broadband, no TV, large study. On own 190-acre organic farm - woods, valleys, river,

bluebells, deer. Available weekends; discounts for junior academics. Pictures at www.wakehamfarm.com or email haroldcarter@mac.com.

Cornwall, cottage and restored chapel in quiet hamlet on South-west Coastal Footpath within 100m of the sea and minutes from Caerhays and Heligan. Each property sleeps 6. Comfortably furnished, c/h, wood burner and broadband. Ideal for reading, writing, painting, walking, bathing, bird watching. Beautiful beach perfect for bucket and spade family holidays. Short winter breaks available from £250. Tel: 01865 558503 or 07917 864113. Email: gabriel.amherst@btconnect.com. See: www.cornwallcornwall.com.

Choose from over 3,000 holiday villas and apartments in Spain with Clickstay. We make it easy for you to make the perfect choice with our verified renter reviews and a dedicated customer services team. You can choose from modern apartments in Mallorca to whitewashed traditional fincas in Tenerife from just £73 pw! Many of our rental properties have private pools, sea views and large gardens with BBQ facilities. See: www.clickstay.com/spain.

Notifications of Prizes, Grants and Funding

Please refer to the website, or contact the email address shown, for further details of the awards below.

Students of the University should refer to the Student Funding website for advice on fees and funding at www.ox.ac.uk/feesandfunding.

Charterhouse European Bursaries

Charterhouse European Bursaries; open to Oxford undergraduate and postgraduate students to study in Europe for between 3 months and 1 year; up to £6,500; 19 February; www.ox.ac.uk/students/fees-funding/international/scholarships-exchanges/charterhouse

Geddes Prizes for Student Journalism

Philip Geddes Memorial Prize (£2,500), Ronnie Payne Prize for Foreign Reporting (£2,000), Clive Taylor Prize for Sports Journalism (£1,000); various eligibility criteria; 11 February; www.seh.ox.ac.uk/news/applications-sought-2016-philip-geddes-student-journalism-prizes

Gladstone Memorial Trust: Travel Awards

Gladstone Memorial Trust; Travel Awards 2016; open to Oxford and Cambridge undergraduates not in their final year; to provide an opportunity to travel abroad and extend winners' knowledge of foreign countries; eight or more awards of up to £600 each; 8 February (interviews in London on 8 March); www.gladstonememorialtrust.org

Jenkins Memorial Fund Scholarships

Jenkins Memorial Fund Scholarships; open to Oxford postgraduate students in Humanities and Social Sciences to study at a Europaeum partner university for between 3 months and 1 year; up to £10,000; 19 February; www.ox.ac.uk/students/fees-funding/international/scholarships-exchanges/jenkins

Medical Sciences Division: Peter Beaconsfield Prize in Physiological Sciences

Medical Sciences Division; Peter Beaconsfield Prize in Physiological Sciences; open to postgraduate students in the Departments of Physiology, Anatomy and Genetics, Pharmacology, Pathology, Biochemistry or Experimental Psychology, who, in the 12 months preceding the closing date for applications for the prize, have applied for transfer to DPhil status; to reward young researchers who are capable of escaping from the stereotype of narrow specialisation and display a wider grasp of the significance and potential applicability of their research; £1,000 and £500; 4 April; https://weblearn.ox.ac.uk/portal/hierarchy/medsci/department/grad_school/page/home

St Antony's: Wai Seng Senior Research Scholarship

St Antony's; Wai Seng Senior Research Scholar in Asia-Pacific Studies; two years from Michaelmas term 2016; open to all matriculated students of Oxford University working for a DPhil involving the study of the Asia-Pacific region; preference given to candidates whose research interests are focused on mainland China, Hong Kong or Taiwan, or on comparative Asian studies involving one of these territories; £8,000 annual maintenance plus up to £6,500 University/college fees; 4 March; www.sant.ox.ac.uk/research-centres/asian-studies-centre/scholarships or asian@sant.ox.ac.uk

Scatcherd Scholarships

Scatcherd Scholarships; open to Oxford undergraduate and postgraduate students to study in Europe for between 3 months and 1 year; up to £6,500; 19 February; www.ox.ac.uk/students/fees-funding/international/scholarships-exchanges/scatcherd

Notifications of Vacancies

Please refer to the website, or contact the email address shown, for further details of the vacancy. For a full list of vacancies in the University and colleges, see www.ox.ac.uk/about_the_university/jobs.

The University is committed to equality and valuing diversity.

University of Oxford

School of Interdisciplinary Area Studies in association with Lady Margaret Hall; Associate Professorship in the Political Economy of China; from £44,620; noon, 22 January; www.ox.ac.uk/about/jobs/academic/index/ac19836j

Department of International Development in association with Wolfson; Associate Professorship of Migration and Development; from £45,066; noon, 26 January; www.ox.ac.uk/about/jobs/academic/index/ac19897j

Department of Politics and International Relations in association with Nuffield; John G Winant Associate Professorship in US Foreign Policy; £44,620–£59,914 plus pensionable college allowance of £21,677; noon, 21 January; www.ox.ac.uk/about/jobs/academic/index/ac19837j

Colleges, Halls and Societies

Brasenose; part-time Tutor in Clinical Medicine; 20 January; www.bnc.ox.ac.uk/vacancies/academic-vacancies/1461-clinical-medicine-2016

Exeter; Major Gifts Fundraiser; £35,000–£42,000; noon, 12 February; www.exeter.ox.ac.uk/major-gifts-fundraiser

Merton; part-time stipendiary Lecturer in English (1 April 2016–31 March 2017; 0.5 FTE); £14,348; noon, 20 January; www.merton.ox.ac.uk/vacancies

Pembroke; Academic Registrar; noon, 29 January; www.pmb.ox.ac.uk/vacancies

Queen's; Official Fellowship and Associate Professorship of French; noon, 12 February; www.queens.ox.ac.uk/about-queens/vacancies

Queen's; Junior Research Fellowship in Text and Manuscript Cultures; £22,000 plus allowances; noon, 15 February; www.queens.ox.ac.uk/about-queens/vacancies

St Antony's (South East European Studies); AG Leventis Visiting Fellowship in Contemporary Greek Studies (2016–17); £22,510; 1 February; www.sant.ox.ac.uk/about/vacancies/academic

St Antony's (European Studies Centre); Deakin Visiting Fellowship (2016–17); £13,000 plus other college benefits; 7 February; www.sant.ox.ac.uk/about/vacancies/academic or sarah.moran@sant.ox.ac.uk

St Antony's (European Studies Centre); Santander Visiting Fellowship (2016–17); £17,000 plus other college benefits; 7 February; www.sant.ox.ac.uk/about/vacancies/academic or sarah.moran@sant.ox.ac.uk

St Catherine's; Development Assistant; £18,212–£22,912; noon, 29 January; www.stcatz.ox.ac.uk/node/953

St Cross; 2 non-stipendiary Junior Research Fellowships; 5pm, 19 February; www.stx.ox.ac.uk/JRF2016

Somerville; Maintenance Supervisor; 10am, 18 January; www.some.ox.ac.uk/jobs

Wolfson; Café Assistants; 18 January; £6.70 ph; www.wolfson.ox.ac.uk/vacancies

External Vacancies

University of Cambridge; Professorship of Experimental Psychology; 1 February; www.admin.cam.ac.uk/offices/academic/secretary/professorships

Clare Hall, Cambridge; non-stipendiary Research Fellowships in the Arts and Social Sciences 2016; 14 February; https://app.casc.cam.ac.uk/fas_live/clh_arts.aspx or tutorial.secretary@clarehall.cam.ac.uk

Published with the authority of the University of Oxford by Oxford University Press; registered as a newspaper at the Post Office; printed at Oxuniprint, Langford Locks, Kidlington, Oxon OX5 1FP.

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Gazette copy must be received in the week before publication. Deadline: noon on Wednesday. Inclusion is subject to availability of space.

Certain sections in the *Gazette* include official announcements by the University but the University accepts no responsibility for the content of any other material in the *Gazette*.

Next Gazette: Thursday, 21 January.

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