

Gazette



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Council and Main Committees

Council of the University

Changes in Regulations

Council has made the following changes in regulations, to come into effect on **5 August**.

(a) ICTC Regulations 1 of 2002

Explanatory Note

A number of minor changes to the ICTC Regulations are proposed. One of the amendments takes the form of a new paragraph 7 (3) which provides that users are not permitted to use University IT or network facilities 'with the intention of drawing people into terrorism (contrary to the University's statutory duty under Prevent)'. This change is proposed in order to give effect to paragraph 27 of the Prevent Duty Guidance for Higher Education Institutions in England and Wales under which the University is expected to include 'specific reference' to the Prevent duty in its policies relating to the use of IT equipment. Further minor amendments are proposed to update the regulations to reflect current working practices and terminology and to replace references to out-of-date policies and external bodies following review by the IT Services Senior Management Team.

Text of Regulations

In ICTC Regulations 1 of 2002, concerning the use of IT facilities, delete existing regulations 5-14 and substitute (new text underlined, deleted text struck through):

5. (1) Persons Individuals may make use of university facilities only with proper authorisation.
- (2) "Proper authorisation" in this context means prior authorisation by the appropriate officer, who shall be the Chief Information Officer or his or her nominated deputy in the case of services under the supervision of IT Services, or the nominated college or departmental officer in the case of services provided by a college or department.
- (3) Any authorisation is subject to compliance with the University's statutes and regulations, including these regulations, and will be considered to be

terminated by any breach or attempted breach of these regulations.

6. (1) Authorisation will be specific to an individual.
- (2) Any password, authorisation code, etc. given to a user will be for his or her use only, and must be kept secure and not disclosed to or used by any other person individual. Exceptions may be made for accounts set up specifically to carry out business functions of the University or a unit within it, but authorisation must be given by the head of the unit.
7. Users are not permitted to use university IT or network facilities for any of the following:
- (1) any unlawful activity;
- (2) the creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other material, or any data capable of being resolved into such images or material, except in the case of the use of the facilities for properly supervised research purposes when that use is lawful and when the user has obtained prior written authority for the particular activity from the head of his or her department or the chairman of his or her faculty board (or, if the user is the head of a department or the chairman of a faculty board, from the head of his or her division);
- (3) with the intention of drawing people into terrorism (contrary to the University's statutory duty under Prevent);
- (34) the creation, transmission, or display of material which is designed or likely to harass another person individual in breach of the University's Code of Practice Policy and Procedure on Harassment;
- (45) the creation or transmission of defamatory material about any individual or organisation;
- (56) the sending of any e-mail that does not correctly identify the sender of that e-mail or any message appearing to

originate from another individual, or otherwise attempting to impersonate another individual attempts to disguise the identity of the computer from which it was sent;

(67) the sending of any message appearing to originate from another person, or otherwise attempting to impersonate another person that attempts to disguise the identity of the computer from which it was sent;

(78) the transmission, without proper authorisation, of e-mail to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself;

(89) the creation or transmission of or access to material in such a way as to infringe a copyright, moral right, trade mark, or other intellectual property right;

(910) private profit, except to the extent authorised under the user's conditions of employment or other agreement with the University or a college; or commercial purposes (including advertising commercial services) without specific authorisation;

(110) gaining or attempting to gain unauthorised access to any facility or service within or outside the University, or making any attempt to disrupt or impair such a service;

(121) the deliberate or reckless undertaking of activities such as may result in any of the following:

(a) the waste of staff effort or network resources, including time on any system accessible via the university network;

(b) the corruption or disruption of other users' data;

(c) the unauthorised access, transmission or negligent loss of data;

(d) the violation of the privacy of other users;

(e) the disruption of the work of other users;

- (f) the introduction or transmission of a virus or other malicious software into the network;
- (132) activities not directly connected with employment, study, or research in the University or the colleges (excluding reasonable and limited use for social and recreational purposes where not in breach of these regulations or otherwise forbidden) without proper authorisation.
8. Software and computer-readable datasets made available on the university network may be used only subject to the relevant licensing conditions, ~~and, where applicable, to the Code of Conduct published by the Combined Higher Education Software Team ("CHEST")~~.
9. Users shall treat as confidential any information which may become available to them through the use of such facilities and which is not clearly intended for unrestricted dissemination; such information shall not be copied, modified, disseminated, or used either in whole or in part without the permission of the person individual or body entitled to give it.
10. (1) No user may use IT facilities to hold or process data relating to a living individual save in accordance with the provisions of current data protection legislation (which in most cases will require the prior consent of the individual or individuals whose data are to be processed).
- (2) Any person individual wishing to use IT facilities for such processing is required to inform the University Data Protection Officer in advance and to comply with any guidance given concerning the manner in which the processing may be carried out.
11. Any person individual responsible for the administration of any university or college computer or network system, or otherwise having access to data on such a system, shall comply with the provisions of the Information Security Policy and Data Protection Policy 'Statement of IT Security and Privacy Policy'.
12. Users shall at all times endeavour to comply with policies and guidance issued from time to time by IT Services to assist with the management and efficient use of the University's I&T facilities.
13. Connection of any computer, whether college, departmental, or privately owned, to the university network is subject to the following additional conditions:
- (1) (a) Computers connected to the university network may use only network identifiers which follow the University's naming convention, and are registered with IT Services.
- (b) The University's Trade Mark and Domain Name Policy specifies, *inter alia*, that all university activities (other than those within OUP's remit) should be presented within the ox.ac.uk domain. Any exception to this requires authorisation as defined in that Policy.
- (2) (a) Owners and administrators of computers connected to the university network are responsible for ensuring their security against unauthorised access, participation in 'denial of service' attacks, etc. In particular they are responsible for ensuring that anti-virus software is installed and regularly updated, and that rules and guidelines on security and anti-virus policy, as issued from time to time by IT Services, are followed.
- (b) The University may temporarily bar access to any computer or sub-network that appears to pose a danger to the security or integrity of any system or network, either within or outside Oxford, or which, through a security breach, may bring disrepute to the University.
- (3) (a) Providers of any service must take all reasonable steps to ensure that that service does not cause an excessive amount of traffic on the University's internal network or its external network links.
- (b) The University may bar access at any time to computers which appear to cause unreasonable consumption of network resources.
- (4) (a) Hosting Web pages or other network-accessible media on computers connected to the university network is permitted subject to the knowledge and consent of the department or college responsible for the local resources, but providers of any such Web pages or other media must endeavour to comply with guidelines published by IT Services or other relevant authorities.
- (b) It is not permitted to offer commercial services through Web pages supported through systems connected to the university network, or to provide "home page" other IT facilities for any commercial organisation, except with the permission of the Chief Information Officer (IT Services); this permission may require the payment of a licence fee.
- (5) Use of file-sharing technology and participation in distributed file-sharing networks may be subject to additional regulation and restriction in order to prevent excessive use of university network resources, or the use of those resources for purposes unconnected with the University. If a user has any reason to suppose that an application employs peer-to-peer (p2p) or other file-sharing technology, they should seek the advice of the IT officer responsible for the college or departmental network on which they propose to use the software.
- (6) (a) No computer connected to the university network may be used to give any person individual who is not a member or employee of the University or its colleges access to any network services outside the department or college where that computer is situated.
- (b) Certain exceptions may be made, for example, for members of other UK universities, official visitors to a department or college, or those paying a licence fee.
- (c) Areas of doubt should be discussed with the Chief Information Officer Head of IT Services.
- (7) Providing external access to University network resources for use as part of any shared activity or project is permitted only if authorised by the IT Committee (ITC), and will be subject to any conditions that it may specify.
- (8) If any computer connected to the network or a sub-network does not comply with the requirements of this section, it may be disconnected immediately by the Network Administrator or any other member of staff duly authorised by the head of the college, section or department concerned.
14. (1) If a user is thought to be in breach of any of the University's statutes or regulations, including these regulations, he or she shall be reported to the appropriate officer who may recommend to the appropriate university or college authority that proceedings be instituted under either or both of university and college disciplinary procedures.

(2) Access to facilities may be withdrawn under section 412 of Statute XI pending a determination, or may be made subject to such conditions as the Proctors or the Registrar (as the case may be) shall think proper in the circumstances.'

(b) Holding of outside appointments and conduct of outside work

Explanatory Note

The following changes remove the requirement to seek the consent of the Conflict of Interest Committee for the holding of executive directorships, and specify that approval from the head of department (or equivalent) is required for the holding of executive and non-executive directorships.

The opportunity is also taken to amend the staff groups covered by the regulation, substitute 'academic year' for 'calendar year', state that approval of outside appointments must be sought in advance, add to the examples of responsibilities normally associated with the scholarly work or academics, and replace the terms 'chairman' with the gender-neutral term 'chair' and 'CUF lecturers' with 'associate professors who are mainly employed by colleges'.

Text of Regulations

1 Delete existing Council Regulation 5 of 2004, concerning the holding of outside appointments and conduct of outside work, and substitute (new text underlined, deleted text struck through):

1. (1) All University academic and academic-related employees, with the exception of CUF lecturers associate professors who are mainly employed by colleges, shall obtain approval from their head of department (or equivalent) for the holding of any outside appointment (including executive and non-executive directorships on the boards of external organisations, spin-off companies and, for this purpose, University subsidiaries), and for undertaking other outside activities (including consultancies) which require a commitment of time that otherwise might reasonably be expected to be devoted to University duties.
- (2) If the head of department (or equivalent) has an interest in the appointment or activity under paragraph (1), the application for approval shall be made to the person at the next higher level of authority. In most cases this will be the head of division.
- (3) Council shall establish the line of approval under paragraph (1) for senior

officers of the University by standing order.

2. Such approval is not required for:

- (1) the holding of the office of Proctor or Assessor;
- (2) the holding of the office of internal or external examiner in any examination;
- (3) clinical work, where this is already set out in the terms and conditions of employment of staff with clinical responsibilities;
- (4) activities or responsibilities normally associated with, or arising from, scholarly work which do not involve a formal and continuing contract (including, for example, serving as a grant reviewer, or as a member of an editorial board, or the board of a learned society, or being a member of a research advisory body, or government sponsored committee, or participating in practice runs for the REF, or giving occasional guest lectures, or one-off lectures with an honorarium);
- (5) activities or responsibilities which are neither paid nor require the commitment of time that might otherwise reasonably be expected to be devoted to university duties;
- (6) participation in public duties (such as acting as a school governor or as a magistrate), which shall be undertaken in accordance with such guidance as may be published on the Personnel Services website from time to time.

3. Approval may be granted for outside work and the holding of outside appointments, without any deduction from salary, subject to the following conditions:

- (1) the application shall be made on the appropriate form in advance of the commencement of the appointment;
- (2) the employee's line manager where relevant and head of department (or faculty board chairman in non-departmentally organised subjects) must sanction the application before the appointment may commence: where the employee is a head of department (or faculty board chairman), the head of division shall be responsible for granting this sanction;
- (3) the employee must make a conflict of interest declaration on the application form;
- (4) the *total* commitment to such outside work and appointments must not exceed thirty days in any calendar academic year (subject to regulation 4 below):

where consent is given ~~under regulation 5 below~~ for the holding of a directorship, the employee shall have an ongoing obligation to consult both the head of the department (or faculty board chairman in non-departmentally organised subjects) and the head of the division concerned if there is any indication that the thirty-day period may need to be extended in order that the employee might perform his or her statutory and common law duties as a director;

(5) the employee shall comply with the Regulations relating to the Use of Information Technology Facilities;

(6) the employee shall comply with the University's Consulting Policy and Procedures;

(7) the employee shall not use University facilities, including email or mailing addresses, in connection with the outside appointment without the permission of the head of department or faculty board chairman (who should consider any VAT implications and who may levy a charge at the appropriate economic rate);

(8) the employee shall consult the Conflict of Interest Committee if in the ongoing performance of the outside work or appointment he or she at any time perceives a conflict or potential conflict with his or her duties to the University, or with the wider interests of the University.

4. Approval for cases where the proposed commitment exceeds thirty days may still be sought: in such cases the department or faculty board shall refer the request to the divisional board, and if it is approved a deduction from salary shall be made. (Partial or full secondment may be more appropriate for particularly time-consuming outside appointments.)

~~5. No employee of the University shall hold any executive directorship without the express consent of the Committee on Conflict of Interest, as well as of his or her head of department (or equivalent):'~~

2 These regulations shall be effective from 1 October 2016.

(c) Student Health and Welfare Subcommittee of Education Committee

Explanatory Note

The following changes, made on the recommendation of Education Committee, amend the regulations for the Student Health and Welfare Subcommittee of the Education Committee to change its name,

terms of reference and membership to reflect better and to support its remit.

Text of Regulations

1 Delete existing Part 32 of Council Regulations 15 of 2002, concerning the Student Health and Welfare Subcommittee of the Education Committee, and substitute:

'32.1 The Student Wellbeing Subcommittee of the Education Committee shall consist of:

- (1) a chair appointed by the Vice-Chancellor on the recommendation of the Education Committee;
- (2) the Assessor;
- (3) the Chair of the Conference of Colleges Welfare Forum, or any successor body;
- (4) a Senior Tutor elected by the Conference of Colleges;
- (5) a Tutor for Graduates elected by the Conference of Colleges;
- (6) a person elected by the Conference of Colleges;
- (7) a person representing the Humanities Division;
- (8) a person representing the Social Sciences Division;
- (9) a person representing the Mathematical, Physical and Life Sciences Division;
- (10) a person representing the Medical Sciences Division;
- (11) a person representing the Department for Continuing Education;
- (12) an individual elected by the Association of College Nurses;
- (13) an individual elected by the Association of Oxford College Medical Officers;
- (14) the Vice-President (Welfare and Equal Opportunities), Oxford University Student Union;
- (15) the Vice-President (Women), Oxford University Student Union;
- (16) the Vice-President (Graduates), Oxford University Student Union or their nominee;
- (17) the Director of Student Welfare and Support Services;
- (18) the Head of the Disability Advisory Service;
- (19) the Head of the Student Counselling Service;

(20) the Head of the Equality and Diversity Unit or their nominee.

32.2 With the approval of the Education Committee on each occasion, the Subcommittee may co-opt up to two additional members who shall hold office for two years and shall be eligible to serve for a total period of four years.

32.3 Elected or appointed members shall hold office for a period of two years and shall be eligible to serve for a total period of six years.

32.4 The University has an interest in student wellbeing as a key contributor to academic success. The Subcommittee shall be responsible to the Education Committee for the following matters:

(a) to advise Council's Education Committee and other committees as required on all aspects of the University's strategy and policy for student health and wellbeing;

(b) to ensure that the policies and regulations related to student health and wellbeing within the University are regularly reviewed and updated in line with institutional and national developments;

(c) to monitor relevant performance indicators relating to student health and wellbeing and the effectiveness of welfare provision;

(d) to consider systematic student feedback on health and wellbeing provision;

(e) to consider such other matters that relate to student health and wellbeing as the Subcommittee members believe should be drawn to the attention of the Subcommittee, Education Committee and other committees as required;

(f) to recommend to the Education Committee regulation changes, as appropriate, in relation to the above;

(g) to encourage co-ordination in welfare provision between the University and its colleges and external providers including the NHS, to provide efficient and effective support, liaising in particular with the Conference of Colleges' Welfare Forum; and

(h) to promote student health and wellbeing.

32.5 The Subcommittee shall report to the Education Committee and shall meet not less than three times a year, normally at least once in each term.'

2 In Council Regulations 1 of 2012, concerning the Student Fitness to Study Panel, delete each reference to the 'Student Health and Welfare Subcommittee of the Education Committee' and replace with a reference to the 'Student Wellbeing Subcommittee of the Education Committee'.

3 These regulations shall be effective from 1 October 2016.

(d) Humanities Division

Explanatory Note

The following changes, made on the recommendation of Humanities Divisional Board, update the list of constituent units comprising the division, following changes that have taken place over the past few years.

Text of Regulations

In Council Regulations 16 of 2002, concerning the composition of Humanities Division, amend existing regulation 1 and substitute (new text underlined, deleted text struck through):

'1. The Humanities Division shall comprise the following faculties and departments:

- (1) Chinese Studies;
- ~~(1)~~(2) Classics;
- ~~(2)~~(3) Art (Ruskin School of Art);
- ~~(3)~~(4) English Language and Literature;
- ~~(4)~~(5) Medieval and Modern Languages;
- ~~(5)~~(6) History;
- ~~(6)~~(7) Linguistics, Philology, and Phonetics;
- ~~(8)~~ Modern Middle Eastern Studies;
- ~~(7)~~(9) Music;
- ~~(8)~~(10) Oriental Studies;
- ~~(9)~~(11) Philosophy;
- ~~(10)~~(12) Theology and Religion.'

(e) Law Faculty Board

Explanatory Note

These changes to the membership of the Law Faculty Board, made on the recommendation of the Law Faculty Board and the Social Sciences Board, reflect the creation of a new Institute of Human Rights, the Director of which will be an *ex officio* member of Law Board, and the need to resolve the conflict arising from having *ex officio* positions within the 'ordinary' and 'official' categories. This therefore reduces the number of 'official' and 'ordinary'

members by the number of *ex officio* members.

Text of Regulations

1 In Council Regulations 19 of 2002, concerning Faculty Boards, delete existing regulation 12 and substitute (new text underlined, deleted text scored through):

'12. (1) The number of official and ordinary members of each faculty listed in regulation 7 shall be as follows:

	<i>Official members</i>	<i>Ordinary members</i>
Law	8 ⁴	18 ² 10
Theology and Religion	6	10

save that, if in the case of any board the number of persons qualified under regulation 8 above to be official members of the board is less than the number specified in this regulation 12, then the number of official members of the board shall be that smaller number.

(2) In addition, the following 12 Faculty Officers shall be members of the Law Board *ex officio*:

Dean of the Law Faculty (Chair of the Law Board)

Vice Dean (Vice-Chair of the Law Board)

Associate Dean for Graduate Studies (Research)

Associate Dean for Graduate Studies (Taught)

Associate Dean for Undergraduate Studies in Law

Associate Dean for Development and Communications

Associate Dean for Research

Director of the Centre for Criminology

Director of the Centre for Socio-Legal Studies

Director of the Institute for European and Comparative Law

Director of the Oxford Intellectual Property Research Centre

Director of the Bonavero Institute of Human Rights.

⁴Of whom four shall be, *ex officio*:

1. Director of the Centre for Criminology;

2. Director of the Centre for Socio-Legal Studies;

3. Director of the Institute for European and Comparative Law; and

4. Director of the Oxford Intellectual Property Research Centre.

²Of whom seven shall be, *ex officio*:

1. Dean of the Law Faculty (Chair of the Law Board);

2. Vice Dean (Vice-Chair of the Law Board);

3. Associate Dean for Graduate Studies (Research);

4. Associate Dean for Graduate Studies (Taught);

5. Associate Dean for Undergraduate Studies in Law;

6. Associate Dean for Development and Communications; and

7. Associate Dean for Research.'

2 These regulations shall be effective from 1 October 2016.

(f) Board of the Faculty of Medieval and Modern Languages

Explanatory Note

The following change, made on the recommendation of the Medieval and Modern Languages Faculty Board, amends the membership of the Faculty Board to (i) include a number of *ex officio* members; and (ii) increase the number of elected members from the Spanish sub-faculty from one to two.

Text of Regulations

1 In Council Regulations 19 of 2002, concerning Faculty Boards, delete existing regulation 24 and substitute (new text underlined, deleted text struck through):

'24. The Board of the Faculty of Medieval and Modern Languages shall consist of:

(1)–(5) the chairmen of each of the Sub-faculties of French, German, Italian, Russian and Other Slavonic Languages, and Spanish;

(6)–(11) five persons of whom one shall be elected by and from among the members of each of the following sub-faculties holding posts on the establishment or under the aegis of the board;

(a) the Sub-faculty of Italian;

(b) the Sub-faculty of Modern Greek;

(c) the Sub-faculty of Portuguese;

(d) the Sub-faculty of Russian and other Slavonic Languages;

(e) the Sub-faculty of Spanish;

(12)–(14) three persons elected by and from among the members of the Sub-faculty of French holding posts on the establishment or under the aegis of the board;

(15), (16) two persons elected by and from among the members of the Sub-faculty of German holding posts on the establishment or under the aegis of the board;

(17) the Jesus Professor of Celtic or his or her nominee;

(18) a person elected by and from among the members of the Faculty of Linguistics, Philology, and Phonetics holding a post on the establishment or under the aegis of the board.

(1) the chair of the Faculty of Medieval and Modern Languages;

(2) the deputy chair of the Faculty of Medieval and Modern Languages;

(3) the director of undergraduate studies in Medieval and Modern Languages;

(4) the director of graduate studies in Medieval and Modern Languages;

(5) the director of research in Medieval and Modern Languages;

(6)–(12) the chair of each of the Sub-faculties of French, German, Spanish, Italian, Russian and Other Slavonic Languages, Portuguese and Modern Greek or their nominee;

(13)–(15) three persons elected by and from among the members of the Sub-faculty of French holding posts on the establishment or under the aegis of the board;

(16)–(19) two persons elected by and from among the members of each of the following sub-faculties holding posts on the establishment or under the aegis of the board;

(a) the Sub-faculty of German;

(b) the Sub-faculty of Spanish;

(20)–(21) one person elected by and from among the members of each of the following sub-faculties holding posts on the establishment or under the aegis of the board;

(a) the Sub-faculty of Italian;

(b) the Sub-faculty of Russian and other Slavonic Languages;

(22) a representative of Celtic Studies;

(23) a person elected by and from among the members of the Faculty of Linguistics, Philology and Phonetics holding a post on the establishment or under the aegis of the board.'

2 This regulation shall be effective from 1 September 2016.

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

5 August.

(a) Saïd Business School and Business Advisory Council

Explanatory Note

The following changes allow for a sole corporate trustee of the Saïd Business School Foundation and replace references to 'chairman' with the gender-neutral term 'chair'. This follows a decision, which has been endorsed by the Saïd Business School Board and the Social Sciences Divisional Board, to incorporate the Foundation and, in doing so, replace the individual trustees with a sole corporate trustee (with individual directors). Representation for the University and the Benefactor will remain on the same basis, that is with an equal number of directors for both.

Text of Regulations

In Council Regulations 25 of 2002, concerning trusts, amend §324 as follows (new text underlined, deleted text struck through):

'§324. Saïd Business School and Business Advisory Council

1. (1) In the light of the munificent benefaction of £20m by Mr Wafic Rida Saïd ("the Benefactor") for the University's School of Management Studies, the school shall be named the Saïd Business School.

(2) The school shall promote study and research within the field of Management Studies.
2. The academic direction and day-to-day management of the school shall be entirely and exclusively the responsibility of the University.
3. (1) The office of Dean of the School, who shall be called the Peter Moores Dean, shall be held for a period of five years, or such other period as Council may determine from time to time, and may be renewed for such periods thereafter.

(2) The appointment of the Dean shall be made by Council, on the recommendation of the Social Sciences Board, with the approval of the Saïd Business School Foundation, such approval not to be unreasonably withheld.

4. (1) There shall be a School Board consisting of:
 - (a) a representative of the University appointed by the Vice-Chancellor;
 - (b) a representative of the Social Sciences Division appointed by the Head of the Social Sciences Division;
 - (c) the Chairman of the Business Advisory Council;
 - (d) the Peter Moores Dean (or the Head of Department, where appointed in lieu of the Peter Moores Dean);
 - (e) the Associate Dean of Executive Education;
 - (f) the Faculty Dean;
 - (g) the Chief Operating Officer;
 - (h)-(i) two members appointed by the Head of the Social Sciences Division, following consultation with the Chair of the Business Advisory Council, as representatives of the business and SBS alumni communities;
 - (j) a person appointed by the Benefactor or his successor in title;
 - (k)-(m) three members elected by the Faculty Forum from among its members.

(2) The first chairman shall be appointed for an initial period of two years from amongst the members of the board by the Head of the Social Sciences Division, upon the recommendation of the board following its inaugural meeting. Thereafter, the board shall elect its own chairman for a period of three years. In no case shall the chairman be the Peter Moores Dean.

(3) The period of office for appointed and elected members shall be three years. Appointed and elected members may be re-appointed or re-elected for one further term of office.

(4) The board may co-opt up to two additional members, on condition that the board shall always ensure by the use of its power of co-optation that the overall range of activities and concerns is as fully represented within the total membership of the board as is reasonably practicable.

(5) The broad functions of the board shall be to oversee, manage and regulate the School and OSBS Limited's strategy, budgets and senior appointments, and make such recommendations to the University as appropriate.

(6) The board shall delegate the day-to-day running of the School to the Peter Moores Dean.
5. (1) There shall be a Business Advisory Council consisting of:
 - (a) the Vice-Chancellor;
 - (b) a person appointed by the Benefactor or his successor in title;
 - (c) the Peter Moores Dean of the Saïd Business School;
 - (d) the Associate Dean of Executive Education;
 - (e) the Faculty Dean;
 - (f) the Chief Operating Officer;

and not fewer than fifteen persons drawn from the international business community, appointed by the School Board, following a nominations process carried out by the Chair of the Business Advisory Council and in consultation with the Dean.

(2) The Business Advisory Council shall appoint a chairman from among its members.

(3) The period of office for appointed members shall be three years. Appointed members may be re-appointed for one further term of office.

(4) The functions of the Business Advisory Council shall be to advise the School Board on the needs of the business community in respect of business education, research, and training, corporate engagement and careers. The members of the Advisory Council will individually and collectively leverage their own knowledge and expertise to inform, challenge, and debate the School's strategy, as articulated by the School Board.
6. These regulations may be modified or replaced in whole or in part by further regulations or statutes, so long as such modification or replacement has first been approved by the Trustees of the Saïd Business School Foundation shall first have approved the modification or replacement
 - (1) in the case of regulations 1-3 and 5-6 by a four-fifths majority; and
 - (2) in the case of regulation 4 by a simple majority

and in this regulation, "majority" means a majority of either:

 - (a) the Trustees of the Saïd Business School Foundation; or

(b) if there is a sole corporate trustee of the Saïd Business School Foundation, then the directors of that sole corporate trustee.'

(b) Trust funds supporting the Bodleian Library

Explanatory Note

The following amendments record that, for administrative efficiency, the Bannister Bequest, Cowley Bequest, Jenkins Bequest, Lewis Milne Bequest, Sanderson Bequest (Lady Sanderson), Sowers Bequest and Vaisey Endowment Fund, referenced in individual regulations for the 'Bodleian Library', are aggregated with the Bodleian Fund within the University of Oxford Development Trust Fund. The charitable purposes of the trusts remain unchanged, being for the general support of the Bodleian Libraries.

Text of Regulations

In Part 2 of Council Regulations 25 of 2002, concerning trusts, amend §39 as follows (new text underlined):

'§39. Bodleian Library

For administrative efficiency, the Bannister Bequest, Cowley Bequest, Jenkins Bequest, Lewis Milne Bequest, Sanderson Bequest, Sowers Bequest, and Vaisey Endowment Fund are aggregated with the Bodleian Fund within the University of Oxford Development Trust Fund, the funds having the same purposes in all material respects.

Bannister Bequest

The income arising from the bequest of the late H.M. Bannister shall be used at the discretion of the Curators of the University Libraries; and the University undertakes neither to diminish its customary grants to the Bodleian Library in the light of this additional income nor to take it into account when determining the amount of future grants.

Brister Fund

The residuary bequest of Mr James Brister shall form a fund, to be known as the Brister Fund, the income of which shall, subject to the approval of the Curators of the University Libraries, be used by the Department of Printed Books for the purchase of printed material for the Library's collections including prints and ephemera.

Cowley Bequest

The residue and remainder of the estate of Sir Arthur Ernest Cowley, MA, D.Litt., Fellow of Magdalen College, formerly Bodley's Librarian, shall be held upon trust for the

general purposes of the Bodleian Library subject to the payment out of the income therefrom of annuities to certain persons mentioned in the will.

Duff Fund

1. There shall be a fund to be called the Gordon Duff Fund into which shall be paid the income of the Gordon Duff Bequest, which is to be held on trust for (a) the purchase for the Bodleian Library of old or rare manuscripts, printed books, and book bindings (preferably of date prior to A.D. 1700) and, (b) an essay prize of £50 to be awarded triennially.

2. Save as provided in clause 3 below the fund may be used at the discretion of the Librarian for the purchase of manuscripts, printed books, and book bindings of a date earlier than A.D. 1700.

3. In every third year the Curators of the University Libraries shall provide from the income of the fund a prize of £50 or such higher sum as they may determine to be called the Gordon Duff Prize to be offered for competition in accordance with the following procedure:

(a) The prize shall be open to all members of the University without restriction of age or standing but shall not be awarded more than once to any one person.

(b) The prize shall be offered for a written essay on any of the following subjects, namely, bibliography, palaeography, typography, book binding, book illustration, the science of books and manuscripts, and the arts relating thereto.

(c) The curators shall give notice of their intention to offer the prize by advertisement in the University Gazette and shall specify (i) the date by which subjects chosen by candidates must be submitted for approval, (ii) the date by which essays must be submitted. No work may be submitted unless the subject is first approved by the curators or by a committee of them.

(d) The curators may make and vary such regulations as they think proper regarding the length or method of presentation of essays.

(e) The prize shall be awarded by the curators on the recommendation made by a panel of two judges to be appointed by them on each occasion on which the prize is offered.

(f) If no candidate submits an essay or if the judges are unable to recommend the award of the prize to any candidate the

prize money shall be retained in the fund and made available pro hac vice for the purposes indicated in clause 2 above.

(g) The remuneration of the judges shall be a charge on the Gordon Duff Fund and shall be determined by the curators.

Grahame Fund

1. The capital of the Kenneth Grahame Fund shall consist of the assets received under the will of the late Kenneth Grahame and accepted by Decree (3) of 25 April 1933, together with the additions provided for by clause 3 below and any other moneys which the University may add to the capital in accordance with any powers enabling it so to do. The capital shall be invested by the Curators of the University Chest, provided that any assets received under the will may, at the said curators' discretion, be retained in kind or sold.

2. The annual income arising from the said capital shall be placed at the disposal of the Curators of the University Libraries subject to the provisions of clause 3 below.

3. One-half of the net annual income arising from royalties forming part of the said capital shall be invested annually by the Curators of the University Chest and added to the capital of the fund.

4. The Curators of the University Libraries shall, on the recommendation of the Librarian, apply the income thus placed at their disposal to the financing of

(a) official Library publications, or

(b) the reproduction of printed books, manuscripts, and other material, in or connected with the Bodleian Library, or both.

5. If in the opinion of the curators the income thus placed at their disposal shall be more than sufficient to defray expenditure recommended to them by the Librarian under clause 4 above, they may from time to time either make grants therefrom for the purchase of rare books and manuscripts for the Library or request the Curators of the University Chest to invest temporarily some part of the said income to defray future expenditure on the said purposes or both.

Hebrew Collections

The University accepts with gratitude an initial grant of £10,000 from a foundation requesting anonymity. This grant, together with such further sums as shall be contributed for the same purpose, shall be used towards the creation of an endowment fund for the establishment and maintenance of one or more posts of

librarian with responsibility for the Hebrew Collections of the Bodleian Library. The fund shall be administered by the Curators of the University Libraries.

Jenkins Bequest

The income of the residue of the estate of the late Professor C. Jenkins, DD, shall be paid (subject to two annuities) to the Curators of the University Libraries for the general purposes of the Library, including any special fund for the purchase of rare books or manuscripts at the discretion of the said curators.

Jones Bequest

A bequest of £1,000 under the will of the late John Reginald Jones, BA, Trinity College, for the Bodleian Library, shall be used to establish a fund for the purchase of books or manuscripts not less than one hundred years old, to be known as 'The Reginald Jones Bequest'.

Lewis Milne Bequest

The University accepts a bequest by the late Mrs Mary Lewis Milne, subject to certain life interests, of the residue of her estate, to be used for the purposes of the Bodleian Library and the University records its thanks for the generosity of the testatrix.

Presentation Copies, Clarendon Press Books

[1] The Delegates of the University Press shall be at liberty to present from time to time to institutions within the University a copy of such Clarendon Press Books as they may deem suitable to the uses of such institutions.

[2] The Delegates of the University Press shall be at liberty, on the application of the Curators of the University Libraries, to supply them with copies of works published by the Press, to be presented at the discretion of the curators to foreign universities, libraries, and other learned institutions.

Sanderson Bequest

The University accepts with gratitude a bequest from the late Lady (Maude Isolde) Sanderson for one-fourth of the residue of her estate, amounting to approximately £19,000, for the expenditure, at the discretion of the Curators of the University Libraries, on the purposes of the library.

Sayce Fund

The University accepts with gratitude the gift of Mrs Olive Sayce to the Curators of the University Libraries of the sum of £1,000 to be invested in a fund bearing the name of Richard Sayce, late Fellow and Librarian of

Worcester College, the income from which shall be used towards the purchase of books in bibliography, history of printing and book production, and library history, or of French books.

Scicluna Bequest

The income of the bequest of £1,500 of the late Lady (Margaret Helen) Scicluna shall be applied at the discretion of the Curators of the University Libraries to the acquisition of books on Malta and the Order of St John of Jerusalem to be added to the Scicluna Collection of Melitensia in Rhodes House Library.

Sowers Bequest

The University accepts with gratitude the bequest of \$87,600 from the late R.V. Sowers for expenditure, at the discretion of the Curators of the University Libraries, on the purposes of the library.

Vaisey Endowment Fund

1. The University accepts with gratitude the sums contributed in recognition of the period in office of Mr David Vaisey as Bodley's Librarian, together with any moneys which may be subscribed for this purpose in the future, which shall form a fund to be known as the Vaisey Endowment Fund. The net income of the fund shall be applied for the benefit of the Bodleian Library.

2. The fund shall be administered by the Director of University Library Services and Bodley's Librarian in consultation with the Curators of the University Libraries.

3. Income not spent in any year shall be carried forward for expenditure in subsequent years.

4. This decree may be altered from time to time, provided always that the main object of the fund, as defined in clause 1 above, is adhered to.

Winstedt Bequest

The bequest of the late E.O. Winstedt, which was accepted by Decree (4) of 16 October 1956, shall be used, as to capital and income, at the discretion of the Curators of the University Libraries for the upkeep, improvement, and maintenance of the Bodleian Library.

(c) Sanderson Bequest

Explanatory Note

The following amendments record that, for administrative efficiency, the Sanderson Bequest (Lord Sanderson) is aggregated with the Continuing Education Fund within

the University of Oxford Development Trust Fund.

Text of Regulations

In Part 2 of Council Regulations 25 of 2002, concerning trusts, amend the provisions relating to the Sanderson Bequest within §76 as follows (new text underlined):

'Sanderson Bequest

The income from the residue of the estate of the late Lord Sanderson, MA, Hertford College, which was bequeathed by him to be held 'upon trust to invest the same and to apply the income derived therefrom for the benefit of the Delegacy for Extra-mural Studies to promote the higher education of adult working men and women and, in the event of the said delegacy ceasing to exist, to apply the said income given hereby for the higher education of working men and women', shall be applied to this purpose by the Department for Continuing Education.

For administrative efficiency, the Sanderson Bequest is aggregated with the Continuing Education Fund within the University of Oxford Development Trust Fund, the funds having the same purposes in all material respects.'

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 **5 August**.

(a) Establishment of a Professorship of Ear, Nose and Throat Surgery

Explanatory Note

These changes, made on the recommendation of the Medical Sciences Board, establish a new Professorship of Ear, Nose and Throat Surgery.

Text of Regulations

1 In SCHEDULE C of Council Regulations 3 of 2004, concerning statutory professorships, after 'Professor of Orthopaedic Trauma Surgery' insert:

'Professor of Ear, Nose and Throat Surgery'.

2 In Sect III of Council Regulations 24 of 2002, concerning individual professorships, insert new §327 and renumber existing regulations by plus one:

'§327. Professor of Ear, Nose and Throat Surgery

1. The Professor of Ear, Nose and Throat Surgery shall undertake research, lecture and give instruction in Ear, Nose and Throat Surgery.

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 paragraph (2) below is the Vice-Chancellor, a person appointed by Council;

(2) the head of the college to which the Chair may be allocated by Council from time to time; or if the head is unable or unwilling to act, a person appointed by the governing body of that college;

(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) four persons appointed by the Medical Sciences Board;

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

3. The professor 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 the Chair.'

(b) Professor of Genetics

Explanatory Note

The following changes have been made to comply with the general provisions for electoral boards laid down in Council Regulations 3 of 2004 and to remove outdated references.

Text of Regulations

In Sect III of Council Regulations 24 of 2002, concerning individual professorships, delete §103 and substitute (new text underlined, deleted text struck through):

'§103. Professor of Genetics

1. The Professor of Genetics shall undertake research, lecture and give instruction in Genetics.

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 persons appointed by Council;

(6) a person appointed by the General Board the Head of the Medical Sciences Division or his or her nominee;

(7)–(9) three persons appointed by the Board of the Faculty of Biological Sciences Medical Sciences Board.

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.'

(c) Professor of Jurisprudence

Explanatory Note

The following changes remove outdated references to the General Board and specify that elector (6) be appointed by the Social Sciences Board.

Text of Regulations

In Sect III of Council Regulations 24 of 2002, concerning individual professorships, delete §170 and substitute (new text underlined, deleted text struck through):

'§170. Professor of Jurisprudence

1. The Professor of Jurisprudence shall undertake research, lecture and give instruction in Jurisprudence.

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) a two persons appointed by Council;

(5); (6) two a persons appointed by the General Social Sciences Board;

(7)–(9) three persons appointed by the Board of the Faculty of Law.

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.'

Congregation

31 May

Voting on Legislative Proposal: Statute XII (Academic Staff and the Visitation Board), Statute XI (University Discipline), Statute XIV (Employment of Academic and Support Staff by the University)

CORRECTIONS TO BE MADE UNDER THE SLIP RULE

Explanatory Note

Regulation 1.17 of Congregation Regulations 2 of 2002 (Regulations of Congregation for the Conduct of Business in Congregation) gives the Vice-Chancellor the power, after consultation with the Registrar and the Proctors, to correct any clerical error, slip or omission in the text of a legislative proposal which has been made.

After consultation, the Vice-Chancellor has agreed to the corrections set out below.

The corrections address drafting errors that were overlooked when the amended legislative proposal was put forward to Congregation. The proposer of the amendments to section 4 and sub-section 36 (a) has been consulted and is content with the corrections to the texts: none of the corrections makes any change to the sense or effect of the amendments.

Text of corrections made to the legislative proposal

1 In sections 3–4 of Statute XII, replace the text as follows (new text underlined, deleted text struck through):

'3. (1) This statute shall apply:

(a) to professors, readers, and associate professors or lecturers;

(b) to any employee of the University who is a member of the Universities Superannuation Scheme or who would be a member if he or she had not been exempted under the provisions of Statute XIV; and

(c) to the Vice-Chancellor to the extent and in the manner set out in Part G.

(2) In this statute any reference to "a member of the academic staff" is a reference to a person to whom this statute applies.

4. Statement of Freedoms

(1) ~~all members~~ Members of the academic staff, in accordance with the UNESCO 1997 Recommendation concerning academic freedom, shall have ~~all~~ the freedoms listed below which comprise "academic freedom" for the purposes of this statute and are accorded protection in Parts C and D through the Visitation Board:

(a) ~~all members of the academic staff shall have~~ all the freedoms of expression set out in section 1 (1) regardless of whether those freedoms are exercised within or outside the context of University employment;

(b) ~~all members of the academic staff shall have~~ the freedom to participate in professional bodies or representative bodies of their choice in accordance with the law and the University's recognition agreements with trade unions in force from time to time; and

(c) ~~all members of the academic staff all employees of the University~~ who are required to engage in academic teaching or research either by their written contracts or by established and agreed practice, shall have particular freedoms pertaining to academic teaching and research in the context of their University employment, namely that, provided that they fulfil their contractual duties and honour any applicable agreements with research funding bodies, they shall be free without fear of any professional or personal reprisal or disadvantage, to:

(i) carry out research on subjects of their choosing, and publish and disseminate the results of that research as they wish and in whatever form they wish without any interference or any suppression;

(ii) conduct teaching in a manner that they consider appropriate according to the standards and norms of the relevant department or faculty.

(2) The University requires that, in all circumstances, members of staff will exercise their right to academic freedom only within the law.

(3) All members of the University must observe University policy concerning behaviour at work and the conduct of their duties.'

2 In section 27 of Statute XII, replace the reference to fourteen days with a reference to twenty-eight days.

3 In sub-section 28 (1) of Statute XII, replace 'and' with 'an'.

4 In sub-section 36 (a), replace the text as follows (new text underlined, deleted text struck through):

'(a) that the member of the academic staff concerned is entitled to be accompanied or represented by a colleague in the University or trade union representative or, if given the nature of the case the Registrar so agrees, by a legally qualified person provided that, given the nature of the case, the Registrar so agrees.'

5 In sub-section 43 (3) and (4), replace the text as follows (new text underlined, deleted text struck through):

'(3) If the member of the academic staff is dissatisfied with the result of an approach under sub-section (1~~2~~) or if the grievance directly concerns the head of department, the member may raise the matter with the head of the division.

(4) Where a grievance has been raised with a head of department under sub-sections (1) or (2) or division under sub-section (3), he or she shall consider the possibility of resolving the grievance informally and make such arrangements as he or she considers appropriate for that purpose.'

Council of the University

Register of Congregation

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

Arambage, K S, Faculty of Clinical Medicine

Barnes, E, Faculty of Clinical Medicine

Davison, M, Faculty of Clinical Medicine

Dawson, A, Subdepartment of Atmospheric, Oceanic and Planetary Physics

Jones, A, Faculty of Clinical Medicine

Lee, A W, Faculty of Clinical Medicine

Lewis, I J, Subdepartment of Astrophysics

Lubin, D M, Worcester

Nurse, J R C, Wolfson

Odell, B, Faculty of Chemistry

Vinko, S M, Trinity

Watkins, R E J, Department of Physics

White, C E, St Anne's

Wood, S M, Magdalen

Divisional and Faculty Boards

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

Congregation

11 July

Degree by Resolution

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

Congregation Notices

Congregation

28 July

Elections

UNCONTESTED ELECTIONS

Prevent Steering Group

Details are in 'Elections' section below.

Congregation

4 October noon

Oration by the Vice-Chancellor

The Vice-Chancellor will address the House.

¶ The Oration will be given in Convocation House.

Congregation

24 November

Elections

Audit and Scrutiny Committee
 Medical Sciences Divisional Board
 Board of the Faculty of Law

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).

Consultative Notices

Higher Studies Fund

On 31 May, the General Purposes Committee (GPC) agreed to streamline the group of sub-funds within the Higher Studies Fund ('HSF') by transferring responsibility for two Bodleian funds to the Bodleian Libraries and a travel fund supporting the study of economics of developing countries to the Social Sciences Division. The outcome would be to have a single fund supporting 'higher studies' managed by the HSF Board, and one fund managed by the Social Sciences Division. In order to facilitate these changes, GPC passed a resolution for the purposes of section 282 of the Charities Act 2011 ('the Act'). The approval of GPC and the resolution passed for the purposes of the Act shall be effective 15 days after the date of publication of this notice unless written notice of a resolution, signed by at least 20 members of Congregation and calling upon Council to withhold such approval and such resolution, has been given to the Registrar by **noon on 1 August**. If no such notice is received, a filing will be made with the Charity Commission. The full text of the resolution is set out below.

GPC agreed to **resolve**, on behalf of the University as trustee of the HSF, (i) pursuant to section 282 of the Charities Act 2011, to spend the capital of any permanent endowment within the Bodleian Funds A & B; (ii) to apply all the assets of the Bodleian Funds A & B by transferring them into the Bodleian Fund of the University of Oxford Development Trust to be held as expendable endowment; and (iii) pursuant to section 280 of the Charities Act 2011, to amend the administrative provisions of the HSF by the deletion of clause 6 of the HSF trust deed.

Consolidation of Department of Education Trust Funds

On 27 June, the General Purposes Committee (GPC) approved on behalf of Council the consolidation of four small trust funds in order to simplify administration and reduce management fees. Two of the funds are already held for the general benefit of the department, and two are held for restricted purposes of the department. In

order for the funds with restricted purposes to be consolidated, GPC passed a resolution for the purposes of section 268 of the Charities Act 2011 ('the Act'). The approval of GPC and the resolution passed for the purposes of the Act shall be effective 15 days after the date of publication of this notice unless written notice of a resolution, signed by at least 20 members of Congregation and calling upon Council to withhold such approval and such resolution, has been given to the Registrar by **noon on 1 August**. The full text of the resolution is set out below.

GPC agreed to:

(i) **note** that the gross income of each of the following funds (the 'Funds') in its last financial year did not exceed £10,000, that the Funds do not hold any designated land and are not companies or other bodies corporate, that the Funds hold permanent endowment, and that therefore the Funds comply with the requirements of the Charities Act 2011:

(a) Sadler, Churton Collins, Smith, Cartwright, and Pickstock Fund

(b) Estlin Carpenter Fund

(ii) **resolve** for the purposes of sections 267–274 of the Charities Act 2011 that all the property of the Funds should be transferred to the University of Oxford Development Trust, to be held in its Continuing Education Fund, GPC being satisfied that:

(a) it is expedient in the interests of furthering the purposes of each of the Funds for its property to be transferred as set out above; and

(b) the Continuing Education Fund of University of Oxford Development Trust has purposes that are substantially similar to all of the purposes of each of the Funds

(iii) **resolve** that the resolutions at (ii) above be notified to the *University Gazette* and, provided that no notice of a resolution calling upon Council to annul or amend the proposals is received by the Registrar by noon on the eleventh day after the day on which the proposals are

published, resolve that copies be sent to the Charity Commission together with a statement of the University's reasons for passing them. If the Charity Commission requires further steps to be taken the Trusts Administrator is authorised to take such steps as are necessary. Once the above resolutions take effect the Trusts Administrator is authorised to take such steps as are necessary to transfer the property of the Funds in accordance with the above resolutions and any guidance given by the Commission for the purposes of the Charities Act 2011.

General Notices

Gazette publication arrangements

This is the final *Gazette* of Trinity term.

The first *Gazette* of Michaelmas term will be published on 22 September, but will be limited to Council and Congregation business and changes to Examination Regulations. The first full *Gazette* of next term will be published on 29 September.

Gazette subscription arrangements 2016–17

We are pleased to announce that the cost of postal subscriptions to the *Gazette* and the *Oxford Magazine* will not be increased for the academic year 2016–17. The cost of a subscription to the *Gazette* for the next academic year will therefore remain:

- United Kingdom, first-class post: £89.50
- United Kingdom, second-class post: £76
- Elsewhere in Europe: £94.50
- Outside Europe: £212.50

Subscription to the *Gazette* includes *Blueprint* (6 issues per year) and the *Oxford Magazine* (12 issues per year: see below concerning separate subscription to the *Oxford Magazine*).

HOW TO PAY

We prefer payment by debit or credit card via our online shop. Please see www.ox.ac.uk/gazette/subs/#paidsubs for further details.

Payment by cheque: please send your name and full postal address, plus a cheque for the appropriate amount as detailed above, to: *Gazette* Subscriptions, University Offices, Wellington Square, Oxford OX1 2JD.

Oxford Magazine

Subscriptions to the *Oxford Magazine* only are also available. The charge for 2016–17 will remain at:

- United Kingdom: £32
- Elsewhere in Europe: £40.50
- Outside Europe: £88.50

If you wish to subscribe to the *Oxford Magazine* only, please send your name and full postal address, plus a cheque for the appropriate amount as detailed above, to: *Gazette* Subscriptions, University Offices, Wellington Square, Oxford OX1 2JD. Please note that payment by cheque is the only method available for *Magazine*-only subscriptions.

DEADLINE FOR SUBSCRIPTION PAYMENTS

To ensure that your subscription is active in time for you to receive all copies of the *Gazette*, *Blueprint* and the *Oxford Magazine* for 2016–17, we must receive your payment by **16 September**.

Medical Sciences Division

SUSPENSION OF REGULATIONS FOR THE DEGREE OF DOCTOR OF MEDICINE

Following on from the Review of Higher Degrees undertaken by Education Committee (see *Gazette* No 5137, 16 June 2016, p639), the Medical Sciences Division will be undertaking a review of the degree of Doctor of Medicine.

While the review of the degree is undertaken, the regulations for the degree of Doctor of Medicine, and thereby applications, have been suspended. This does not affect those already registered for the degree.

Oxford Learning Institute

TRAINING FOR ADMISSIONS INTERVIEWING

The Oxford Learning Institute will offer the following training opportunities to those involved in undergraduate admissions interviewing in 2016:

- 1** Non-tutored online course: offers a comprehensive overview of the undergraduate admissions process, preparing tutors for theoretical and practical aspects of selecting undergraduate students.
- 2** Tutored online course: presents the same material as the non-tutored course. In addition, on the tutored course, participants submit a draft interview plan and receive feedback on it from an online tutor.
- 3** In-person interviewing practice sessions: these allow tutors an invaluable opportunity to put what they have learned from the tutored online course into practice, planning and undertaking a practice interview with a current Oxford undergraduate in the applicant role. These are conducted in subject area groups and supported by facilitators who are experienced interviewers.

The online Admissions Interviewing courses, developed in partnership by the Oxford Learning Institute and Undergraduate Admissions and Outreach, are the established means of training those who are new to interviewing for undergraduate admissions at Oxford and for those who would like to keep informed as to changes in policy and practice in this area. Any person who will be interviewing and who has responsibility for admissions decisions for the first time should complete the tutored online course, and may also wish to attend an optional interview practice session, for which the tutored online course is a prerequisite.

Others who assist with the admissions process (graduate students who take notes, for example) should take part in the non-tutored online course, which covers the same material as the full course, without the need to submit written exercises and without tutor support.

We also recommend experienced interviewers follow the non-tutored version of the online course as a refresher to ensure they are up to date with changes in admissions policy and practice. In response to feedback from tutors, this year we will be including a 'what's new' feature on the contents page so colleagues can navigate easily to modules which have been updated.

Practice interviews offer an optional extra learning opportunity. To qualify to take part in practice interviews, participants must complete the tutored online course by a deadline three weeks beforehand.

We advise all teaching staff in colleges who have not been involved in interviewing or have not previously taken this course to ask senior colleagues whether they will be expected to interview this year and should therefore enrol. Departmental teaching staff may also wish to seek advice from line managers or mentors on whether they are likely to be invited to become involved in admissions this year. Many who do not have a formal college association are nonetheless frequently invited to take part in college admissions processes because of their specific disciplinary expertise.

Please go to the Learning Institute website at www.learning.ox.ac.uk/admissions to find further helpful information about the courses and to make a booking by following the links.

MSc in Neuroscience**EXAMINATION DATES FOR 2016-17**

- Qualifying exam: Wed 7 Dec 2016
- Poster presentation at Oxford Neuroscience day: Wed 22 Mar 2017
- Submission of dissertation 1: Wed 12 Apr 2017
- Oral presentation on dissertation 2: Thur 3 and Fri 4 Aug 2017
- Submission of dissertation 2: Wed 16 Aug 2017
- Viva voce exams: Wed 13 and Thur 14 September 2017

Appointments**Pro-Vice-Chancellor (Education)**

Sarah Jane Whatmore, BA MPhil PhD Lond, MA Oxf, DSc Brist, Professor of Environment and Public Policy, School of Geography and the Environment, and Fellow of Keble, has been appointed as the Pro-Vice-Chancellor (Education) within the Vice-Chancellor's Office with effect from 1 January 2017.

Humanities

With the approval of the Humanities Board, the following appointments and reappointments have been made.

APPOINTMENTS

Sophie Marianne Bocksberger, Departmental Lecturer in Greek and/or Latin Languages and Literature, Faculty of Classics, from 1 April 2016 to 31 March 2017

Pascal Held, Departmental Lecturer in Islamic Studies, Faculty of Oriental Studies, from 15 April 2016 to 31 March 2017

Gail Christiana Trimble, MA DPhil Oxf, Associate Professor of Greek and Latin Languages and Literature, Faculty of Classics, and Fellow of Trinity, from 1 October 2016 to retirement

REAPPOINTMENTS

Laurent Mignon, BA PhD Lond, Associate Professor of Turkish, Faculty of Oriental Studies, and Fellow of St Antony's, from 1 September 2016 to retirement

William Thomas Maximilian Sinclair, MA Oxf, MPhil PhD UCL, Associate Professor of Philosophy, Faculty of Philosophy, and Fellow of Wadham, from 1 September 2016 to retirement

Social Sciences**RHODES PROFESSORSHIP IN RACE RELATIONS**

Adewale Adebani, BSc Lagos, MPhil PhD Camb, MSc PhD Ibadan, Associate Professor, Program in African American and African Studies, California at Davis, has been appointed to the Rhodes Professorship in Race Relations in the School of Interdisciplinary Area Studies with effect from 1 December 2016. Professor Adebani will be a Fellow of St Antony's.

APPOINTMENTS

Professor Pedro Bordalo, PhD Paris IV, has been appointed Associate Professor in Finance, Saïd Business School, and a Fellow of Kellogg from 1 July 2016.

REAPPOINTMENTS

Professor Jacob Rowbottom, LL.M New York, has been appointed Associate Professor of Law, Faculty of Law, from 1 January 2017 until retirement.

Visiting Professorships**Medical Sciences**

The Medical Sciences Board has conferred the title of Visiting Professor of Infectious Diseases on **N Van Kinh**, MA Hanoi, PhD Vietnam, for a period of 3 years from 6 July 2016.

The Medical Sciences Board has conferred the title of Visiting Professor of Infectious Diseases on **S Wolinsky**, MD Connecticut, for a period of 3 years from 12 July 2016.

Graduate Awards and Prizes**Humanities****FACULTY OF MUSIC***Donald Tovey Memorial Prize*

The 2016 Donald Tovey Memorial Prize was jointly awarded to **Joanna Bullivant** to assist in the publication of her monograph 'Modern Music, Alan Bush and the Cold War', and to **John Cunningham** to assist in the furtherance of his research 'Re-imagining the "English" trio sonata between Purcell and Handel'.

FACULTY OF PHILOSOPHY*Gilbert Ryle Prize*

Mr James Alexander Mabyn Read, Merton, has been awarded the 2016 Gilbert Ryle Prize for outstanding achievement in the BPhil Examination to the value of £500.

Social Sciences**DEPARTMENT OF INTERNATIONAL DEVELOPMENT***MSc in Global Governance and Diplomacy*

Outstanding Academic Achievement Prize 2016: **Tim Pfefferle**, St Antony's

Best Dissertation Prize 2016: **Lydia Jones**, Kellogg

MSc in Economics for Development

George Webb Medley Prize for Best Overall Performance 2016: **Louis Graham**, St Antony's. *Proxime accesserunt*: **Ashley Pople**, St Antony's, and **Kerstin Schopohl**, St Antony's

Luca D'Agliano Prize for Best Extended Essay 2016: **Michelle Rao**, St Antony's, and **Louis Graham**, St Antony's

Arthur Lewis Prize for Excellence in Development Economics 2016: **Debasmita Padhi**, Corpus Christi

Musical and other Events**St Stephen's House****SJE ARTS**

The following events will be held at SJE Arts, St John the Evangelist church, 109A Iffley Road. More information and tickets: www.sje-oxford.org/events or 01865 613507.

4 Aug: 'If Music be the Food of Love': cellist **Matt Haimovitz** and vocal trio Voice present a Shakespeare-themed programme traversing the centuries, from Hildegard of Bingen to Leonard Cohen

17 Sept: Intermezzo chamber choir perform music focusing on Scandinavia, the Baltic and Russia

30 Sept: **Maki Sekiya** performs Beethoven's 'Waldstein Sonata' and Stravinsky-Agosti's 'Firebird'

Exhibitions**Harris Manchester**

16 Sept: Chinese Art Exhibition with rare artefacts. Tea and coffee 9.30-11.30am. All welcome.

St Stephen's House**SJE ARTS**

14 Sept-2 Oct: Oxford Art Society Open Exhibition in the SJE Cloister Gallery, celebrating the 125th anniversary of the OAS

Examinations and Boards

Supplications for the Degree of Doctor of Science

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Examinations for the Degree of Doctor of Philosophy

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MPHIL IN GENERAL LINGUISTICS AND COMPARATIVE PHILOLOGY
MST IN GENERAL LINGUISTICS AND COMPARATIVE PHILOLOGY
 modification of wording to reflect current practice

MSC IN ECONOMIC AND SOCIAL HISTORY
MSC IN HISTORY OF SCIENCE, MEDICINE AND TECHNOLOGY
MST IN BRITISH AND EUROPEAN HISTORY 1500–PRESENT

MST IN LATE ANTIQUE AND BYZANTINE STUDIES

MST IN MEDIEVAL HISTORY
 (a) to provide for online submission of coursework
 (b) to clarify conditions under which options may be taken, and examined, from other graduate programmes

GENERAL REGULATIONS FOR THE DEGREE OF MASTER OF STUDIES
 removal of programme title

MST IN ANCIENT PHILOSOPHY (I)
 modification of deadline for thesis submission

MST IN ANCIENT PHILOSOPHY (II)
MST IN PHILOSOPHY OF PHYSICS
 modification concerning resits

MST IN GLOBAL AND IMPERIAL HISTORY
MST IN MEDIEVAL STUDIES
MST IN MODERN SOUTH ASIAN STUDIES
MST IN US HISTORY
 to provide for online submission of coursework

MST IN MODERN JEWISH STUDIES
 removal of degree pathway

MST IN ORIENTAL STUDIES
 (a) to introduce time limit for resits
 (b) to correct 2 inconsistencies

GENERAL REGULATIONS FOR 1ST AND 2ND PUBLIC EXAMINATION
 to update listing of first public exams following introduction of prelims in Philosophy and Theology and in Theology and Oriental Studies

HONOUR SCHOOL OF HISTORY
 change to assessment type of 'History of the British Isles' paper

HONOUR SCHOOL OF MODERN LANGUAGES
 (a) correction of error concerning Paper XII Special Subjects
 (b) replacement of an obsolete edition for Paper IX
 (c) change in submission deadline for Paper XII methods B essay

FHS OF ORIENTAL STUDIES (TURKISH WITH ISLAMIC ART AND ARCHAEOLOGY)
 deletion of obsolete reference

PRELIMS IN PHILOSOPHY AND THEOLOGY
PRELIMS IN THEOLOGY AND ORIENTAL STUDIES
 introduction of preliminary examination

PRELIMS IN THEOLOGY AND RELIGION
 new course

Mathematical, Physical and Life Sciences Board

HONOUR SCHOOL OF COMPUTER SCIENCE
 change in composition of courses, maintaining core at its present size with same balance between courses that emphasise theory and practice

HONOUR SCHOOL OF COMPUTER SCIENCE AND PHILOSOPHY
HONOUR SCHOOL OF MATHEMATICS AND COMPUTER SCIENCE
 change in composition of 2nd-year core courses

Medical Sciences Board

DPHILS IN MEDICAL SCIENCES (I)
 (a) to address new divisional requirement that candidates applying for confirmation of status complete a Training Needs Analysis
 (b) removal of duplicate sentence

DPHILS IN MEDICAL SCIENCES (II)
MSC IN MEDICAL SCIENCES
 to address new divisional requirement that candidates applying for confirmation of status complete a Training Needs Analysis

MSC IN CLINICAL EMBRYOLOGY
 (a) clarification of procedure following failure of resit of qualifying examination
 (b) change to device used for written submissions

MSC IN GLOBAL HEALTH SCIENCE
 (a) change to essay word count
 (b) change to submission method for written assessments

MSC IN SLEEP MEDICINE
PGDIP IN SLEEP MEDICINE
 new programme

FIRST EXAMINATION FOR BACHELOR OF MEDICINE
 to clarify regulations concerning examinations under a previous set of regulations

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.

Humanities Board

DPHIL IN MUSIC

- (a) adjustment of requirements for transfer of status
- (b) clarification of requirements for confirmation of status
- (c) clarification of thesis word count exclusions

Colleges, Halls and Societies

HONOUR SCHOOL OF EXPERIMENTAL PSYCHOLOGY
HONOUR SCHOOL OF PSYCHOLOGY, PHILOSOPHY AND LINGUISTICS
 change to timing of Part I resit examination

HONOUR SCHOOL OF MEDICAL SCIENCES
 introduction of online submission for one of two pieces of submitted work

PRELIMS IN BIOMEDICAL SCIENCES
 changes to titles and format of papers

PRELIMS IN MEDICINE
 minor amendments to assessment deadlines

Social Sciences Board

DPHIL IN MANAGEMENT STUDIES
 changes to requirements for transfer and confirmation of status

DPHIL IN POLITICS AND INTERNATIONAL RELATIONS
 amendment to requirements for thesis by papers route

MPHIL IN ARCHAEOLOGY
MPHIL IN CLASSICAL ARCHAEOLOGY
MSC IN ARCHAEOLOGICAL SCIENCE
MSC IN COGNITIVE AND EVOLUTIONARY ANTHROPOLOGY
MST IN ARCHAEOLOGICAL SCIENCE
MST IN ARCHAEOLOGY
FINAL HONOUR SCHOOL OF PPE
PGCE
PROFESSIONAL GCE
 minor updates to text

MPHIL IN COMPARATIVE SOCIAL POLICY
MSC IN COMPARATIVE SOCIAL POLICY
 (a) updates to text
 (b) change to require online submission

MPHIL IN EVIDENCE-BASED SOCIAL INTERVENTION AND POLICY EVALUATION
MSC IN EVIDENCE-BASED SOCIAL INTERVENTION AND POLICY EVALUATION
 (a) updates to text
 (b) change to require online submission
 (c) change to research methods

MPHIL IN INTERNATIONAL RELATIONS
 change to research methods assessment

REGULATIONS CONCERNING THE STATUS OF GRADUATE TAUGHT STUDENTS
MSC IN MAJOR PROGRAMME MANAGEMENT (I)
PGDIP IN FINANCIAL STRATEGY (I)
PGDIP IN GLOBAL BUSINESS (I)
PGDIP IN ORGANISATIONAL LEADERSHIP (I)
PGDIP IN STRATEGY AND INNOVATION (I)
 change to suspension arrangements

EMBA
MPP
MSC IN FINANCIAL ECONOMICS
MSC IN MAJOR PROGRAMME MANAGEMENT (II)
PGDIP IN FINANCIAL STRATEGY (II)
PGDIP IN GLOBAL BUSINESS (II)
PGDIP IN ORGANISATIONAL LEADERSHIP (II)
PGDIP IN STRATEGY AND INNOVATION (II)
 change to require online submission

MBA
 (a) change of module title
 (b) change to require online submission

MSC IN AFRICAN STUDIES
 change to assessment for option papers

MSC IN SOCIAL SCIENCE OF THE INTERNET (FULL-TIME)
MSC IN SOCIAL SCIENCE OF THE INTERNET (PART-TIME)
 (a) reordering
 (b) updates to text
 (c) change to require online submission

MSC IN TAXATION
 change to 2 elective course titles

FINAL HONOUR SCHOOL OF ARCHAEOLOGY AND ANTHROPOLOGY
 (a) updates to text
 (b) new option paper

PRELIMS IN GEOGRAPHY
 change to paper rubric

Obituaries

Magdalen

Professor Sir John Charles Baldwin, 3 April 2016; 1971. Aged 66.
The Revd David John Barnett, 20 April 2016; 1953. Aged 83.
Michael George Barratt, 5 October 2015; 1945. Aged 79.
Isobel Mary Wilson Bowler, 29 June 2016; 1983. Aged 52.
James Campbell, 31 May 2016; 1952. Aged 81.
Bruce Thomas Edwards, 11 May 2016; 1964. Aged 70.
Trevor Thomas Freeston, 29 November 2015; 1958. Aged 76.
James Bickford Hurlock, 27 April 2016; 1955. Aged 82.
Robert Martin Lambert, 8 May 2016; 1951. Aged 83.
Jeffery Adrian Priestley Marston, 7 April 2016; 1945. Aged 88.
Francis Patrick Neill, Lord Neill of Bladen, QC, 28 May 2016; 1948. Aged 89.
Edward O'Hara, 28 May 2016; 1958. Aged 78.
David Digby Rendel, 16 May 2016; 1968. Aged 67.
Gareth Harker Roberts, 16 September 2015; 1956. Aged 79.
Geoffrey Thomas Rose, November 2015; 1941. Aged 92.
Martin Hugh Routh, 13 January 2016; 1939. Aged 94.
John Bernard Sayer, March 2016; 1949. Aged 84.
Catherine Mary Winifred Stewart, 6 May 2016; 1992. Aged 41.
Kenneth Redfern Wilkinson, February 2016; 1944. Aged 89.

St Hilda's

Gillian Bagnall (née Rowntree), June 2016; 1987. Aged 47.

Worcester

Michael John Elliott, OBE, 14 July 2016; 1969. Aged 65.
Derek Basil Laughton, 18 February 2016; 1946. Aged 92.

Elections

Uncontested Elections

28 July

Nominations for these elections closed at 4pm on Thursday, 30 June 2016. As the number of nominations received was no more than sufficient to fill the following vacancies, the candidates nominated below were deemed to be duly elected as of Thursday, 30 June 2016 (as per Congregation Regulations 2 of 2002, regulations 8.2(3) and 8.2(6)).

Prevent Steering Group

Five persons elected by and from Congregation

<i>Current/Retiring Member</i>	<i>To hold office until</i>
[new position]	HT 2017 (31 December 2016)

The following nominations have been received:

Karma Nabulsi, MA status MPhil DPhil Oxf, Fellow of St Edmund Hall, Faculty of Social Studies

Nominated by:

B Rodger, Bodleian Libraries
P M Thornton, Merton, Faculty of Social Studies
K E Tunstall, Worcester, Faculty of Medieval and Modern Languages
R H J Willden, St Edmund Hall, Faculty of Engineering Science

Sudhir Hazareesingh, MA DPhil Oxf, Fellow of Balliol, Faculty of Social Studies

Nominated by:

K Nabulsi, St Edmund Hall, Faculty of Social Studies
B Rodger, Bodleian Libraries
P M Thornton, Merton, Faculty of Social Studies
R H J Willden, St Edmund Hall, Faculty of Engineering Science

Steven Methven, BA MPhil Lond, PhD Camb, Faculty of Philosophy

Nominated by:

L Ashe, Worcester, Faculty of English Language and Literature
S G B Cowan, Worcester, Faculty of Social Studies
M M Peramatzis, Worcester, Faculty of Philosophy
G A D Ritchie, Worcester, Faculty of Chemistry

Kate Tunstall, MA MPhil PhD Camb, MA Oxf, Fellow of Worcester, Faculty of Medieval and Modern Languages

Nominated by:

Sir Andrew J Bate, Provost of Worcester, Faculty of English Language and Literature
J S Scullion, Worcester, Faculty of Classics
C J Seth, All Souls, Faculty of Medieval and Modern Languages
C J Warman, Jesus, Faculty of Medieval and Modern Languages

Notes:

Nominations in writing, by four members of Congregation other than the candidate, were received by the Elections Office, University Offices, Wellington Square, up to 4pm on Thursday, 30 June. For further information, please contact the Elections Office (shirley.mulvihill@admin.ox.ac.uk).

Elections

24 November

Nominations for the elections below will close at **4pm on 27 October**.

Audit and Scrutiny Committee

One member of Congregation elected by Congregation from among members of the faculties in the Divisions of Mathematical, Physical and Life Sciences and of Medical Sciences who shall not serve on Council or on any committee which in the view of Council has mainline executive authority within the University, or hold any office in the University or any college which involves executive authority

<i>Current/Retiring Member</i>	<i>To hold office until</i>
Professor Jim Davies, Kellogg	HT 2021

One member of Congregation elected by Congregation from among members of the faculties in the Divisions of Humanities and Social Sciences who shall not serve on Council or on any committee which in the view of Council has mainline executive authority within the University, or hold any office in the University or any college which involves executive authority

<i>Current/Retiring Member</i>	<i>To hold office until</i>
Professor Sarah Whatmore, Keble	HT 2021

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

Medical Sciences Divisional Board

One person from the Department of Biochemistry and the Nuffield Department of Clinical Medicine who is also a member of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of Physiological Sciences or the Faculty of Psychological Studies, elected by the members of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of Physiological Sciences and the Faculty of Psychological Studies

Current/Retiring Member *To hold office until*

Professor Peter Ratcliffe, MT 2017
Magdalen, Faculty of
Clinical Medicine

One person from the Department of Physiology, Anatomy and Genetics and the Radcliffe Department of Medicine who is also a member of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of Physiological Sciences or the Faculty of Psychological Studies, elected by the members of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of Physiological Sciences and the Faculty of Psychological Studies

Current/Retiring Member *To hold office until*

Professor Peter A Robbins, MT 2017
Queen's, Faculty of
Physiological Sciences

One person from the Nuffield Department of Clinical Neurosciences, the Department of Experimental Psychology, the Department of Pharmacology and the Department of Psychiatry who is also a member of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of Physiological Sciences or the Faculty of Psychological Studies, elected by the members of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of Physiological Sciences and the Faculty of Psychological Studies

Current/Retiring Member *To hold office until*

Professor Christopher Kennard, MT 2017
Brasenose, Faculties of
Psychological Studies and of
Clinical Medicine

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

Board of the Faculty of Law

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

Current/Retiring Member *To hold office until*

Professor Paul Craig, St John's MT 2017

For further information, please contact the Secretary (charlotte.vinnicombe@law.ox.ac.uk).

Notes:

Nominations in writing for the elections on 24 November, by four members of Congregation other than the candidate, will be received by the Elections Office, University Offices, Wellington Square, up to **4pm on Thursday, 27 October**.

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 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 10 November. 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 24 November**.

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

Advertisements

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

7. The University of Oxford and Oxford University Press accept no responsibility for the content of any advertisement published in the *Gazette*. Readers should note that the inclusion of any advertisement in no way implies approval or recommendation of either the terms of any offer contained in it or of the advertiser by the University of Oxford or Oxford University Press.

Advertisers' Warranty and Indemnity

13. The advertiser warrants:

(i) **Not to discriminate against any respondents to an advertisement published in the *Gazette* on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, or pregnancy.**

(ii) That the advertisement does not contravene any current legislation, rules, regulations or applicable codes of practice.

(iii) That it is not in any way illegal or defamatory or a breach of copyright or an infringement of any other person's intellectual property or other rights.

You are advised to view our full Terms and Conditions of acceptance of advertisements. Submission of an advertisement implies acceptance of our terms and conditions, which may be found at www.ox.ac.uk/gazette/classifiedadvertising, and may also be obtained on application to Gazette Advertisements, Public Affairs Directorate, University Offices, Wellington Square, Oxford OX1 2JD.

Publication in online Gazette

16. Unless the advertiser stipulates otherwise, all advertisements will be published in the online *Gazette* in addition to the printed *Gazette*. At the time of submission of an advertisement, the advertiser may stipulate that he or she does not wish the advertisement to be included in the online *Gazette*. This stipulation: (i) must be made at the time of submission of the advertisement; (ii) cannot later be altered; (iii) will apply to all instances of publication of an advertisement arranged at the time of submission of that advertisement. Please note that advertisements form part of the online *Gazette* as published and cannot be removed or amended after publication.

Miscellaneous

Gazette publication arrangements

Advertisers are asked to note that this is the final *Gazette* of Trinity term. Publication for Michaelmas term will begin on 22 September. The usual deadline will continue to apply (see above). Please note, however, that the 22 September issue will be limited to University business only, so will not contain classified advertisements.

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.

Abbeyfield Oxford Society

Supported retirement living places now available at Brian Lewis House, St Clement's (a lovely Victorian home). Residents enjoy: an independent lifestyle with no worries about cooking and cleaning; their own ensuite room, communal areas, conservatory and large garden; 24-hour alarm and staff on hand every day. All bills and food included in affordable rent (except phone calls). For further information, see www.abbeyfieldoxford.org or email admin@abbeyfieldoxford.org. Registered charity.

Conferences

11th Annual Green Economics Institute Conference. 3 Days: 29/30/31 Jul 2016, Kellogg College. Economic Reform & Innovation; Social, Economic & Environmental Justice; Change the World. Democracy, Development & Brexit Crises. Fri: UK financial property, world's dirty laundry basket? Alternative economic debates, theories: corruption, globalisation, banking, financialisation, new books. Evening garden party. Sat: Expert health panel, equality, climate change, green values, philosophy. Gala dinner. Sun: Migration debates. Bookings/fees/reservations: greenecomicsinstitute@yahoo.com and www.greenecomicsinstitutetrust.org.

Conference

Sat 30 Jul, Oxford, 18:00-20:30. Secularism, Green Values and Spirituality from a Green Perspective. Supported by: Green Foundation of Ireland and Green Economics Institute. 'Greens tend to see human beings as living in connection with each other and with their environment.' Keynote speakers: Nuala Ahern (former MEP, Ireland), Dr Enrico Tezza (Buddhist Economist, International Labour Organisation, Italy). Bookings: greenecomicsinstitute@yahoo.com or www.greenecomicsinstitutetrust.org. Conference precedes a gala dinner.

Conference

Sun 31 Jul, 11:00-17:00. Green Perspectives on Migration, from Global to Local. How to integrate? Debating the issues. Supported by the Green Economics Institute. Implications and opportunities for Green Activism to Foster Integration, methods, and successful outcomes from long- and short-term tools. Keynote speakers: Professor Marie Louise Seeberg, Professor of Migration Studies; Sushila Dhall, Therapeutic Services Manager and Counsellor at Refugee Resource Centre. Bookings: greenecomicsinstitute@yahoo.com or www.greenecomicsinstitutetrust.org.

Research participants sought

Researchers from the University of Oxford are looking for 14-16-year-old girls who are interested in participating in a brain-imaging study where they learn to control their own brain activity in a fun, real-time setting. The study takes place at the John Radcliffe Hospital. We pay participants for their time and cover all reasonable travel costs (Ethics: MS-IDREC-C2-2015-023). Contact: catharina.zich@psy.ox.ac.uk

Researchers at the Department of Experimental Psychology are seeking native English-speaking volunteers, aged 18-35 and right-handed, for a study that uses Transcranial Magnetic Stimulation (TMS). This study examines the specific brain areas involved in speech perception. Volunteers will be reimbursed for their time (£10 ph). If you are interested in participating in this study and/or would like further information, please contact Atakan Acar: atakan.acar@psy.ox.ac.uk or Muriel Panouillères: muriel.panouilleres@psy.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

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.

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Services offered

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Situations vacant

Personal assistant: 8.30am-5pm, Mondays and Tuesdays from Sept. Raf is a friendly guy, 25; physical disability, mild learning disability; unclear speech. Are you friendly, patient, intelligent and sensitive to not only working out ways to communicate, but learning to do physiotherapy, doing his intimate care/feeding him and supporting him in a team of people at FarmAbility, Drama? Post in family home, Wolvercote, within 15 mins' bus ride of central Oxford. We have a cat. No experience required but an interest in the challenges of disability and a commitment to learn - full training given. £10.50ph, rising to £12. Seeking someone who can be responsible, conscientious, pro-active around disability issues but also willing to do intimate care and mundane tasks. Ideally you will be able to drive. Please send CV and some personal information about yourself. References and NINO required. Contact: janemuir41@gmail.com.

Houses to let

Central Oxford: 2-bedroom modern semi-detached, adjacent to Saïd Business School and the railway station and minutes' stroll from the centre and University departments, available mid-Sept at £1,275 pcm. Headington: 3-bedroom detached, recently built to high standard (en-suite), close to the JR hospital and convenient for Oxford and University departments, available from Aug/Sept at £1,375pcm. All rents are plus utilities and

council tax if applicable. Tel 01865 516144 or email a.fiorentino109@gmail.com.

Central/west Oxford house to let: renovated Victorian mid-terrace house (recently decorated and carpeted), 3 double bedrooms, 2 full bathrooms, sitting room, fireplace, dining room, modern kitchen. Furnished, new gas combi-boiler, small back garden. 5 mins' walk to centre/colleges/station/schools/riverside. Friendly neighbourhood. £1,425 pcm; available Aug 2016. Best suited to visiting academics, couple or family. No pets, no smoking, please. Contact Prof A Kahane: 0208 8926263, 07799 418141, 07527 155529 or ahuvia.kahane@rhul.ac.uk.

Watermead, Kidlington: £2,750 pcm. Riverside detached 4-bedroom property with large studio/playroom/5th bedroom. The property has its own mooring and beautiful gardens alongside the river. Wood flooring throughout and available unfurnished. Master bedroom with en suite. French doors to large balcony. 3 further double bedrooms, 2 of these have fitted wardrobes and French doors to the balcony. Family bathroom with bath and separate shower. Large studio/playroom/5th bedroom with vaulted ceiling and velux windows. Entrance hall, living room, dining room, study, cloakroom, large kitchen/breakfast room - fully fitted with new electric oven, gas hob, integrated microwave, fridge, freezer and dishwasher. Utility room with washing machine and dryer. Double garage with electric doors (large fridge and freezer can remain on non-maintained basis). Gas c/h; ample off-street parking. Riverside gardens with mooring and large walled patio. Gardens are fully maintained. Please contact Thomas Merrifield Lettings to arrange a viewing: 01865 515900.

Charming 3-bedroom house tucked away on the edge of Iffley village in Oxford (OX4) available from Aug 2016. 2 living rooms, sit-down kitchen, sunny patio, back and front gardens, large garage plus ample private parking. Recently redecorated. Secluded location in quiet, friendly neighbourhood convenient for the river, town centre, local and London transport. £1,475 pcm plus council tax and utility bills. Contact: oxfordhousetorent@gmail.com.

Flats to let

Central north Oxford: 1-bedroom apartment, 3 levels open plan, available from Aug/Sep at £825 pcm; 2-bedroom apartments available from Jul/Aug/Sept at £1,150 pcm. North Oxford, 1- and 2-bedroom apartments adjacent to Summertown amenities: 1-bedroom loft apartments from Aug/Sept at £850 pcm; 2-bedroom apartments (1 double) available from late Jul/Aug/Sept at £950 pcm. Convenient for Oxford and University departments. Rents plus utilities

and council tax. Contact: 01865 516144 or a.fiorentino109@ntlworld.com.

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.

Rooms available in north Oxford for short/medium let from early Sept. Within easy walking distance of the University, town centre, London buses and trains. Breakfast provided. Non-smoking. Simple use of kitchen. Tea tray in room. Broadband. TV. Suitable for visiting academics and postgraduates. Fair rates. Tel: 01865 516142. Email: elphickjericho@gmail.com.

Accommodation sought

University Accommodation Office

Landlords - do you have a spare room, flat or house to let? Oxford University Accommodation Office seeks all types of short- and long-term accommodation for students, academic visitors, postdocs and members of the University. Our Studentpad software allows landlords to quickly advertise properties online, amend details and upload photos. See: www.admin.ox.ac.uk/accommodation/landlord. For information: 01865 280923.

House-sit/short rental sought. Oxford Uni couple and daughters seek a temporary home 3-30 Sept, preferably Marston/north Oxford for easy access to school. Minimum 2 bedrooms. No pets or smokers in the family, but happy to care for resident pets or plants. Rent negotiable. Please email rachelgbray@gmail.com.

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 on to 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, recently refurbished for its 10th anniversary. 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 finest 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.comwallcornwall.com.

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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

Faculty of Classics; Wykeham Professorship of Ancient History; 19 September; www.ox.ac.uk/about/jobs/academic/index

Colleges, Halls and Societies

Brasenose; 8-hour stipendiary Lecturer in Classics; £17,179–£19,321 plus allowances; 22 August; www.bnc.ox.ac.uk/vacancies/academic-vacancies/1570-stipendiary-lecturership-classics-2016

Brasenose; 5-year non-stipendiary William Golding Senior Fellowship in the Arts, Humanities and Social Sciences; membership of SCR with free meals, research and hospitality allowance; 5 August; www.bnc.ox.ac.uk/vacancies/academic-vacancies

Christ Church; full-time Kitchen Apprenticeship Training Scheme; c£8,000; 29 July; www.chch.ox.ac.uk/vacancies

Exeter; Front Desk staff (8 vacancies); £18,212–£20,989; noon, 27 July; www.exeter.ox.ac.uk/front-desk-staff-x-8-vacancies.html

Exeter; Café Staff (3 vacancies); £8.25 ph (35 hours pw); noon, 27 July; www.exeter.ox.ac.uk/cafe-staff-x-3-vacancies.html

St Edmund Hall; Senior Academic Officer; £27,328–£28,982; 5pm, 15 August; www.seh.ox.ac.uk/vacancy/full-time-senior-academic-officer-£27328-£28982-grade-6-or-recruitment@seh.ox.ac.uk

St Edmund Hall; Sub-Dean; noon, 2 August; www.seh.ox.ac.uk/vacancy/sub-dean-or-college.office@seh.ox.ac.uk

St Hilda's; 3-year part-time Governing Body Secretary (from 1 October 2016 or earlier); £38,896–£46,414 pro rata; noon, 1 September; www.st-hildas.ox.ac.uk/content/governing-body-secretary-part-time

St Peter's; 8-hour/4-hour stipendiary Lecturer in Medieval History; £17,179–£19,321/£8,590–£9,661; 24 August; www.spc.ox.ac.uk/about/vacancies

St Peter's; 6-hour/3-hour stipendiary Lecturer in Politics and International Relations (MT); £12,885–£14,491/£6,442–£7,246; 30 August; www.spc.ox.ac.uk/about/vacancies

St Peter's; 3-hour stipendiary Lecturer in Physics; £6,442–£7,246; 1 September; www.spc.ox.ac.uk/about/vacancies

University College; 2.2-year stipendiary Lectureships in Physics; £8,590–£9,661 plus benefits; noon, 1 August; www.univ.ox.ac.uk/content/stipendiary-lectureships-physics-two

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This is the final *Gazette* of 2015–16. The first *Gazette* of 2016–17 will be published on 22 September, but will be limited to Council and Congregation business and changes to Examination Regulations. The first full issue of 2016–17 will be published on 29 September.

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*.

External Vacancies

Jesus College, Cambridge; 3-year Junior Research Fellowships (2 in Arts and 1 in Science); from £20,989; 23 August (online application available from 26 July); www.jesus.cam.ac.uk/fellows-staff/vacancies

Queens' College, Cambridge; Junior Research Fellowship in Mathematics (from 1 October 2017); from £21,605 plus benefits; noon, 2 September; www.queens.cam.ac.uk/general-information/vacancies

Queens' College, Cambridge; Junior Research Fellowship (from 1 October 2017); up to £21,605 plus benefits; noon, 2 September; www.queens.cam.ac.uk/general-information/vacancies

Cambridge Colleges Research Fellowships 2017–18

A number of Cambridge colleges propose to hold competitions for Research Fellowships tenable from the start of the academic year 2017–18 with closing dates for application on or near 1 October. Advertisements will appear online at www.admin.cam.ac.uk/offices/hr/jobs/colleges not later than 31 August. Advertisements for competitions with a later closing date will normally appear in the *Cambridge University Reporter* and the *Gazette* as well as online, not less than 28 days before the closing date.

Gazette online: www.ox.ac.uk/gazette

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