

# Gazette

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# Council and Main Committees

## Council of the University

### Changes to Regulations

Council has made the following changes to regulations, to come into effect on **25 December**.

#### **(a) Remit of Investment Committee's new Ethical Investment Representations Review Subcommittee, to take effect from 1st week of Trinity term 2021**

##### *Explanatory Note*

A dual governance model has evolved in recent years where responsibility for monitoring and overseeing socially responsible investment practices rests both with the Investment Committee and with the Socially Responsible Investment Review Committee (SRIRC). Council altered the terms of reference of Investment Committee in March 2019 to make more explicit its responsibilities relating to socially responsible investment. The existence of two committees with such overlapping responsibilities is a by-product of the desire to have socially responsible investment at the core of Investment Committee's activities, but is unduly confusing and is not an arrangement replicated at any other university, as was found by an extensive benchmarking exercise. This has been acknowledged by both committees, as well as General Purposes Committee and Council, as unsatisfactory. One difficulty of such a system was demonstrated by the Congregation Resolution on divestment and engagement earlier this year, where the concerned members of Congregation did not make a representation to either committee, but brought a resolution directly to Congregation. Furthermore, a new Investment Policy Statement is being written which will integrate the University's Socially Responsible Investment Policy and the various restrictions the University has imposed on investments in a single document.

This change places responsibility for monitoring of policy and practice solely with the Investment Committee, afforded by the addition of the new member with specific expertise in climate-conscious investment

mandated by the Congregation Resolution. The new member, Huw van Steenis, is now in place and at work.

The other part of SRIRC's remit has been to receive and consider representations from within the University about the University's investments. The proposed changes recast SRIRC as a new subcommittee of Investment Committee - the Ethical Investment Representations Review Subcommittee - dedicated to addressing representations, which, it is hoped, will include the current internal members of SRIRC if those currently holding elected positions are willing stand for election to the new body. Given that the Investment Policy Statement is written by Investment Committee it seems more appropriate that representations about the policy should be addressed in the first instance by a body which reports to it. The Ethical Investment Representations Review Subcommittee will also have a broad remit to invite external or internal experts to advise it on the representations it receives, and its recommendations will be reported via the Investment Committee to Council. It is proposed to reduce the number of members of Congregation required to submit a representation from 20 (as currently) to 10.

##### *Text of Regulations*

**1** In Council Regulations 15 of 2002, delete existing Part 29, concerning the Socially Responsible Investment Review Committee, and replace as follows:

'29.1. The Ethical Investment Representations Review Subcommittee shall consist of:

- (1) a Chair who shall be the member of Investment Committee with expertise in socially responsible investment appointed under Council Regulations 15 of 2002 Section 23.1(9), or another Chair with appropriate expertise appointed by Council;
- (2) the Pro-Vice-Chancellor (Research) or another Pro-Vice-Chancellor as shall be determined by Council from time to time;
- (3) a member of the Committee for Review of Donations and Research Funding, appointed by Council;
- (4) a member of Congregation elected by Congregation from members of the faculties in the Divisions of Mathematical, Physical and Life Sciences and of Medical Sciences;
- (5) a member of Congregation elected by Congregation from members of the

faculties in the Divisions of Humanities and of Social Sciences; and

(6) one sabbatical trustee of Oxford University Student Union.

29.2. The subcommittee shall consider representations concerning ethical or socially responsible investment relating to the Investment Policy Statement. Representations shall be submitted to it as set out in 29.3(1)-(3) below, and the subcommittee will make recommendations to Investment Committee, which Investment Committee shall take into account in proposing any amendments to the Investment Policy Statement or making other recommendations to Council as appropriate.

29.3. Representations concerning the Policy, and proposals related to the implementation of the Policy, may be submitted to the subcommittee as follows:

- (1) by Council, the Investment Committee or any other committee reporting directly to Council;
- (2) by ten or more members of Congregation;
- (3) by a majority resolution of the Council of the Oxford University Student Union.

29.4. The subcommittee shall:

- (1) invite to attend its meetings such external or internal experts as it considers may possess expertise relevant to the Representations before the subcommittee;
- (2) investigate what, if any, alterations to the Investment Policy Statement ought to be recommended to Investment Committee in light of such representations and report to Investment Committee; and
- (3) report annually to Council via Investment Committee on its activities.'

**2** In Council Regulations 15 of 2002, amend Part 23, concerning the Investment Committee, as follows (new text underlined, deleted text struck through):

'23.1. The Investment Committee shall consist of:

- (1) the Vice-Chancellor;
- (2)-(6) at least five external persons appointed by Council, all of whom shall bring recent and relevant expertise of investment management to the working of the committee, and one of whom shall be appointed by Council to serve as chairman of the committee;

(7)-(8) up to two other members appointed by Council who shall have recent and relevant expertise of investment management; ~~and~~

(9) a third member appointed by Council (who may be internal or external) who shall have recent and relevant expertise in investment management, as well as recent and relevant expertise in climate-conscious investment, to review and engage with progress on divestment and engagement and report this to the chair of the Investment Committee.

23.2. The Director of Finance and the Chief Investment Officer of Oxford University Endowment Management Ltd (“OUEM”) shall normally be in attendance at the meeting of the committee, but shall not have the right to vote.

23.3. The members of the committee appointed at 23.1 (2)-(9) above shall serve for five years and shall be re-eligible for reappointment for one further period of up to five years. Casual terms of office shall not count towards this limit.

23.4. Notwithstanding regulation 23.3 above, the General Purposes Committee of Council may determine that further consecutive periods are permitted in an individual case.

23.5. The committee shall be responsible for the strategic oversight and supervision of all funds invested by, or for the benefit of, the University (including any funds placed with the University by external bodies), except:

(1) those investments which Council determines to be the responsibility of the Finance Committee or other bodies; and

(2) those held by Societies or the Press.

23.6. In particular, the committee shall be responsible for:

(1) recommending to Council suitable investment objectives and, where relevant, distribution policies for the investments under its remit, currently The Oxford Funds: Collegiate Feeder Units; The Oxford Funds: OCF Units; the Strategic Capital Account; the Venture Fund (“the Funds”);

(2) setting, where appropriate, investment policies, benchmarks, risk guidelines and investment restrictions for the Funds taking into account the agreed objectives and policies as set out in 23.6 (1) and including those relating to socially responsible investment;

(3) advising Council, or such other body as Council might direct, on implications of specific socially responsible

investment-related proposals with regard to any potential impact on the investment objective or strategy of the investments under its remit;

(4) evaluating, where relevant, the performance of the Funds against investment objectives and agreed benchmarks and oversight and monitoring of compliance with and implementation of all policies and guidelines (including those relating to socially responsible investment) relevant to the Funds;

(5) advising the Board of OUEM in the recruitment, support and appraisal of the Chief Investment Officer of OUEM and monitoring his or her performance;

(6) working with OUEM Ltd to agree the fees to be paid by the Funds;

~~(7) creating, and reviewing on a regular basis, an Investment Policy Statement which Council shall approve;~~

~~(8) reviewing Representations relevant to that policy submitted via the Ethical Investment Representations Review Subcommittee and making recommendations to Council as appropriate;~~

~~(9) reporting to Council at least annually on the matters above and on such other matters as the committee sees fit.’~~

3 These regulations shall be effective from 26 April 2021.

### **(b) Changes to the composition of the Education Committee**

#### *Explanatory Note*

The following changes amend the composition of the Education Committee to include the chairs of the Education Committee’s main panels and subcommittees: this will ensure representation of the different constituencies involved in the direction and delivery of education across the collegiate University. The Chair of the Graduate Admissions Committee has been removed because this post is filled *ex officio* by the Pro-Vice-Chancellor (Education), who is also chair of the Education Committee. The *ex officio* position for the Director of the Department for Continuing Education is being replaced by a position for a representative of the department with a 3-year term of office, to bring this into line with the other positions on the committee. The changes also allow two (rather than one) of the three co-opted positions to be held by external members to allow for greater flexibility.

### *Text of Regulations*

In Part 2 of Council Regulations 15 of 2002, concerning the Education Committee, amend regulation 2.1 as follows (new text underlined, deleted text struck through):

‘2.1. The Education Committee shall consist of:

(1) the Pro-Vice-Chancellor (Education) who shall chair the committee;

(2)-(4) the Proctors and the Assessor;

(5), (6) two persons appointed by Council from among the members of Council;

(7), (8) two persons appointed by Council from the divisions to ensure appropriate disciplinary balance (one normally to be a Director of Graduate Studies);

(9) the Chair or Vice-Chair of the Conference of Colleges;

(10) the Chair of the Senior Tutors’ Committee of the Conference of Colleges;

(11) the Chair of the Graduate Committee of the Conference of Colleges;

(12) the Chair of the Admissions Committee of the Conference of Colleges;

~~(13) Chair of the Graduate Admissions Committee~~ the Chair of the Taught Degrees Panel;

~~(14) the Chair of the Research Degrees Panel;~~

~~(15) the Chair of the Quality Assurance Subcommittee;~~

~~(16) the Chair of the Student Wellbeing Subcommittee;~~

~~(17)-(19)~~ the chairs of the Education Committees (or their equivalent) of each division;

~~(20)~~ the Director a representative of the Department for Continuing Education;

~~(21)~~, ~~(22)~~ the Vice-President (Access and Academic Affairs) and the Vice-President (Graduates) of the Oxford University Student Union.

2.2. The committee may co-opt up to three additional members, ~~one~~ two of whom may be ~~an~~ external members.’

### **(c) Amendments to Audit and Scrutiny Committee Regulations**

#### *Explanatory Note*

Amendments to the regulations relating to the Audit and Scrutiny Committee are proposed to: (i) include the Director of

Assurance in the list of officers in attendance at meetings of the Committee; (ii) reduce the period of office of all members from four to three years; (iii) update the remit of the Committee to reflect best practice guidance.

*Text of Regulations*

In Council Regulations 15 of 2002, concerning Committees Reporting Directly to Council or one of its Main Committees, amend Part 8 relating to the Audit and Scrutiny Committee as follows (new text underlined, deleted text struck through):

'8.1. The Audit and Scrutiny Committee shall consist of:

- (1) an external member of Council appointed by Council who shall not be a member of any other body or hold any position, which in the view of Council involves executive authority within the University, who shall chair the committee;
- (2)–(5) four external persons appointed by Council, at least two of whom shall have experience at a senior level in the non-public sector and all of whom shall bring relevant expertise to the working of the committee;
- (6) a Head of House appointed by the Conference of Colleges;
- (7) 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;
- (8) 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;
- (9) one member of Congregation, not necessarily being a member of any division and not in any case being nominated in a divisional capacity, who shall be elected by Congregation 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.

- 8.2. The Director of Assurance, the Director of Finance, the Registrar and the internal auditors shall normally be in attendance at the meetings of the committee; other individuals, including representatives from the external auditors, will be invited to attend as appropriate.
- 8.3. No member of the committee may at the same time also be a member of the Finance Committee or the Planning and Resource Allocation Committee.
- 8.4. All members of the committee shall serve for ~~four~~ three years and shall be eligible for reappointment for one further and final period of ~~four~~ three years.
- 8.5. The quorum for the committee shall be not less than four members of the committee, of whom at least one shall be a member appointed under 8.1(1)–(5) above.
- 8.6. The committee shall expect to receive full co-operation from all staff and students of the University in relation to all aspects of the committee's activity.
- 8.7. The committee shall provide independent assurance to assist Council in fulfilling Council's responsibilities for ensuring the adequacy and effectiveness of the University's arrangements for risk management; control; governance; compliance with the legal and regulatory framework the University operates within (this includes the culture and behaviour that is prevalent within the institution and arrangements that can affect reputation); ethical and other behaviours, including whistleblowing; sustainability and economy, efficiency and effectiveness (value for money); and the management and quality assurance of data submitted to the Higher Education Statistics Agency ("HESA"), the Student Loans Company, and to the Office for Students and the other funding bodies. In particular, the committee shall:
  - (1) request to Council that any matter, which in the view of the committee merits special and immediate consideration, be brought to Congregation's attention at any time during the academic year;
  - (2) be entitled to place on the agenda of Council for discussion any matter which the committee deems it appropriate and necessary for Council to consider. The minute of any matter discussed by Council in this way shall be promptly reported to the committee;

(3) be entitled to discuss any matters its members may wish to raise, in the absence of University officers and/or the external and internal auditors;

(4) in respect of the University's external audit arrangements:

- (a) consider and recommend to Council annually the appointment of the external auditors, the audit fee, the provision of non-audit services by the external auditors and any questions of resignation or dismissal of the external auditors;
- (b) monitor annually the performance and effectiveness of external auditors, including any matters affecting their independence and objectivity, and make recommendations to Council concerning their reappointment, where appropriate;
- (c) agree with the external auditors, before the audit begins, the nature and scope of the audit;
- (d) discuss with the external auditors problems and reservations arising from the interim and final audits, including a review of the management letter incorporating management responses;

(5) in respect of the University's internal audit arrangements:

- (a) consider and decide on the appointment and terms of engagement of the internal audit service (and the head of internal audit, if applicable), the audit fee, the provision of non-audit services by the internal auditors and any questions of resignation or dismissal of the internal auditors;
- (b) monitor annually the performance and effectiveness of internal auditors, including any matters affecting their independence and objectivity;
- (c) review the internal auditors' audit risk assessment, strategy and audit plan;
- (d) consider major findings of internal audit investigations and the management responses;
- (e) ensure that the resources made available for internal audit are sufficient to meet the institution's needs;
- (f) receive and consider requests for internal audit reviews submitted by twenty or more members of Congregation via the Proctors;

- (g) save in respect of any report that the committee considers requires immediate reference to Council, publish on the Oxford intranet within one month of acceptance by the committee the executive summary of each internal audit report, including of those reports produced under regulation 8.7(5)(f) or alternatively a summary of why such a requested report was considered unnecessary;
- (h) make available for consultation by any member of Congregation by arrangement with the secretary of the committee the full text of any internal audit report for which the executive summary has been published under regulation 8.7(5)(g);
- (6) in respect of the University's external and internal audit arrangements:
- (a) undertake audit reviews, including project reviews, at the request of Council;
- (b) monitor the implementation of agreed audit recommendations;
- (c) discuss within the committee any matters the external or internal auditors wish to raise, in the absence of University officers where necessary;
- (d) satisfy itself that, where non-audit services are provided by the external or internal auditors at the request of the University, the independence and objectivity of the external or internal audit service (as appropriate) has not been affected by the extent or nature of that additional work;
- (e) promote co-ordination between the internal and external auditors;
- (7) in the presence of the external auditors, review, and report to Council on, the draft annual financial statements from an audit perspective, including the external audit opinion, the statement of members' responsibilities, the statement of internal control and risk management, and any relevant issue raised in the external auditors' management letter, in accordance with Accounts Directions issued by the Office for Students;
- (8) seek assurance from the colleges:
- (a) as to the proper use and control of the public and publicly-accountable funds transferred from the University to the colleges; and
- (b) that appropriate arrangements are in place concerning the delivery of value for money in relation to those funds;
- and report annually on these matters to Council;
- (9) oversee the adequacy of the University's arrangements to prevent and detect irregularities, fraud and corruption, to include being notified of any action taken under the University's policy in this area;
- (10) satisfy itself as to the appropriateness of the audit processes of Oxford University Press and shall:
- (a) receive an annual report from the Oxford University Press Audit Committee;
- (b) receive any other written or verbal reports from the Oxford University Press Audit Committee as the committee shall determine;
- (c) consider any matters arising out of the reports which are of concern to the committee and ask for further investigation and reporting as necessary;
- (11) ensure that all significant losses have been properly investigated and that the internal and external auditors, and where appropriate the Office for Students, have been informed;
- (12) receive any relevant reports from the National Audit Office, the Office for Students and other organisations.
- 8.8. In respect of its scrutiny function:
- (1) the committee defines scrutiny as the process of structured inquiry or investigation into failures or alleged failures of the University's operations;
- (2) the committee shall itself determine how and when to exercise this function;
- (3) in exercising this function, the committee may call for any investigation that it considers necessary and may call any individual or for any document or documents it considers relevant to any such investigation;
- (4) the committee shall receive and consider requests for scrutiny reviews submitted by any member of Congregation;
- (5) the committee shall undertake scrutiny reviews at the request of Council;
- (6) save in respect of any scrutiny review that the committee considers requires immediate reference to Council, the committee shall publish on the Oxford intranet within one month of acceptance by the committee a summary of any scrutiny review undertaken under regulation 8.8(4) or (5), or a summary of why such a requested review was considered unnecessary;
- (7) save for those reports which the committee considers shall remain confidential (for example those concerning individuals) and for any report referred to Council, the committee shall make available for consultation by any member of Congregation by arrangement with the secretary of the committee the full text of any scrutiny report for which a summary has been published under regulation 8.8(6).
- 8.9. (1) Each year, at the same meeting at which Council is asked to approve the University's financial statements, the committee shall report to Council and thereafter to Congregation and to the Office for Students (where required) on its activity over the relevant financial year.
- (2) When producing its annual report, the committee shall consider, *inter alia*:
- (a) the external auditors' annual report and management letter;
- (b) the internal auditors' annual report;
- (c) work done in relation to value for money; and
- (d) any relevant evaluations carried out by the Office for Students or others.
- (3) The report shall be based on information presented to the committee.
- (4) In addition to drawing attention to significant issues that have arisen out of the committee's work over the year in question, the report shall include the committee's opinion on the adequacy and effectiveness of the University's arrangements ~~for~~ regarding:
- (a) risk management, to include the accuracy of the statement of internal control and risk management included with the annual statement of accounts;
- (b) control;
- (c) governance;
- (d) compliance with the legal and regulatory framework the University operates within (this includes the culture and behaviour that is

# Congregation

prevalent within the institution and arrangements that can affect reputation);

(e) ethical and other behaviours, including whistleblowing;

(f) sustainability and value for money; and

(e)(g) the management and quality assurance of data submitted to HESA, the Student Loans Company, the Office for Students and other bodies.

(5) The committee's annual report is additional to any other reports the committee considers it appropriate to submit to Council during the year.'

**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:

Kielak, D, Hertford  
 Mezger Kveder, C L, Department of Statistics  
 Nair, A, Hertford  
 Nichols, C I O, St Hugh's  
 Purkiss, A H, Humanities Division  
 Sloan, C G, Hertford  
 Timm, K N, Oriel  
 Véliz, C, Hertford  
 Viney, T J, Faculty of Physiological Sciences  
 Yang, J, Department of Statistics  
 Zonta, B, Faculty of Physiological Sciences

**Congregation** 19 January

### (1) Voting on changes to Congregation Regulations 2 of 2002: the conduct of business in Congregation

#### Explanatory Note

Whilst COVID-19 social distancing and other restrictions remain in place it may not be possible to run all meetings of Congregation in the normal way. The following changes to Congregation Regulations 2 of 2002, made on the recommendation of Council, amend the regulations concerning the conduct of business in Congregation to allow for:

- (a) the 'House' to be interpreted to mean all venues to which the meeting is live-broadcast (where capacity is increased by the use of additional venues);
- (b) electronic voting at physical meetings of Congregation, where a vote by ballot or division cannot be conducted safely;
- (c) a delay of up to three days in the announcement of the result of a vote at a meeting, to allow paper ballots to be stored for 48 hours before they are counted;
- (d) online meetings of Congregation to be held in the event that there is insufficient physical capacity for the number of people who wish to attend or that national restrictions prevent the holding of in-person meetings; and
- (e) postal votes to be conducted entirely electronically, using an online voting system.

#### Text of Regulations

**1** In Congregation Regulations 2 of 2002, concerning the conduct of business in Congregation, amend regulation 1.1 as follows (new text underlined):

'1.1. In these regulations:

- (1) references to "members" are references to members of Congregation; and
- (2) the expression "a legislative proposal" means a proposal made by Council under section 1 (1) or (2) of Statute IV to amend or repeal a statute or add to the statutes.

(3) Whilst COVID-19 social distancing or other restrictions remain in place:

(a) Where "written" notice or a "written" request must be given or anything must be submitted "in writing", the notice, request or submission (including any notice to the Vice-Chancellor) will only be valid if sent by email to registrar@admin.ox.ac.uk (provided that a notice to this effect is published in the Gazette).

(b) Where there is a requirement that a notice or other submission be "signed" this requirement is met by the signatory sending an email to registrar@admin.ox.ac.uk which attaches a copy of the relevant document and confirms their intention to sign it. The email must include the full name and the department and/or college of the signatory.

(4) Whilst COVID-19 social distancing or other restrictions remain in place, Council may decide that any postal vote shall be held electronically, in which case the following interpretations shall apply:

(a) A "ballot paper" or a "voting paper" includes an electronic voting paper in such form as the Vice-Chancellor shall determine, including a vote hosted by an online voting or polling agency.

(b) A "postal vote" or a "postal ballot" may be conducted entirely electronically and the "dispatch" of voting papers may mean only the dispatch of electronic voting papers by email or the dispatch of a link to an online voting site.

(5) Whilst the COVID-19 situation means that physical meetings of Congregation may take place only with social distancing requirements in place and there is insufficient physical capacity to accommodate all members of Congregation wishing to attend a meeting, or where national restrictions prevent the holding of physical meetings, Council may decide that a meeting of Congregation shall be held electronically, in which case the following interpretations shall apply:

(a) A “meeting” of Congregation shall mean a virtual meeting held through a suitable platform which allows members of Congregation to attend and, where required, to participate. Where a virtual meeting is to be held, members will be notified of this in the Gazette when it is confirmed that the meeting will be going ahead, including details of the platform to be used and the registration process in place. Details will also be published on the Congregation website at <https://governance.web.ox.ac.uk/congregation>.

(b) The “House” and the “floor of the House” shall both mean the “meeting” and “on the floor of the House” shall mean “at the meeting”. “Admitted to the floor of the House” shall mean “permitted to attend the meeting as a potential speaker”.

(c) Where members may make a demand or challenge, or signify an objection, by “rising in their places” members will be able to signal this electronically by submission during the meeting of the statement “I rise in place”; attendees will be notified of how this functionality works.

(d) A “ballot paper” or a “voting paper” includes an electronic voting paper in such form as the Vice-Chancellor shall determine, including a vote hosted by an online voting or polling agency.

(6) Whilst the COVID-19 situation means that physical meetings of Congregation may take place only with social distancing requirements in place and the meeting is split across multiple physical venues to allow all those wishing to attend to do so, the “House” and the “floor of the House” shall both mean all venues to which a live broadcast of the meeting is being made.

**2** *Ibid*, amend regulation 4.2 (3) as follows (new text underlined, deleted text struck through):

‘(3) Where the Chair directs that a vote is to be taken at a meeting of Congregation it shall be conducted by division of the House unless either

(a) the Vice-Chancellor and Proctors have determined that it shall be determined by ballot and have made a statement to that effect in the notice of the meeting given under regulation 1.4 above or in a subsequent notice published in the *Gazette* not later than four days before the meeting; or

(b) twenty or more members of Congregation have given written notice to the Registrar not later than noon on the eighth day before the meeting that they wish the vote to be conducted by ballot; or

(c) the meeting is being held electronically, in which case any vote shall be determined by ballot.’

**3** *Ibid*, amend regulation 4.4 as follows (new text underlined):

‘4.4. (1) Where a vote is to be conducted by ballot the ballot paper (which may be an electronic voting paper, including a vote hosted by an online voting or polling agency) shall be in a form determined by the Vice-Chancellor which will enable a vote For or Against each proposal or resolution to be clearly registered.

(2) It shall, other than at a meeting held electronically or where the vote is to be conducted electronically, be the duty of the Proctors to ensure that there is a sufficient number of ballot papers at the meeting to enable all members present to vote.

(3) A ballot paper shall not be counted unless it states the name and college or department of the person voting and is signed by that person or, in the case of a meeting held electronically or a vote conducted electronically, is submitted by someone registered as in attendance at the meeting and who is a member of Congregation.

(4) The Proctors shall be responsible for the checking and/or counting of the ballot papers and the result of the ballot shall be announced by the Vice-Chancellor as soon as possible at the meeting or, where a paper ballot is held and the COVID-19 situation means it is not safe to count the ballot papers immediately, up to three days after the meeting, by publication online and by email to all members of Congregation for whom an email address is held.

(5) The contents of individual ballot papers shall not be disclosed to any person except as necessary for the purpose of checking or counting the ballot papers or of investigating allegations of misconduct or taking legal advice.

**4** *Ibid*, amend regulation 4.5 as follows (new text underlined):

‘4.5. (1) Any question decided or resolution carried or rejected at a meeting of Congregation shall, in the absence of

provision to the contrary in the statutes and regulations, be submitted for confirmation or rejection to a postal vote of the members if, not later than 4 p.m. on the sixth day after that meeting (or, where the announcement of the result of the vote is delayed under paragraph 4.4(4) above, the sixth day after the announcement of the result),

(a) Council so decides, or

(b) the question has been decided, or the resolution has been carried or rejected on a vote in the House, at a meeting at which not fewer than twenty five members were present on the floor of the House at the time when the vote in the House was taken and if a requisition for such a postal vote signed by at least fifty members is delivered to the Vice Chancellor.

(2) For the purposes of paragraph (1) (b) above, the Proctors shall, whenever a vote is taken at a meeting of Congregation, certify the number of members present on the floor of the House at the time of the vote.’

**5** *Ibid*, amend Appendix A (Speaking by Student Members in Congregation) as follows (new text underlined):

‘8. Student members not admitted to the floor of the House will normally be permitted to listen to the debate from the gallery (or, where the meeting is held electronically, join the meeting as an attendee).’

## **(2) Voting on Suspension to Congregation Regulations 3 of 2002: Religious Services and Sermons**

### *Explanatory Note*

The following part suspensions of paragraphs within Part 6 of Congregation Regulations 3 of 2002, made on the recommendation of the Committee for the Nomination of Select Preachers, suspend the regulations to hold the University Sermons in Hilary term 2021 in St Mary’s Church, Oriel College, Hertford College and Lincoln College. University Sermons in Hilary term 2021 will be recorded and podcasted on the University Church of St Mary the Virgin website, due to the Church of England’s recommendation that clergy ‘provide other ways of enabling people to walk with God so as to enable the people of God and anyone and everyone who looks to God for support and meaning in this time of crisis to participate in the life of worship at home’.

# Notices

## Text of Regulations

In Congregation Regulations 3 of 2002, concerning the Conduct of Ceremonies in Congregation and certain other Ceremonies, suspend part of regulations 6.17 in respect of the University Sermons in relation to Hilary term 2021 only, in the manner indicated below (suspended text struck through):

### **'SERMONS TO BE PREACHED ELSEWHERE THAN IN ST MARY'S CHURCH**

6.17 Sermons shall be preached before the University in certain colleges, on certain days, namely:

- (1) in the Cathedral Church of Christ on the first Sunday in Advent and on Whitsunday;
- (2) in Magdalen College, on the Sunday in Full Term nearest St Mark's Day, and on the ninth Sunday of Trinity Term;
- (3) ~~in Oriel College, on the eighth Sunday of Hilary Full Term;~~
- (4) ~~in Hertford College, the Macbride Sermon (preached in accordance with Part 34 of the Schedule to the Statutes) on the second Sunday in Hilary Term;~~
- (5) in the Cathedral Church of Christ, when a Court Sermon is required;
- (6) in Queen's College, on Trinity Sunday;
- (7) in rotation, in one of those colleges and societies which have so agreed with the Committee for the Nomination of Select Preachers, the Ramsden Sermon (preached in accordance with Regulation 6.16 above), on the fourth Sunday of Michaelmas Full Term;
- (8) in rotation, in one of those colleges and societies which have so agreed with the Committee for the Nomination of Select Preachers, the Sermon on the Sin of Pride (preached in accordance with Regulation 6.15 above), on the last Sunday before Advent;
- (9) ~~in rotation, in one of those colleges and societies which have so agreed with the Committee for the Nomination of Select Preachers, the Sermon on the Grace of Humility (preached in~~

accordance with Regulation 6.15 above), on Quinquagesima Sunday.

6.18 In each instance, except those detailed in 6.17 (4), 6.17 (5), 6.17 (7), 6.17 (8) and 6.17 (9) above, the preacher shall be appointed by the college.'

### **Meeting information**

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 wish to oppose or amend the proposed changes to Congregation regulations at (1) above or the suspension of Congregation regulations at (2) above (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 amendments and the suspension shall be declared carried, and the meeting may be cancelled.

### **Note on procedures in Congregation**

¶ Business in Congregation is conducted in accordance with Congregation Regulations 2 of 2002 (<https://governance.admin.ox.ac.uk/legislation/congregation-regulations-2-of-2002>). 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 R Thomas at the University Offices, Wellington Square (telephone: (2)80317; email [rebecca.thomas@admin.ox.ac.uk](mailto:rebecca.thomas@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](mailto:elections.office@admin.ox.ac.uk)). **While COVID-19 working restrictions remain in place, any notice that needs to be given to the Registrar in writing should be sent by email to [registrar@admin.ox.ac.uk](mailto:registrar@admin.ox.ac.uk). Notices sent to the University Offices may not be received.**

## General Notices

### **Gazette publication arrangements**

We are continuing to publish the *Gazette* in digital format only, as a result of ongoing COVID-19-related working restrictions. Arrangements for archival copies will be made at a later date.

We will continue to send emails to our online subscribers, as well as to our print subscribers, where we have an email address for them, so that they continue to receive the *Gazette* in an available format.

If you are a print subscriber and do not wish to receive such emails, or if you would like to set up a new email subscription, please visit [www.staffsubs.ox.ac.uk](http://www.staffsubs.ox.ac.uk) if you are a current member of staff; otherwise, please email [gazette@admin.ox.ac.uk](mailto:gazette@admin.ox.ac.uk).

### **PUBLICATION DATES**

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.

### **Implementation of Multi-factor Authentication on all SSO accounts**

As previously announced, the University is implementing multi-factor authentication (MFA) for all Oxford Single Sign-On (SSO) users. This is being rolled out in batches, alphabetically by surname, commencing January 2021. This means staff and students will be asked to verify their SSO account using a second factor, such as a text message, a code from an app on their phone or a phone call.

The University of Oxford has a particularly high profile, leading the world with COVID-19 research. The pandemic has brought additional risks with increased working from home, such as accessing University information from a variety of devices. It is vital for us to secure our systems, now more than ever. Multi-factor authentication is now common across many organisations. It will 'double-lock' our systems to protect Oxford's unique information.

From feedback given by our pilot groups and early adopters, staff across



the University are working diligently to make this transition as smooth as possible, ensuring staff and students are informed of the changes in advance and can prepare accordingly. If there are any concerns regarding deployment date and other work commitments, such as exam dates, early enablement of MFA can be requested (<https://projects.it.ox.ac.uk/multi-factor-authentication-faqs-for-end-users#collapse2335921>).

The majority of users are not expected to encounter any issues; however, supporting guides and videos will be made available prior to deployment (<https://itservicesprojects.web.ox.ac.uk/multi-factor-authentication-project#collapse2277226>). For further information on all of the above and a link to the full timetable, please visit the project page: <https://projects.it.ox.ac.uk/multi-factor-authentication-project>.

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## Musical and other Events

### Sheldonian Theatre

A concert by the Oxford Philharmonic Orchestra will be streamed online at 6.30pm on 18 December, as a tribute to the work of Oxford's COVID-19 vaccine team. Programme includes: premiere of John Rutter's *Joseph's Carol* (Sir Bryn Terfel), *Look to the Day* (Sir Bryn Terfel and Merton College Choir), *You'll Never Walk Alone* (soprano Alexandra Lowe), *Hallelujah Chorus* and *Abide with Me* (Alexander Olleson, Christ Church Cathedral Choir). More information and link to stream: [www.ox.ac.uk/news/2020-12-05-philharmonic-orchestra-film-special-tribute-concert-oxford-vaccine-team](http://www.ox.ac.uk/news/2020-12-05-philharmonic-orchestra-film-special-tribute-concert-oxford-vaccine-team).

## Lectures

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### Other groups

#### Andrew Chamblin Memorial Lecture 2020

Professor Alan Guth, MIT, will lecture at 5pm on 18 December online via Zoom. Free but registration required: <https://tinyurl.com/andrewchamblinlecture2020>.

*Subject:* 'Infinite phase space and the two-headed arrow of time'

## Examinations and Boards

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### Examinations for the Degree of Doctor of Philosophy

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

## Colleges, Halls and Societies

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### Obituaries

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#### Christ Church

**Graham Benson**, 14 October 2020; 1963. Aged 76  
**Michael Alexander Bogod**, 2 August 2020; 1948.  
**John Sewell Faulder**, 2020; 1948. Aged 90.  
**Patrick Valentine Eliot Howard**, FCA, 1 July 2020; 1959. Aged 79.  
**Jack Ellis Paton**, 2 October 2020; 1969. Aged 82. Former member of the Governing Body and Emeritus Student.  
**Sir Ian Niall Rankin**, 10 November 2020; 1953. Aged 87.  
**Jane L Rowlandson**, 2018; 1985.  
**Christopher James Saunders**, 2020; 1951. Aged 90.  
**Thomas John Winniffrith**, October 2020; 1956. Aged 82.

#### St Hilda's

**Jean Mary Brown** (*née* Danson), 19 September 2020; 1960. Aged 79.  
**Alison Rosemary Bulmer**, 2020; 2003. Aged 36.  
**Fatemeh Ghari Seyed Fatemeh**, 3 November 2020; 2011. Aged 31.  
**Margaret Bate Flemington**, 10 November 2019; Exhibitioner 1952. Aged 86.  
**Sylvia Mary Gordon Ross**, 26 November 2020; Exhibitioner 1946. Aged 94.  
**Mary Pamela Halsey**, 17 August 2020; 1944. Aged 95.  
**Katharine Hilary Lovell Trotman** (*née* James), 4 October 2020; 1959. Aged 81.  
**Elizabeth Mouncey Wood** (*Mrs* Lewis), 23 July 2020; Schoolmistress Fellow 1988. Aged 86.  
**Mary Frances Wagley** (*née* Penney), 1 November 2020; 1947. Aged 93.  
**Amelia Mary Woolmore** (*née* Mulligan), 27 June 2020; 1952. Aged 86.

#### St Hugh's

**Joyce Hepburn**, 16 March 2020; 1940. Aged 98.

# Advertisements

## Trinity

**The Rt Hon the Lord Ashburton (John Francis Harcourt)**, KG, KCVO, DL, 6 October 2020; 1947. Aged 91.

**Charles Richard Cubitt Bevis**, 10 March 2020; 1952. Aged 88.

**Richard Cecil Bond**, 28 November 2020; 1943. Aged 95.

**Andrew John Greenacre**, 30 September 2020; 1949. Aged 89.

**Peter Crispian Halse Robertson**, 2 October 2020; 1964. Aged 74.

**John Robert Tillard**, 16 December 2019; 1947. Aged 95.

**James Mathie Ure, OBE**, 27 September 2020; 1950. Aged 95.

## No print publication of the *Gazette*

We are unable to publish the *Gazette* in print for the foreseeable future, as a result of COVID-19-related working restrictions. We will continue to publish online editions of the *Gazette* and send emails to our subscribers.

While the *Gazette* is only being published online, we have reduced the price of advertising by **£10 per 70-word insertion** to reflect the fact that we are not incurring print-related costs.

## Advertising enquiries

*Email:* [gazette.ads@admin.ox.ac.uk](mailto:gazette.ads@admin.ox.ac.uk)

*Telephone:* 01865 (2)80548

*Web:* <https://gazette.web.ox.ac.uk/classified-advertising-gazette>

## 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. **Reduced price:** £20 for 70 words, or £40 for 71-150 words

Private advertisers: £20 per insertion of up to 70 words, or £40 per insertion of 71-150 words. **Reduced price:** £10 for 70 words, or £20 for 71-150 words

See our website for examples of whether an advertisement is considered commercial or private: <https://gazette.web.ox.ac.uk/classified-advertising-gazette>.

## 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 <https://gazette.web.ox.ac.uk/classified-advertising-gazette>.

## Terms and conditions of acceptance of advertisements

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 <https://gazette.web.ox.ac.uk/classified-advertising-gazette>, and may also be obtained on application to *Gazette* Advertisements, Public Affairs Directorate, University Offices, Wellington Square, Oxford OX1 2JD.

## 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).

**The Anchor Pub and Grill.** Great ribs, steaks, burgers and wings all cooked over charcoal. Barefoot cakes. Awesome cocktails, a big wine list and a huge heated terrace. Open: Weds-Sat noon-9pm; Sun noon-7pm. Contact: 2 Hayfield Rd, Oxford OX2 6TT, 01865 510282 or [info@theanchoroxford.com](mailto:info@theanchoroxford.com).

**Stone Pine Design:** card publisher specialising in printmaking and Oxfordshire. Beautifully produced, carefully selected designs by internationally renowned artists and illustrators. Free delivery. More information: [www.stonepinedesign.co.uk](http://www.stonepinedesign.co.uk) or Etsy store StonePineDesignCards.

**St Giles' Parish Rooms for hire.** Ideally located close to the city centre at 10 Woodstock Rd OX2 6HT. There is a main hall and a meeting room that can be hired together or separately, and full kitchen facilities. For enquiries regarding availability and to arrange a site visit, contact Meg Peacock, Benefice Manager: 07776 588712 or [sgsm.benefice.manager@gmail.com](mailto:sgsm.benefice.manager@gmail.com).

### Research participants sought

**TB043 Tuberculosis Study:** A BCG challenge study in healthy adults to help develop TB vaccines. If you are aged 18-50 and in good health, and have never received the BCG vaccine, you may be eligible to participate. The study involves 9-11 visits over a period of around 6 months. Participants will be reimbursed for their time and travel from £705 to £750. More information: [www.jenner.ac.uk/volunteer/recruiting-trials/tb043](http://www.jenner.ac.uk/volunteer/recruiting-trials/tb043)

### Groups and societies

**The Oxford University Newcomers' Club** at the University Club, 11 Mansfield Rd, OX1 3SZ, welcomes partners of visiting scholars, of graduate students and of academic and administrative members of the University. We offer information and the opportunity to meet others socially. Due to Covid restrictions we are currently meeting for virtual coffee

via Zoom every Wednesday 10.30-12.00. Our events programme includes tours of colleges, museums and other places of interest. Term-time activities include Newcomers' Toddler Group (aged 0-4), Book Group, Conversation Group, Choir, Garden Group, Antiques Group, Exploring Oxfordshire and an Opportunities in Oxford careers group. Please note Toddler Group and Choir are temporarily suspended due to Covid regulations. Other groups/events are continuing virtually or following Government guidelines. Web: <http://www.newcomers.ox.ac.uk>. Email: [newcomers@ox.ac.uk](mailto:newcomers@ox.ac.uk).

**Oxford Research Staff Society (OxRSS)** is run by and for Oxford research staff. It provides researchers with social and professional networking opportunities, and a voice in University decisions that affect them. Membership is free and automatic for all research staff employed by the University of Oxford. For more information and to keep up to date, see: web: [www.oxrss.ox.ac.uk](http://www.oxrss.ox.ac.uk); Facebook: <http://fb.me/oxrss>; Twitter: @ResStaffOxford; mailing list: [researchstaff-subscribe@maillist.ox.ac.uk](mailto:researchstaff-subscribe@maillist.ox.ac.uk).

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### Restoration and Conservation of Antique Furniture

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**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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### Sell your unwanted books

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**Sell your unwanted books** at competitive prices. If you need extra space or are clearing college rooms, a home or an office, we would be keen to quote for books and CDs. Rare items and collections of 75 or more wanted if in VG condition; academic and non-academic subjects. We can view and collect. Contact Graham Nelson at History Bookshop Ltd on 01451 821660 or [sales@historybookshop.com](mailto:sales@historybookshop.com).

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### Antiques bought and sold

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**Antiques wanted and for sale** - quality antiques such as furniture, fire guards, grates and related items, silver, pictures, china and objets d'art. Please contact Greenway Antiques of Witney, 90 Corn Street, Witney OX28 6BU on 01993 705026 or 07831 585014 or email [jean.greenway@hotmail.com](mailto:jean.greenway@hotmail.com).

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### Services Offered

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**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@mbsummertown.co.uk](mailto:staff@mbsummertown.co.uk). Also at 94 London Rd, Oxford. Tel: 01865 741729. Fax: 01865 742431. Email: [staff@mbeheadington.co.uk](mailto:staff@mbeheadington.co.uk).

**Independent Pensions and Financial Advice.** Austin Chapel Independent Financial Advisers LLP provide bespoke pensions and financial advice to staff working for the University of Oxford. We provide Annual Allowance and Lifetime Allowance pension tax mitigation advice and calculations. In addition, we can provide projections of future pension benefits to ensure your retirement plans are on course to meet your retirement income requirements. We also offer an independent investment review service to help ensure that your investment portfolio still meets your current attitude to risk and is tax efficient. The initial meeting can be held at your workplace, home or our central Oxford offices. There is no cost for the initial meeting. For more information contact Gary O'Neill on 01865 304094 or email [gary.oneill@austinchapel.co.uk](mailto:gary.oneill@austinchapel.co.uk).

**Oxford's low-cost packing and shipping experts.** Specialised in packing and shipping books, clothing, computers, musical instruments, fragile laboratory equipment, rowing oars, valuable paintings or other household items, we specialise in custom packing and worldwide delivery by road, sea and air. Pack & Send, 3 Botley Rd, Oxford, OX2 0AA. Tel: 01865 260610. Email: [oxford@packsend.co.uk](mailto:oxford@packsend.co.uk).

**Airbnb and short-let management services** that work for property owners! We are local and handle everything for you: listings, guest communications, 24-hr check-in, cleaning, linen, restocking etc. Find out more on [www.oxservices.co.uk](http://www.oxservices.co.uk) or contact us on [oxfordhosting@gmail.com](mailto:oxfordhosting@gmail.com) or phone 07715 624409.

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### Flats to Let

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**Smart, newly appointed annex for rent** in rural village location 15 miles NW of Oxford. 3 miles to trainline to Oxford/London. Large kitchen/diner/sitting room. Upstairs bedroom, plenty of storage. Bathroom off a utility room shared with owners, own entrance and hallway. Suit single tenant, quiet location, pub and shop in the village, 5 miles north of the town of Witney. £700 all inc. Contact: Kath 01993 868487 or [kath@songspace.co.uk](mailto:kath@songspace.co.uk).

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### Self-catering Apartments

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**scottfraser** - market leaders for quality Oxfordshire property. Selling, letting, buying, renting, investing - we are here to help. Visit [www.scottfraser.co.uk](http://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.

**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](http://www.shortletspace.co.uk). Contact us by email on [stay@shortletspace.co.uk](mailto:stay@shortletspace.co.uk) or call us on 01993 811711.

**Shortlet studios** for singles or couples needing clean, quiet self-catering accommodation for weeks or months. Handy for High St (town, colleges), Cowley Rd (shops, restaurants), University sportsground (gym, pool), Oxford Brookes campuses, buses (London, airports, hospitals). Modern, self-contained, fully furnished including cooking and laundry facilities, en-suite bathroom, Wi-Fi broadband, TV/DVD/CD, central heating, cleaning and fresh linen weekly. Off-road parking for cars and bikes. Taxes and all bills included. Enquiries: [stay@oxfordbythemoth.com](mailto:stay@oxfordbythemoth.com).

**Looking for 5-star serviced accommodation** right in the heart of the city? Swailes Suites offer city centre, award-winning maisonettes and apartments providing that 'home from home' feel that will help you get the most out of your stay. The Swailes Suites 'easy in, easy out' flexible booking arrangements, from 3 days to 6 months, together with good transport links make arrival and departure hassle-free. Check out our website at [www.swailessuites.co.uk](http://www.swailessuites.co.uk), contact Debbie on 01865 318547 or email [debbie@nops.co.uk](mailto:debbie@nops.co.uk). Office established more than 25 years in 47 Walton Street, Jericho, OX2 6AD.

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### Holiday Lets

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**Cornwall cottage and restored chapel** in quiet coastal hamlet on South West Coast Path 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 240191 or 07917 864113. Email: [gabriel.amherst@gmail.com](mailto:gabriel.amherst@gmail.com) or see: [www.cornwallcornwall.com](http://www.cornwallcornwall.com).

# Notifications of Prizes, Grants and Funding

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

Students of the University should refer to the Student Funding website for advice on fees and funding at [www.ox.ac.uk/students/fees-funding](http://www.ox.ac.uk/students/fees-funding).

## Hanseatic and Theodor Heuss Scholarships for study in Germany

Hanseatic and Theodor Heuss; open to postgraduate and final-year undergraduate (for Hanseatic scholarship only) students to undertake research or study for one or two years in Germany; monthly maintenance grant; 29 January; [www.ox.ac.uk/students/fees-funding/international/scholarships-exchanges/german](http://www.ox.ac.uk/students/fees-funding/international/scholarships-exchanges/german)

## Peterhouse, Cambridge: Graduate Studentships 2021

Peterhouse, Cambridge; Graduate Studentships 2021; maintenance and fees available subject to status; 15 January; [www.pet.cam.ac.uk](http://www.pet.cam.ac.uk)

# 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.jobs.ox.ac.uk/home](http://www.jobs.ox.ac.uk/home).

The University is committed to equality and valuing diversity.

## University of Oxford

Department of Statistics; Postdoctoral Researcher; £41,526–£49,553; 8 January; [www.stats.ox.ac.uk/vacancies](http://www.stats.ox.ac.uk/vacancies) or [jobs@stats.ox.ac.uk](mailto:jobs@stats.ox.ac.uk)

Public Affairs Directorate; 6-month COVID Strategic Media Relations Manager; £48,114–£55,750; noon, 6 January; [https://my.corehr.com/pls/uoxrecruit/erq\\_jobspec\\_details\\_form.jobspec?p\\_id=148490](https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=148490)

Public Affairs Directorate; 6-month COVID Communications Officer; £32,817–£40,322; noon, 7 January; [https://my.corehr.com/pls/uoxrecruit/erq\\_jobspec\\_details\\_form.jobspec?p\\_id=148488](https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=148488)

Public Affairs Directorate; 6-month Social Media Officer; £29,176–£34,804; noon, 7 January; [https://my.corehr.com/pls/uoxrecruit/erq\\_jobspec\\_details\\_form.jobspec?p\\_id=148501](https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=148501)

Public Affairs Directorate; 6-month COVID Internal Communications Manager; £32,817–£40,322; noon, 6 January; [https://my.corehr.com/pls/uoxrecruit/erq\\_jobspec\\_details\\_form.jobspec?p\\_id=148489](https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=148489)

## Colleges, Halls and Societies

North Oxford Shared College Services; IT Officer; c£25,941–£30,942; 15 January; [www.lmh.ox.ac.uk/about-lmh/jobs/it-officer](http://www.lmh.ox.ac.uk/about-lmh/jobs/it-officer)

Pembroke; IT Officer (Systems Developer); 4 January; [www.pmb.ox.ac.uk/vacancies](http://www.pmb.ox.ac.uk/vacancies)

Queen's; permanent full-time College Accountant; £55,750–£64,605; 5 January; [www.queens.ox.ac.uk/college-accountant](http://www.queens.ox.ac.uk/college-accountant)

Worcester; Permanent Senior Tutor; £64,605; 9am, 19 February; [www.worc.ox.ac.uk/jobs](http://www.worc.ox.ac.uk/jobs)

## External Vacancies

Gonville and Caius College, Cambridge; 3-year Joint College Lectureship in Spanish to be held with a Fellowship at Gonville and Caius; 4 January; [www.cai.cam.ac.uk/vacancies](http://www.cai.cam.ac.uk/vacancies)

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### Editor:

D L Dooher, MA Oxf

### Deputy Editor:

M Gaudern, DPhil Oxf

This is the final *Gazette* of Michaelmas term. The first *Gazette* of Hilary term will be published on 14 January.

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

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

**Next Gazette: Thursday, 14 January**

**Gazette online:** <https://gazette.web.ox.ac.uk/home>

**Gazette subscriptions:** <https://gazette.web.ox.ac.uk/subscribing-gazette>

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