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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 **25 December**.

Oxford University Society

Explanatory Note

The following changes are made on the recommendation of the Board of the Oxford University Society and the Committee for Development and Alumni Relations (CDAR). The effects of the changes are: to amend the name of the Oxford University Society to better reflect its purpose; to transfer the reporting line for the Board of the Society from Council to CDAR in order to provide more appropriate oversight and reflect current practice; to amend the board's remit to reflect its advisory nature; to introduce *ex officio* appointments for members of the board who are currently co-opted by virtue of an underlying position and to reduce the number of co-opted members accordingly; and to reduce the number of members appointed by Council from eight to six and to increase the number of members appointed from and by the society from eight to ten to bring more alumni on to the board.

The opportunity is taken to rationalise and reorder the regulations, with some material being moved to the society's Standing Orders (which may not be amended without the approval of CDAR). Several obsolete and outdated references have also been removed or updated.

Text of Regulations

1 In Council Regulations 2 of 2004, delete existing Part 11 concerning the Oxford University Society and substitute (new text underlined, deleted text struck through):

Purpose

11.1. The Oxford University Alumni Society ("the Society") shall be an organisation within the University under Council for bringing together alumni of the University and encouraging and co-ordinating their support for the collegiate University; other than that concerned with fundraising. It

serves as the focus for alumni relations and related activities on behalf of the University.

Branches/Alumni Network Groups

11.2. The University, through the Oxford University Society, may recognise any regional group (known as an "branch/alumni network group") pursuing the objectives of the Society, with the agreement of and under guidelines laid down by the Society/Alumni Office. Subject to the above, such entities will be organised by volunteer members of the Society and be autonomous in their operations.

Membership

11.3. The membership of the Society shall be open to the following categories of persons/individuals, as further prescribed in the Society's Standing Orders:

- (1) Members of the University other than undergraduate student members; and
- (2) Those who have a close association or affinity with the University, its constituent colleges or other associated bodies.

~~11.4. These categories may be modified under guidelines determined by the Board with the approval of Council.~~

Governance

~~11.5. The direction and control of the Society and the expenditure of the funds under its control shall be exercised, under Council, by the Board. The Board shall submit an annual budget to Council for the operating costs of the Society.~~

11.64. The President of the Society shall be the Chancellor.

~~11.7. There shall be Vice-Presidents of the Society and an Advisory Committee to support the President and to advance the aims of the Society.~~

11.85. There shall be a Board of the Society ("the Board") with will have the following powers and responsibilities, which may be altered or added to by the Society with the approval of Council:

- (1) to advise the Committee for Development and Alumni Relations, the Director for Alumni Relations and the

wider University on matters pertaining to alumni relations to manage the business of the Society and to exercise all the powers of the Society;

(2) to manage the Society's funds from whatever source and wherever deposited, including the funds previously managed by the separate charitable company known as The Oxford University Society and the Helmore Bequest. In this regard:

- (a) bequests, gifts, and other payments to the Oxford University Society or the Oxford University Alumni Society shall be added to these funds;
- (b) the University may resolve that payments to the University for the purpose of alumni relations should be added to these funds;
- (c) payments by the University for the operation of the Society will be separately identified, and accounted for by the Secretary of the Society (in his/her capacity of Head/Director of Alumni Relations to the Pro-Vice-Chancellor (Development and External Affairs));

~~(3) to advise the University on matters pertaining to alumni relations;~~

~~(43) to promote and engage in activities and develop services in furtherance of the objectives of the Ssociety;~~

~~(54) to offer scholarships and to make grants to students both to meet need and to encourage initiative;~~

~~(65) to engage in other activities from time to time in furtherance of the objectives of the Society;~~

~~(76) subject to the approval of the Committee for Development and Alumni Relations, to make, repeal and alter Standing Orders for the management of the Society and its affairs;~~

~~(7) to convene open meetings of the Society in accordance with the Society's Standing Orders; and~~

~~(8) to delegate any of its powers or the implementation of its resolutions to any~~

committee or persons (whilst remaining responsible for the proper exercise of any such delegated powers).

11.6. The Board will report to the Committee for Development and Alumni Relations on matters relating to alumni relations on a termly basis.

11.7. The Board will provide an annual budget and report on the expenditure of Society funds for the preceding year to the Committee for Development and Alumni Relations.

11.9. The Board shall have the following Honorary Officers: a Chairman, a Vice-Chairman and a Treasurer. They shall provide direction, guidance and support to the Secretary of the Society. They shall serve not more than two consecutive four-year terms. The Vice-Chairman and Treasurer shall be elected by the Board from amongst their number (the Vice-Chairman being one of those elected by members of the Society under regulation 11.11.(2) below):

11.10. The Chairman of the Board shall

- (1) be appointed by the Chancellor;
- (2) normally take the chair at meetings of the Board;
- (3) have a casting vote;
- (4) be an *ex officio* member of the Editorial Advisory Board of *Oxford Today*.

11.11. The membership of the Board shall be:

- (1) a Chair appointed by the Chancellor, who may be internal or external;
- (2) a college development officer appointed by the General Purposes Committee of Council in consultation with the Chair of the Conference of Colleges;
- (3) the Director of the Careers Service;
- (4) the President of the Oxford10 alumni network group or any successor body;
- (5)–(10) ~~eight~~six persons appointed by the General Purposes Committee of Council, ~~four~~three of them after consultation with the Chairman of the Conference of Colleges;
- (11)–(20) ~~eight~~ten members of the Society, not fewer than ~~four~~five of whom shall be elected by members of the Society in accordance with the Society's Standing Orders, the remainder to be appointed by the Board after consultation with the Society's branch alumni network group officers;

~~(3)11.9. members appointed or elected under paragraphs (1) or (2) above shall not serve more than two consecutive four-year terms. members of the Board shall hold office for four years and shall serve no more than two consecutive full terms of office. Casual terms of office shall not count towards this limit. Notwithstanding this, the General Purposes Committee of Council may determine that one further consecutive period is permitted in an individual case.~~

11.12. The Board may co-opt up to three members one additional member, who may be internal or external, and who shall serve for one up to three years (as specified by the Board upon appointment) and who shall be eligible for reappointment. The co-opted member shall serve on the Board in this capacity for no more than six years in total. Notwithstanding this, the General Purposes Committee of Council may determine that one further three year period of office is permitted in an individual case.

11.11. The Chair, or his or her nominee, will be an *ex officio* member of the Editorial Advisory Board of *Oxford Today*.

11.12. One member of the Board will be appointed by the Board to serve as the Society's treasurer for not more than two consecutive four year terms.

11.13. One member of the Board appointed under regulation 11.8(11)–(20) above will be appointed by the Board to serve as Vice-Chair for not more than two consecutive four year terms.

11.14. The Director of Alumni Relations shall normally be in attendance at the meetings of the Board; other individuals shall be invited to attend as appropriate.

General Meetings

11.13. The Board

- (1) shall convene an Open Meeting of Members once in each year in accordance with the Society's Standing Orders and may do so at such other times as the Board shall determine;
- (2) may convene Extraordinary General Meetings in accordance with the Society's Standing Orders if it sees fit, and shall do so on the requisition in writing of at least fifty members of the Society.

The Secretary

11.14. The Secretary to the Society shall be the Head of Alumni Relations within the University and shall be the executive officer of the Society. He or she shall report jointly to the Chairman and to the Pro-Vice-Chancellor (Development and External Affairs):

Modification of these Regulations

11.15. Council may modify these Regulations, in consultation with the Board.'

2 In Part 2 of Council Regulations 25 of 2002, concerning trusts, in §165 relating to the Higher Studies Fund amend existing regulation 3 as follows (new text underlined, deleted text scored through):

'The administration of the Fund, and the application of its income, shall be the responsibility of a Board of Management comprising:

- (1) the Vice-Chancellor or his or her nominee;
- (2)–(3) two members appointed by the Chancellor;
- (4)–(5) two members appointed by Council; and
- (6) one member appointed by the board of the Oxford University Alumni Society for seven years from the date of his appointment and shall be eligible for reappointment for one further period of seven years.'

3 These regulations shall be effective from 1 February 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 **25 December**.

Establishment of the Albi Rosenthal Visiting Fellowship Fund

Explanatory Note

These regulations establish the Albi Rosenthal Visiting Fellowship Fund following a donation from Judith Scheide via Americans for Oxford towards the funding of visiting fellowships for scholars undertaking research projects using the Bodleian Libraries' music collections.

Text of Regulations

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

'§316. Albi Rosenthal Visiting Fellowship Fund

- 1. The University receives with gratitude the sum of US\$300,000 from Americans for Oxford pursuant to a gift and a request from Judith Scheide to be held as permanent endowment on the trusts

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

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

3. The University shall (a) apply the income of the Permanent Endowment; and (b) apply the income and, in its discretion, the capital of the remainder of the Fund, towards funding visiting fellowships for scholars undertaking research projects using the Bodleian Libraries' music collections ("Visiting Fellowships").

4. The administration of the Fund, and the application of its income, shall be the responsibility of the Curators of the University Libraries.

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

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

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

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

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

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

(2) be outside the objects of the University.

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

Congregation 7 December

Degree by Resolution

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

Council of the University

Register of Congregation

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

Allen, C A, St Anne's
Askgaard, L, Divisional Administration
Black, J, Safety Office
Blonder, B, Balliol
Downes, E A, Estates Services
Goh, C, Linacre
Gray, R F, Faculty of Clinical Medicine
Lacey, B W H, Kellogg
McCartney, D E, St Edmund Hall
Richardson, L, Vice-Chancellor-elect
Wilkins, C A, St Hugh's
Wilson, N J B, IT Services
Zhang, Q, Faculty of Clinical Medicine

Divisional and Faculty Boards

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

Congregation

Congregation 14 December

Degree by Resolution

The following resolution will be deemed to be approved at **noon on 14 December**, unless by that time the Registrar has received notice in writing from two or more members of Congregation that they wish the resolution to be put to a meeting of Congregation.

Text of Resolution

That the Degree of Master of Arts be conferred upon the following:

Conall MacNiocaill, Exeter
Carl Philipp Emanuel Nothaft, All Souls
Erik Panzer, All Souls

Congregation 12 January noon

Admission of Vice-Chancellor for 2016–23

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

¶ *Arrangements for the meeting*

The meeting will be held at noon on Tuesday, 12 January, in the Sheldonian Theatre. Attendance at the meeting is open to members of Congregation. Admittance to the theatre for members of Congregation will be on the production of a valid University card and will be on a first-come, first-served basis. Invited guests are asked to bring their invitation.

All current members of the University are required to wear black gown and hood or Convocation habit.

Please note that the ceremony will be filmed and that a photographer will also be capturing images of the event.

Queries should be addressed to the Events Office at the University Offices, Wellington Square, by email (events.office@admin.ox.ac.uk) or telephone (Oxford 270154).

Congregation

19 January

¶ Members of Congregation are reminded that any two members may, not later than **noon on 11 January**, give notice in writing to the Registrar that they intend to oppose or amend the resolutions at 1–3 or the changes to Congregation Regulations at 4 below (see the note on the conduct of business in Congregation below). If no such notice has been given, and unless Council has declared otherwise or the meeting has been adjourned, the resolutions and changes to regulations shall be declared carried, and the meeting may be cancelled.

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

Explanatory Note

The Tinbergen Building is currently occupied by the Departments of Zoology and Experimental Psychology. An extension to the building is planned under the Capital Masterplan to meet a long-standing need to replace the current Chemistry Teaching Laboratories. The project will be part funded by a £5m grant from HEFCE which was part of a £200m government STEM (Science, Technology, Engineering and Mathematics) teaching capital fund.

The new teaching laboratories will house the practical component of the undergraduate course. Consolidating three teaching laboratories into a single state-of-the-art facility will enable an overhaul of the curriculum to make it more directly relevant to industry and enhance the skills and employability of graduates. The new laboratories will also provide purpose-built facilities for disabled students such as height-adjustable laboratory benches and fume cupboards for wheelchair users.

Text of Resolution

That approximately 1,500 sqm net usable area within the Tinbergen Building (building number 269) be allocated to the Department of Chemistry for an initial period of ten years from the date on which the extension is completed, which is expected to be July 2017.

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

Explanatory Note

This resolution allows the ongoing use of Dartington House by IT Services. The relocation of IT Services to Dartington House enabled the service to co-locate staff who were split across a number of sites in a way which better reflected the structure of the department and facilitated more

efficient project delivery. It also enabled better space efficiency, reducing the space required by IT Services and the release of leasehold space at two locations (Blue Boar Court and Hythe Bridge Street), in line with the University's Estate Strategy.

Text of Resolution

That approximately 1,243 sqm net usable area in Dartington House (building number 101) be allocated to IT Services for a period of five years from 2 February 2016 to 1 February 2021.

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

Explanatory Note

This resolution allows the ongoing use of space in the Systems and Electronic Resource Services (SERS) building at Osney Mead by the Bodleian Libraries. This represents a consolidation of the Bodleian's space at Osney Mead, bringing together functions currently housed in SERS and in the Alden Press building. The space will be used primarily as a hub for the Bodleian's book distribution service.

Text of Resolution

That 837 sqm net usable area on the ground floor of the Systems and Electronic Resources Services (SERS) building (building number 341) be allocated to the Bodleian Libraries for an initial period of two years, from 20 January 2016 to 19 January 2018.

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

Explanatory Note

The following minor changes to Part 6 of Congregation Regulations 3 of 2002, made on the recommendation of the Committee for the Nomination of Select Preachers, amend the regulations relating to Religious Services and Sermons (i) to reflect the fact that preachers are often selected from outside the University and (ii) to ensure consistency of wording in the regulations.

Text of Regulations

1 In Congregation Regulations 3 of 2002, concerning the conduct of ceremonies in Congregation and certain other ceremonies, in Part 6 delete the existing regulations 6.1–6.3 and substitute (deleted text struck through):

'6.1 Select Preachers shall be nominated by a committee consisting of:

(1) a person appointed by the Vice-Chancellor, who shall be chairman of the committee;

(2) one of the Proctors or the Assessor, as may be agreed between them;

(3), (4) two professors in the Faculty of Theology and Religion elected by the professors in that faculty;

(5), (6) two members of Congregation elected by Congregation;

(7) the Vicar of St. Mary's Church.

6.2 The elected members of the committee shall hold office for four years and shall be re-eligible.

6.3 The committee shall nominate Select Preachers in each Michaelmas Term; and the consent of four members of the committee, one of whom must be the chairman, shall be required for a nomination. The committee shall also nominate the preachers of the Court Sermon, the Sermon on the Sin of Pride, the Macbride Sermon, the Sermon on the Grace of Humility, and the Ramsden Sermon.'

2 Ibid, delete existing regulation 6.7 and substitute (new text underlined, deleted text struck through):

'6.7 If a ~~person~~ an individual who has undertaken to preach is prevented by sudden illness or other urgent cause from preaching, the Vice-Chancellor shall appoint some other qualified individual to replace that preacher.'

3 Ibid, delete existing regulations 6.11–6.14 and substitute (new text underlined, deleted text struck through):

'Holy Communion

6.11 In the week before each Full Term, the Holy Communion according to the Liturgy of the Church of England shall be celebrated in the Church of St Mary the Virgin, by a ~~person~~ an individual appointed by the Vice-Chancellor.

Sermons to be preached in Full Term in St Mary's Church

6.12 Sermons shall be preached before the University in St. Mary's Church on certain days, namely:

(1) on two Sundays during Michaelmas Full Term:

(a) one to be on the second Sunday, the Commemoration Day sermon; and

(b) one to be determined by the Committee for the Nomination of Select Preachers;

Notices

(2) on two Sundays during Hilary Full Term, excepting the first day of Hilary Full Term, to be determined by the Committee for the Nomination of Select Preachers;

(3) on the first day of Hilary Full Term, the Latin Sermon (to be preached in accordance with Regulations 6.13 and 6.14 below); and

(4) on no more than two Sundays during Trinity Full Term, to be determined by the Committee for the Nomination of Select Preachers.

Latin Sermon

6.13 On the first day of Hilary Full Term a Latin Sermon (to be preceded by the Litany read by one of the Proctors or by another member of Convocation appointed by them) shall be preached in the Church of St Mary the Virgin by persons~~individuals~~ nominated in turn by the heads of the colleges and societies, in the customary order of seniority.

6.14 If the head of a college or society to whose turn it falls to nominate the preacher should fail to do so, or if the preacher nominated should be prevented by sudden illness or other urgent cause from preaching, the Vice-Chancellor shall appoint some other qualified person~~individual~~ to replace that preacher.

Congregation

3 March

Elections

OTHER COMMITTEES AND BOARDS

Benefices Delegacy

FACULTY BOARDS

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

Details are in 'Elections' section below.

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

Review of the Roles of the Proctors and Assessor

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

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

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

The review group has the following membership:

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

The review group would welcome for its review written comments on any matters falling within its terms of reference. Written comments should be sent to the Secretary to the review group, Dr Nigel Berry, by no later than **Friday, 29 January 2016**.

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

Note

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

- (i) the original purpose of the role, to give the women's and graduate colleges access to University governance, was obsolete;
- (ii) Assessors had concentrated on health and welfare issues. While this was a rewarding role, it was not in practice full time, and it meant that the committees in this area chaired by the Assessor face an annual change in chair, to the detriment of their longer-term development of policy and consistency in decision-making;
- (iii) beyond this the Assessor's duties were fragmented; Assessors might undertake special projects, but this was *ad hoc* and the project had to be one capable of being completed within the Assessor's year of office;
- (iv) the University's legislation did not give the Assessor authority as it did for the Proctors. This means that, even within the health and welfare role of the Assessor, at certain points the Assessor had to pass cases over to the Proctors for determination; and

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

The comments of the Senior Proctor in her Oration in 2015 are published on pp445–6 of Supplement (1) to the *Gazette* of 25 March 2015, no 5091, Vol 145 (available at www.ox.ac.uk/gazette/2014-2015/26march2015-no5092/supplements).

General Notices

Gazette publication arrangements

This is the final *Gazette* of Michaelmas term.

The first *Gazette* of Hilary term will be published on 14 January. The usual deadlines will apply.

Committee on Animal Care and Ethical Review

ANNUAL REPORT 2014–15

The University's local ethical review process was set up in 1999 to ensure that all aspects of research involving animals conforms to the requirements of the Animals (Scientific Procedures) Act 1986, revised in 2012 and commonly referred to as ASPA. The Animal Care and Ethical Review (ACER) Committee is required to report annually to Council and, through it, to Congregation. This report summarises the range of work carried out and the support measures in place to ensure compliance with ASPA. The ACER Committee provides assurance to the Establishment Licence Holder on the ethical treatment and welfare of animals used in conjunction with the medical and zoological research projects that are undertaken in departments across the University.

The Animals (Scientific Procedures) Act requires that research with animals is properly justified, that any alternatives are fully considered, and in all cases that animal suffering is minimised. The University's policy on the use of animals in scientific research requires that all those involved in animal-based research are pro-active in pursuing the 3Rs and engage fully in the ethical review process. The 3Rs refer to the refinement, reduction and replacement of live animals wherever possible in research. It also commits the University to providing standards of accommodation and care that exceed, wherever possible, the minimum standards required by legislation. The Director of Biomedical Services works with animal care staff and researchers to ensure that animal facilities are managed and maintained as efficiently and to as high a standard as possible. The

Biomedical Sciences Building, which was completed in 2008/9, has raised standards of animal welfare through the provision of high-quality facilities for animals in the University's Science Area. The University's Veterinary Surgeons are involved in the local ethical review process at all stages and are fully integrated into Biomedical Services. The Veterinary Surgeons liaise with animal care staff and researchers and ensure that all aspects of animal health and welfare are considered at all stages of research projects.

The Home Office Inspectors made around 30 visits to the 7 separate animal facilities during the current reporting year, most of which were unannounced. During the period of the report there were no issues associated with non-compliance reported in respect of the facilities, schedule of premises or the Establishment Licence for the University.

The Animal Welfare and Ethical Review Bodies (AWERBs)

There are six Animal Welfare and Ethical Review Bodies that consider applications for new project licences, amendment requests for current project licences, retrospective reports on current project licences and any other welfare and ethical review matters relevant to animal-based research involving staff working at the University. The review process will also include animal-related research that falls outside of ASPA but is covered by the European Directive 63/2010, and any collaborative or joint ventures elsewhere in the World. Collaborative research projects that fall outside the jurisdiction of ASPA and the EU Directive are required to demonstrate that they meet a similar standard of welfare and ethics that apply to research carried out in Oxford.

The ACER Committee is the overarching ethical review board and receives reports from each of five departmental Animal Welfare and Ethical Review Bodies and a subcommittee that considers the application of the principles of the 3Rs in research. The ACER Committee considers project licence applications that have severe category protocols or employ novel techniques in the type of research undertaken, and any projects that use sensitive species. The AWERBs review project licence applications that involve mild or moderate protocols in the planned research. During the period of the report a paperless strategy for AWERB meetings has been adopted with approximately 70% of members now using electronic access instead of print. It is anticipated that use of the Sharepoint system will improve time and panel efficiency further as this medium is developed further.

Home Office Licences

The Home Office online application system, ASPeL, is now operating for Personal Licences and all University Personal Licence Holders have completed the conversion of their printed licence to electronic format during the year. The Home Office intends to extend the online service to include Project Licence applications early in 2016 and the University has agreed to be an early adopter for the new process. Online applications for Project Licences direct to the Home Office will only be permitted after the ethical review process within the University has been completed and the application has been approved by the Establishment Licence Holder.

Personal Licences

During the period of the report there were a total of 1,211 Personal Licences held by researchers at the University of Oxford. The Personal Licence authorises the holder to undertake various procedures according to their individual training and supervision qualifications. Each Personal Licence Holder is required to qualify at Home Office approved training courses before being permitted to handle or perform surgical procedures on animals. Animal care staff also are required to undertake training on approved courses run by the Institute of Animal Technology in order to fulfil their duties. Home Office-approved training courses are run within the Biomedical Services Department at regular intervals during the year. During the year a total of 208 new Personal Licences were issued to University staff and 102 Personal Licences were revoked by staff and students who ended their courses, completed their research or moved to other establishments.

Project Licences

There were a total of 152 active Project Licences held by researchers at the University during the period of the report. Project Licences authorise the holder to undertake a research project that has clearly defined objectives and anticipated outcomes and each is valid for a period of five years. Project Licence Holders are responsible to the Home Secretary for the compliance and conduct of all researchers working under their project and for compliance with the closely defined procedures that may be carried out in pursuit of their research goals. The University's Home Office Liaison Officers in Biomedical Services are involved throughout the Project Licence applications process in their role as secretary to the AWERBs and provide guidance to applicants

in the initial stages of drafting a new project licence in terms of layout and content prior to the Vet and NACWO review. During the year there were a total of 15 new project applications considered and approved by the AWERBs and a total of 44 amendment requests for existing projects were reviewed and approved.

The distribution of project licences between the AWERBs during the period of this report was as shown in the table below.

Animal Welfare and Ethical Review Body	% PPLs
Animal Care and Ethical Review Committee	20
Clinical Medicine	50
Department of Physiology, Anatomy and Genetics with Experimental Psychology	12
Pathology	6
Pharmacology	11
Zoology	2

Processing time for applications and amendments includes the internal review by the Named Veterinary Surgeon, Named Animal Care and Welfare Officer, AWERBs, and final granting by the Home Office. During the period of this report the average processing time was 150 working days for original Project Licence applications and 100 working days for a Project Licence amendment.

A review of the efficiency of the AWERBs is currently in process and is due to report to the ACER Committee late in 2015.

Species used and severity of procedures

Animals are used in research only where there is no satisfactory alternative available. All projects are subject to an assessment in which the potential benefits are considered against the adverse effects on the animals concerned. The University pursues research using a number of non-animal methods such as computer modelling, tissue culture, cell and molecular biology, and research with human subjects. These methods continue to be used and integrated into research projects wherever possible and appropriate, but animal experimentation remains necessary in certain circumstances.

Projects where the use of animals is necessary include research into the prevention and treatment of human diseases (including cancer, HIV, tuberculosis, Parkinson's, diabetes and heart failure); and the study of host-parasite

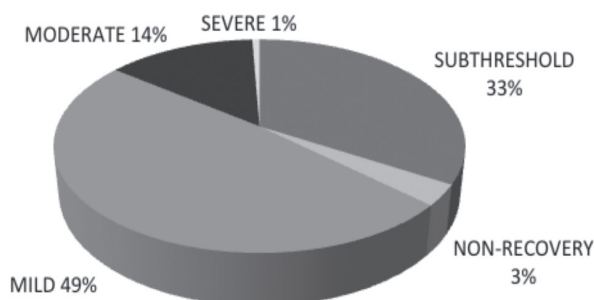
interactions (for example in malaria) continues to be an area where it is necessary to understand the interaction between systems (including the effects which chemical or neural changes may have on the circulation, respiration or other functions). Similarly, where it is necessary to study behaviour or complex brain functions, transplantation and musculoskeletal research, the use of animals is still necessary though restricted to the minimum number required. The involvement of a broad range of individuals in the ethical review process, including lay members and animal care staff, ensures that it remains proactive in pursuing the adoption of best practice, promoting a culture of care and encouraging education and training to enhance staff skills and raise awareness of ethical issues.

A variety of different species of animals are used in research projects at the University as may be seen from the table below:

Species	Number used in 2014
Mouse	208,905
Fish (Zebrafish)	13,136
Rat	3,880
Frog	280
Guinea pig	81
Ferret	27
Rabbit	2
Non-human primates	5

The actual severity of procedures reported during 2014, drawn from the Return of Procedures forms sent to the Home Office, were as shown in the diagram below:

University of Oxford Percentage of procedures according to actual severity 2014



Based on Return of Procedures forms on actual severity from all species from regulated procedures performed in 2014

Training

A series of training courses are run by Biomedical Services for researchers to gain Home Office-accredited qualifications in procedures involving animals. The courses are run at regular intervals throughout the year and are designed to cater for delegates from within the University and other establishments. During the year a total of 228 delegates attended and passed the Modular Training Courses for researchers, and 36 delegates attended the Module 5 Course designed for those intending to apply for Project Licences.

The Oxford Online Supervision and Competency Recording database (OSCR) for all Personal Licensees is now live and since April 2015 has been populated with details of the training and levels of competence of Project Licence Holders and Personal Licence Holders who work with animals. This includes animal care staff and Veterinary Surgeons and the data is updated to provide information on the capabilities of staff at any given time. Regular audits of the information are carried out and all licence holders have to be endorsed by a competent trainer or supervisor in order to be able to complete different types of procedure and animal care work.

In addition to training courses and recording of competence, members of the Home Office Administration Unit within Biomedical Services attend the Departmental Animal Welfare Meetings each term to promote best practice, the 3Rs aspects of ongoing research, and to discuss the importance of compliance.

Engagement with other organisations

The commitment to the Concordat of Openness in Animal Research has continued with inclusion of the full policy now published on the University Animal Research webpage. There has been

continued participation in discussions at the Boyd Group¹ on openness and transparency in animal research and the promotion of these principles has been circulated through Animal Welfare Meetings during the year.

The 3Rs Sub-Committee and the Home Office Administration Unit have worked with the National Centre on the 3Rs (NC3Rs)² to promote best practice and the 3Rs principles in animal research projects during the year. The promotion of the ARRIVE Guidelines³ for best practice in publication of research has been an ongoing project and co-operation and collaboration with NC3Rs resulted in greater participation in joint activities during the year. The Chairman of the 3Rs Sub-Committee has worked with NC3Rs as a panel member for the NC3Rs Grant Assessment Panel. Further collaboration resulted in Oxford hosting the NC3Rs Summer School for sponsored doctoral students. This provided the opportunity for a number of Oxford doctoral researchers to attend and benefit from the series of presentations during the three-day programme.

The University has also become a corporate member of the Understanding Animal Research organisation and it is anticipated that this relationship will contribute to the policy of openness and understanding of the work being carried out across the University.

¹The Boyd Group is a British-based independent think tank considering issues relating to animal testing, with membership drawn from academia, the pharmaceutical industry and animal charities.

²The NC3Rs is the UK's national organisation which leads the discovery and application of new technologies and approaches to replace, reduce and refine the use of animals for scientific purposes.

³The ARRIVE guidelines were developed as part of an NC3Rs initiative to improve the reporting of biomedical research using animals, and consist of a checklist of 20 items, containing key information necessary to describe a study comprehensively and transparently, and which can be used to ensure reproducibility of animal research and avoid unnecessary animal use.

Appointments

Academic Services and University Collections

DIRECTORSHIP OF THE PITT RIVERS MUSEUM

Laura N K Van Broekhoven, MA PhD Leiden; Head, Curatorial Department and Curator of Middle and South America, National Museum of World Cultures (encompassing the Tropenmuseum, Museum Volkenkunde and Afrika Museum), the Netherlands; and Assistant Professor of Archaeology, Leiden University, has been appointed to the Directorship of the Pitt Rivers Museum within Academic Services and University Collections with effect from 1 March 2016. Dr Van Broekhoven will be a fellow of Linacre.

Mathematical, Physical and Life Sciences

Dr Paul Stavrinou, PhD UCL, has been appointed to the Associate Professorship of Engineering Science (Photonics) in association with a Tutorial Fellowship at Lincoln, from 1 April 2016 until 31 March 2021. Dr Stavrinou's research centres on the development of organic and inorganic materials for photonic applications, moving from fundamental concepts through to application and system demonstrators.

Visiting Professorships

Mathematical, Physical and Life Sciences

The Mathematical, Physical and Life Sciences Divisional Board has reconferred the title of Visiting Professor in Astrophysics upon **Philip Allan Charles**, BSc PhD UCL, MA Oxf, currently Professor and Head of Astronomy, University of Southampton, for a period of 3 years from 25 November 2015.

The Mathematical, Physical and Life Sciences Divisional Board has reconferred the title of Visiting Professor in Physics upon **Basil Crowley**, MA DPhil Oxf, currently Distinguished Scientist, Directorate of Research and Applied Science, AWE, for a period of 3 years from 1 January 2016.

The Mathematical, Physical and Life Sciences Board has conferred the title of Visiting Professor in Physics upon **George Ellis**, PhD Camb, Senior Scholar, UCT, for a period of 3 years from 4 December 2015.

Examinations and Boards

The Mathematical, Physical and Life Sciences Divisional Board has reconferred the title of Visiting Professor in Physics upon **Professor Patrick Gill**, BSc DPhil Oxf, Scientific Co-Director, NPL Quantum Metrology Institute, for a period of 3 years from 1 January 2016.

The Mathematical, Physical and Life Sciences Divisional Board has reconferred the title of Visiting Professor in Physics upon **Professor Oliver Hans-Georg Paul Heid**, currently Senior Vice-President Technology and Concepts, Corporate Research, Siemens AG, for a period of 3 years from 1 December 2015.

The Mathematical, Physical and Life Sciences Divisional Board has conferred the title of Visiting Professor in e-Research upon **Ron Perrott**, Emeritus Professor of Software Engineering and Director, Belfast e-Science Centre, Queen's Belfast, for a further period until 31 August 2017.

Supplications for the Degree of Doctor of Science

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information protected under the
Data Protection Act.*

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as it contains personal
information protected under
the Data Protection Act.*

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Colleges, Halls and Societies

Obituaries

St Hugh's

Mrs Margaret Branney (*née* Brittain),
November 2015; 1941. Aged 94.

Miss Muriel Ruth Eldridge, MBE,
22 April 2015; 1940. Aged 93.

Mrs Sarah Frankland (*née* Davies),
16 November 2015; 1948. Aged 85.

Mrs Daphne Painter, 18 November 2015;
1944. Aged 89.

Miss Margaret Turner, 9 November
2015; 1949. Aged 85.

Elections

Elections

3 March

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

Other Committees and Boards

BENEFICES DELEGACY

One member of Convocation, elected by Congregation

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

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

Faculty Boards

BOARD OF THE FACULTY OF HISTORY

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

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

BOARD OF THE FACULTY OF ORIENTAL STUDIES

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

<i>Current/Retiring Member</i>	<i>To hold office until</i>
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Dr Margaret Hillenbrand, Wadham	MT 2018
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Professor Polly O'Hanlon, St Cross	MT 2018
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For further information, please contact the Secretary (thomas.hall@orinst.ox.ac.uk).

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

FHS OF EUROPEAN AND MIDDLE EASTERN LANGUAGES

amendments to the Extended Essay

PRELIMINARY EXAMINATION IN MODERN LANGUAGES

to provide for assessment of students taking German *ab initio* with effect from 2015-16

BOARD OF THE FACULTY OF THEOLOGY
AND RELIGION

One person elected by and from among the members of the Faculty of Theology and Religion

Current/Retiring Member *To hold office until*

Professor Gavin Flood, Wolfson MT 2017

For further information, please contact the Secretary (alison.broadby@theology.ox.ac.uk).

Notes:

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

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

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

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

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

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

Advertisements

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 £20 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 Michaelmas term. Publication for Hilary term will begin on 14 January. The usual deadline will continue to apply (see above).

Christmas sale

Jericho Christmas fair trade sale: Sat, 19 Dec, 2–5.30pm at the Jericho Community Centre, 33a Canal St, Oxford. Products from around the world from members of the World Fair Trade Organisation. Raffle and more. Information: info@tradingfordevelopment.co.uk.

Craft Courses

A craft course makes the perfect Christmas gift! 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.

Research participants sought

Are you over 50 and self-employed in the ICT industry? We're inviting people to take part in a project that looks at self-employment, life satisfaction and retirement decisions. If you are interested in taking part, please get in touch with Dr Kate Hamblin (kate.hamblin@ageing.ox.ac.uk; 01865 612816).

Millions of people worldwide are affected by typhoid fever. Help us make a difference: participate in our typhoid vaccine study. We are looking for volunteers between 18 and 60 years old (male or female) and in good health to help us test new vaccines against typhoid fever. Find out how to get involved here: <http://trials.ovg.ox.ac.uk/trials/vaccines-against-salmonella-typhi> or contact the team on 01865 857420 or info@ovg.ox.ac.uk.

Oxford University Newcomers' Club

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

Antiques bought and sold

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

Restoration and conservation of antique furniture

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

Sell your unwanted books

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

Services offered

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

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

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

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Houses to let

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

Beautiful redesigned and extended

5-bedroom detached family home, located on a no-through road within the Headington Hill Conservation Area. On the first floor there are 5 bedrooms including an impressive master suite with a vaulted ceiling and Juliet balcony. The reception rooms are open and light and include a library/family room, separate study and contemporary kitchen/breakfast room. Gated driveway and private frontage, and mature gardens. Situated in one of the city's key locations with convenient access for Brookes University, the Headington hospitals as well as bus connections to Oxford and London. Suitable for families for a 6-month tenancy. Flexible furnishings. Sorry, no pets. Council tax band G. See: www.scottfraser.co.uk/inst-4336/pullens-field-headington. Call us to discuss this property in more detail and to arrange a viewing: 01865 759500.

Accommodation offered

Graduate Accommodation Office

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

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

Affordable accommodation. Academics, parents, students or anyone just looking for a nice, affordable place to stay in Oxford? Take a look on our website for cosy B&B from £35/night (£220/wk) including breakfast, wireless internet and parking where available. Short-stay to long-stay B&Bs are personally visited to guarantee nice, comfortable and affordable places to stay in and around Oxford. For information visit: www.abodesofoxford.com, email: info@abodesuk.com or tel: 01865 435229.

1 room still available from mid-Jan in sought-after Jericho and within easy walking distance of the University, town centre, London buses and trains. Breakfast provided. Non-smoking. Use of kitchen. Broadband, TV. Suitable for visiting academics and postgraduates. Fair rates. Tel: 01865 516142. Email: elphickjericho@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 onto south-facing garden. Wi-Fi/TV provided. Lounge/dining area, fully equipped kitchenette with fridge/freezer/hob/microwave. Separate access with own hallway including washer/drier, beautiful bathroom with shower. Fresh linen regularly, £60 per night, bills included, minimum 3 nights. £25 surcharge for second person. Email: enquiries@studioflatnorthoxford.com. Tel: 0044 (0)7764 574700. Web: www.studioflatnorthoxford.com.

Holiday lets

Midhurst. Romantic, primitive, 2-bedroom gamekeeper's cottage up a muddy farm track in national park at the foot of the South Downs. Open fire, polished floor, simple kitchen; dishwasher, washing machine; broadband, no TV, large study. On own 190-acre organic farm - woods, valleys, river, bluebells, deer. Available weekends; discounts for junior academics. Pictures at www.wakehamfarm.com or email haroldcarter@mac.com.

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

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

Notifications of 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

Saïd Business School in association with Green Templeton; Associate Professorship in Marketing; from £44,620; noon, 4 January; www.ox.ac.uk/about/jobs/academic/index/ac19803j

Colleges, Halls and Societies

Exeter, in association with the Faculty of Classics; Associate Professor of Classical Languages and Literature; £44,620–£59,914 plus housing allowance; noon, 15 January; www.exeter.ox.ac.uk/college/vacancies

Lady Margaret Hall; AP CUF in Law; £44,620–£59,914 plus benefits; noon, 8 January; www.lmh.ox.ac.uk/stadministrator@lmh.ox.ac.uk

Pembroke; Senior Fundraiser; 11 January; www.pmb.ox.ac.uk/vacancies

Pembroke; Academic Administrator (Graduates and Compliance); 11 January; www.pmb.ox.ac.uk/vacancies

Queen's; Associate Professor of Classical Languages and Literature; noon, 15 January; www.queens.ox.ac.uk/about-queens/vacancies

Russian and Eurasian Studies Centre, St Antony's; Max Hayward Visiting Fellowship 2016–17; £16,000 expenses allowance; 19 February; www.sant.ox.ac.uk/about/vacancies/academic/max-hayward-visiting-fellowship-2016-17-russian-eurasian-studies-centre

St Cross; Academic Administrator; £30,434–£37,394; noon, 4 January; www.stx.ox.ac.uk/about-st-cross/vacancies/academic-administrator

St John's; stipendiary Lecturership in Medieval English; noon, 15 January; www.sjc.ox.ac.uk

Wolfson; casual secretarial help; £8.90 ph; 22 December; www.wolfson.ox.ac.uk/vacancies

External Vacancies

Pembroke College, Cambridge; Abdullah Al-Mubarak Research Fellowship in Islamic and Middle Eastern Studies (from 1 October 2016); £22,249–£25,503; 15 January; www.pem.cam.ac.uk/the-college/job-vacancies

Pembroke College, Cambridge; Drapers' Company Research Fellowship in Arts or Humanities or Social Sciences (from 1 October 2016); £22,249–£25,503; 15 January; www.pem.cam.ac.uk/the-college/job-vacancies

Pembroke College, Cambridge; Stokes Research Fellowship in Mathematics or Physical Sciences (from 1 October 2016); £25,023–£28,143; 15 January; www.pem.cam.ac.uk/the-college/job-vacancies

Pembroke College, Cambridge; Maudslay-Butler Research Fellowship in Engineering (from 1 October 2016); £22,249–£25,203; 15 January; www.pem.cam.ac.uk/the-college/job-vacancies

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

Next Gazette: Thursday, 14 January.

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