

Gazette

Please dispose of your compostable bag in a compost bin, garden waste bin or food waste bin.

Do NOT put compostable bags in recycling bins.

Council and Main Committees 160

Council of the University:
Nomination of an external member of Council

Council of the University:
Changes to Regulations:
(a) Terms of Reference of Budget Subcommittee of PRAC
(b) Terms of Reference of Building and Estates Subcommittee (BESC) of PRAC
(c) Regulations for Kellogg College
(d) Changes to the Regulations for the Strategic Capital Steering Group and new regulations for the Planning and Housing Strategy Group

Congregation 9 December:
Degree by Resolution

Council of the University:
Register of Congregation

Congregation 163

Congregation 28 November:
Elections

Congregation 21 January:
Voting on changes to the composition of the Committee for the Nomination of Select Preachers

Congregation 28 January:
Voting on Legislative Proposal: Statute XV: College Contributions Scheme, Oxford College Contributions Fund and College Accounts

Congregation 5 March:
Elections

Notices 170

General Notices:
Gazette publication arrangements
Committee on Animal Care and Ethical Review: Annual Report 2018-19

Visiting Professorships:
Medical Sciences
Social Sciences and Humanities

Examinations and Boards 175

Examinations for the Degree of Doctor of Philosophy

Examinations for the Degree of Master of Science

Changes to Examination Regulations:
Social Sciences Board

Colleges, Halls and Societies 177

Obituaries:
All Souls/Christ Church/Oriel
Christ Church
Lincoln
St Hugh's

Elections 177

28 November:
Board of the Faculty of Oriental Studies

5 March:
Pool for constituting panels convened under Statute XII Parts B, D and H

Advertisements 179

Notifications of Vacancies 182

University of Oxford

Colleges, Halls and Societies

External Vacancies

Council and Main Committees

Council of the University

Nomination of an external member of Council

Under regulation 9.3 of Congregation Regulations 2 of 2002, the nomination below shall be deemed to be approved unless not later than **4pm on 9 January** the Registrar has received from not fewer than 20 members of Congregation a written request for a postal ballot to be taken in respect of that nomination.

Approval of the nomination of Sir Chris Deverell as an external member of Council

The nomination by Council, under the provisions of section 4 (7)–(10) of Statute VI, of Sir Chris Deverell as an external member of Council, to fill the vacancy left by Sir David Norgrove, is submitted for approval. The appointment would be from Hilary term 2020 until Hilary term 2024 in the first instance.

Notes on the nominated external member of Council

Sir Chris Deverell has held leadership roles throughout his 40-year military career, which ended in September 2019. He was commissioned into the Second Royal Tank Regiment in 1979. After graduating in 1982 with a degree in Politics, Philosophy and Economics (Mansfield College), he saw regimental service in Northern Ireland, Germany, Belize and Cyprus. He was appointed a Member of the Order of the British Empire in the 1991 Birthday Honours, and went on to command of the Joint Chemical, Biological, Radiation and Nuclear Regiment. He commanded 4th Armoured Brigade in Iraq and Germany from January 2005.

Appointed Knight Commander of the Order of the Bath (KCB) in the 2015 New Year Honours, he was promoted on 5 April 2016 to the rank of 4* General, as one of the UK Chiefs of Staff. As the head of the Joint Forces Command he was accountable for around 25,000 people and an annual budget of over £5 billion. His responsibilities also included the delivery of military education through the Defence Academy.

Having left the Army, he is now pursuing a portfolio career, having been contracted as a Venture Partner to a US (west coast) venture capital company that invests in start-ups involved in cyber security. He will also be advisor to two other US companies: a start-up that provides software solutions in defence and security, and a scale-up that provides near-real-time alerting in multiple sectors.

He has been a board member at a senior level in the public sector over the last seven years, involved in major financial and operational decisions affecting the foreign, defence and security policies of the nation, and the lives and well-being of many thousands of people.

Council of the University

Changes to Regulations

Council has made the following changes to regulations, to come into effect on **27 December**.

(a) Terms of Reference of Budget Subcommittee of PRAC

Explanatory Note

Changes are recommended in order to align regulations on the time period for review of services' financial plans with actual practice as services are only asked to provide three-year plans to Budget Subcommittee.

Text of Regulations

In Part 9 of Council Regulations 15 of 2002, concerning the Budget Subcommittee of the Planning and Resource Allocation Committee, amend regulation 9.3 as follows (new text underlined, deleted text struck through):

'9.3. The committee will be a subcommittee of, and report to, the Planning and Resource Allocation Committee. It will:

- (1) co-ordinate the work of budget groups to ensure coherence before the detailed draft budgets are submitted for the consideration of the Planning and Resource Allocation Committee, and in particular, test bids from central administrative, service and other units;

- (2) receive and keep under review, on behalf of the Planning and Resource Allocation Committee, ~~five~~three-year plans of income, expenditure and capital commitments for the University Administration and Services and the Gardens, Libraries and Museums division and make recommendations on them to the Planning and Resource Allocation Committee;

- (3) review and make recommendations on methods for charging out the costs of the University Administration and Services and the Gardens, Libraries and Museums division, specifically, the Infrastructure Charge and the Integrated Charging Mechanism, and working with units on the analysis of costs; the committee will review and make recommendations on any proposed significant change;

- (4) receive and consider bids for annual budgets from the University Administration and Services and the Gardens, Libraries, and Museums division and make recommendations to the Planning and Resource Allocation Committee;

- (5) review and monitor the income and expenditure position of the major cost centres throughout the year;

- (6) consider and make recommendations to the Planning and Resource Allocation Committee regarding any requests from the units for significant variations to the planned operating budget.'

(b) Terms of Reference of Building and Estates Subcommittee (BESC) of PRAC

Explanatory Note

The proposed changes are required to reflect that the Museums Board has been replaced by the Gardens, Libraries and Museums Board, which is a body that appoints a member to the Building and Estates Subcommittee of PRAC.

Text of Regulations

In Part 10 of Council Regulations 15 of 2002, concerning the Building and Estates Subcommittee of the Planning and Resource Allocation Committee, amend regulation

10.1 as follows (new text underlined, deleted text struck through):

10.1. The Buildings and Estates Subcommittee of the Planning and Resource Allocation Committee shall consist of:

- (1) a Chair, who shall be appointed by Council, who shall also serve on the Planning and Resource Allocation Committee of Council;
- (2) the Pro-Vice-Chancellor (Planning and Resources);
- (3)–(6) one person appointed by each of the divisional boards;
- (7) the Director of University Library Services and Bodley's Librarian or a person nominated by the director;
- (8) a person appointed by the ~~Oxford University Museums Board~~ Gardens, Libraries and Museums Board from among the directors of the University's museums;
- (9), (10) two persons elected by Congregation;
- (11) one student member representative, selected by the Council of the Oxford University Student Union from among its Executive.

(c) Regulations for Kellogg College

Explanatory Note

Following a major review of its governance arrangements, amendments to the regulations for Kellogg College are proposed to: (i) bring them in line with the accountability expectations placed upon societies of the University; (ii) separate the roles of the President of Kellogg and the Director of the Department for Continuing Education; and (iii) require Council approval for establishing new college centres. The opportunity has been taken to correct inaccuracies and remove outdated material.

Text of Regulations

In Council Regulations 10 of 2002, concerning Kellogg College, amend as follows (new text underlined, deleted text struck through):

'Council Regulations 10 of 2002

1. (1)–(a) Kellogg College may present for admission as members of the University the President and any Fellow of Kellogg College, if not a member of any college, society, Permanent Private Hall, or other institution designated by Council by regulation as being permitted to present candidates for matriculation,

together with (a) any person admitted to Kellogg College for the purpose of working for (i) a graduate degree course ~~or~~ (ii) ~~the Postgraduate Certificate in Education;~~ (iii) ~~any another other graduate course of study; and~~ (b) ~~university qualification;~~ or (iv) other persons at the discretion of the Governing Body.

(b) ~~In any one year, the college may present no more than six persons in total in categories (iii) and (iv) combined, as defined in paragraph (a) above.~~

(2) Members of another society or of a college, Permanent Private Hall, or other designated institution may migrate to Kellogg College on assuming the office of President, or on election as Fellow, or on admission as a student under this regulation, subject to the University Regulations on Readmission and Migration.

2. (1) ~~The Director of the Department for Continuing Education shall by virtue of his or her office be President of Kellogg College shall be appointed by Council, after it has considered any recommendations which, and he or she shall make available to the Governing Body may submit, on such terms and conditions as Council shall determine.~~
(2) On behalf of, and with the approval of, the Governing Body the President may exercise any powers and shall discharge any duties entrusted to a Head of department by University statute, regulation, policy or procedure. The President may delegate such powers and duties under the authority of regulations or resolutions made by the Governing Body from time to time.
(3) During any vacancy in the Presidency, or in the absence or during the sickness of the President, an Acting President shall be designated by Council from among the Official Fellows of Kellogg College, after it has considered any recommendations which the Governing Body may submit. Such Acting President shall have power to undertake all acts which the President is authorised or required to perform.
(4) The President may hold their office in conjunction with a professorship or accommodation and other university teaching or research post if Council, after consultation with the relevant divisional board and any other bodies concerned, shall so decide facilities on terms approved from time to time by Council.

(5) ~~The Presidency directorship shall not be held concurrently with the headship of or a fellowship (other than an Honorary or Emeritus Fellowship) of in another society or any college, society, Permanent Private Hall; or other designated institution.~~

(3) ~~Council shall be empowered from time to time to designate a member of Congregation as Acting President, with power in the absence or during the sickness of the President, or during a vacancy in the presidency, to undertake all acts which the President is authorised or required to perform.~~

3. (1) The Governing Body of Kellogg College shall consist of the President, who shall be its chair, and its Official and Fellows (other than Emeritus, Honorary, Supernumerary, and Visiting Fellows).
(2) The Governing Body governing body may from time to time make by-laws which shall be consistent with, and subject to, the statutes, regulations, policies and procedures of the University, and which, when approved by Council, shall be binding on all Fellows of Kellogg College.

(3) The Governing Body governing body shall have full powers (subject to the provisions of these Regulations regulations) to do all that may be necessary to administer Kellogg College as a society of the University, subject to the following conditions:

(a) it shall submit a report annually to Council;

(b) it shall submit to Council each Hilary Term estimates of its income and expenditure in respect of the ensuing financial year and shall satisfy Council that no charge will fall on university funds except in so far as may already have been authorised by Council;

(c) it shall develop academic policy for Kellogg College which shall be consistent with the University's strategies and plans as approved from time to time by Council. In cases in which Council thinks it appropriate, Council may direct the governing body on certain courses of action consistent with those strategies and plans.

4. 4. The governing body shall offer to elect to a Fellowship of Kellogg College every University Lecturer in the Department for Continuing Education whose office is tenable to the retiring age, or who has

been appointed for a limited period on the basis that he or she is eligible for reappointment after that period to the retiring age.

5.—(1) The Governing Body governing body may elect to Official Fellowships a Fellowship of Kellogg College:

(a) the holders of university appointments who are entitled to fellowships under the provisions of any statute or regulation, ~~or who will become so entitled if their university appointments are confirmed to retiring age;~~ and

(b) any other ~~members~~ member of Congregation, so long as the total number of fellows elected under this paragraph shall not exceed one-quarter of the total number of fellows who constitute the governing body.

(2) In no case shall ~~an Official~~ a Fellowship of Kellogg College be held concurrently with the headship of, or a fellowship (other than an Honorary or Emeritus Fellowship,) in another society or any college, Permanent Private Hall, or other designated institution.

56. The Governing Body governing body may, in accordance with by-laws approved from time to time by Council under the provisions of regulation 3 (2) above, elect to ~~other categories of fellowship, Emeritus, Honorary, and Visiting Fellowships of Kellogg College and to not more than thirty Supernumerary Fellowships of Kellogg College.~~ The governing body may also elect suitably qualified persons to ~~Junior Research Fellowships and Senior Research Fellowships on terms and conditions determined by the governing body and approved by Council.~~

67. The governing body may elect to Professorial Fellowships at the college, on terms approved by Council, university professors, university readers, and holders of other university offices which are declared by any university statute or regulation to qualify the holder for a Professorial Fellowship.

8. Any Fellow of Kellogg College who ceases to hold the post by virtue of which they

~~were~~ he or she was elected to a Fellowship of Kellogg College shall immediately vacate that fellowship.

7. With the exception of the President, the9- The officers of Kellogg College shall be appointed by the Governing Body governing body on such terms and conditions as shall be determined by the Governing Body.

8. Kellogg College may establish Centres governing body, subject to the approval of Council in each case and provided that each Centre shall be subject to all the statutes, regulations, policies and procedures of the University.:'

(d) Changes to the Regulations for the Strategic Capital Steering Group and new regulations for the Planning and Housing Strategy Group

Explanatory Note

The proposed additions to the regulations for the Strategic Capital Steering Group provide clarity on responsibilities of the committee regarding the property development partnership with Legal & General. The Planning and Housing Strategy Group is to be incorporated into University Regulations as a working group of Finance Committee.

Text of Regulations

1 In Council Regulations 15 of 2002, amend Part 12 concerning the Strategic Capital Steering Group as follows (new text underlined, deleted text struck through):

'12.2. The Strategic Capital Steering Group shall:

- (1) develop a long-term strategic capital investment plan for submission to the Finance Committee;
- (2) consider the use of any capital resources which are not delegated or allocated to the academic divisions, services, or other bodies (whether trust funds, University reserves, unearmarked benefactions, capital funds or reserves of any other description), and recommend to the Finance Committee major new initiatives regarding such use;

(3) in accordance with the allocation limits set out in Statute XVI and the Financial Regulations:

- (i) submit recommendations to the Finance Committee for expenditure on strategic investments in the University's physical estate, and other academic resources (other than centrally run IT projects) and any associated space allocations that require the approval of Council;
- (ii) approve expenditure on developing proposals for strategic investments in the University's physical estate and other academic resources (other than centrally run IT projects) that does not require the approval of Council;

(4) liaise with PRAC to ensure that the proposals for strategic capital investment are compatible with the rolling capital programme;

(5) ensure that business cases for projects being considered by the Group have been appropriately prepared, signed by the appropriate officers of the University in accordance with the Financial Regulations and are consistent with the University's priorities and plans; ~~and~~

(6) oversee the financial management of the design of projects submitted in accordance with these regulations, including the gateway approval process, and obtain approval from the Finance Committee for expenditure on gateways 1 and 2 prior to that committee's release of full project funding.;

(7) establish and oversee programme boards with responsibility for the development of specific sites for the functional estate;

(8) make recommendations to Finance Committee with regard to:

- (i) proposed functional estate projects that should be submitted to Oxford University Property Development (OUPD) for consideration;
- (ii) development proposals for the functional estate put forward by OUPD;

Congregation

(ii) the purchase of additional land for development.'

2 In Council Regulations 15 of 2002, insert new part 37 concerning the Planning and Housing Strategy Group as follows:

'Part 37: Planning and Housing Strategy Group

37.1. The Planning and Housing Strategy Group shall consist of:

- (1) the Pro-Vice-Chancellor (Planning and Resources) who shall chair the Group;
- (2) the Pro-Vice-Chancellor (Education);
- (3) the Pro-Vice-Chancellor (Research) or their nominee;
- (4) the Director of Finance (or their nominee);
- (5) one of the Proctors or the Assessor as may be agreed between them;
- (6), (7) two persons appointed by Council from amongst its members;
- (8) an Estates Bursar nominated by the Estates Bursars Committee;
- (9), (10) two external persons appointed by Finance Committee;
- (11) one student member representative, selected by the sabbatical officers of the Oxford Student Union from among their own number;
- (12) one early career research representative nominated by the Oxford Research Staff Society.

37.2. As a working group of Finance Committee, the Planning and Housing Strategy Group shall advise Finance Committee and Council on all aspects of University staff and student housing development, including:

- (1) the promotion of land through the planning system for staff or student housing developments and for research and innovation development;
- (2) agreeing policy with regard to the standards for staff or student housing;
- (3) agreeing policy with regard to the management and allocation of staff or student housing;

(4) making recommendations to Finance Committee with regard to:

- (i) identifying staff or student housing projects and innovation space proposals that should be submitted to Oxford University Property Development (OUPD) for consideration;
- (ii) development proposals for staff or student housing and innovation space put forward by Oxford University Property Development (OUPD);
- (5) establishing and overseeing programme boards with responsibility for the development of specific sites for housing and innovation use; and
- (6) excluding matters dealt with by the Property Management Subcommittee, specifically the setting of student rents.'

Congregation 9 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:

Miller, M G, Faculty of Clinical Medicine
Parkes, E E, Faculty of Clinical Medicine
Petersson, D K, Faculty of Clinical Medicine

Divisional and Faculty Boards

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

Congregation 28 November

Elections

CONTESTED ELECTION

Faculty of Oriental Studies

Details are in 'Elections' section below.

Congregation 21 January

¶ Members of Congregation are reminded that any two members may, not later than **noon on 13 January**, give notice in writing to the Registrar that they wish to oppose or amend the proposed changes to Congregation regulations 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 change to regulations shall be declared carried, and the meeting may be cancelled.

Voting on changes to the composition of the Committee for the Nomination of Select Preachers

Explanatory Note

The following change, made on the recommendation of the General Purposes Committee, amends the composition of the Committee for the Nomination of Select Preachers to add three co-opted members.

Text of Regulations

In Part 6 of Congregation Regulations 3 of 2002, concerning Religious Services and Sermons, delete existing regulation 6.1 and substitute (new text underlined, 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 chair 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;

(8)–(10) the Committee may co-opt up to three additional members, who may be internal or external, who shall hold office for one year and shall be re-eligible.

Congregation

28 January

¶ Members of Congregation are reminded that any two members may, not later than **noon on 20 January**, give notice in writing to the Registrar that they wish to oppose or amend the legislative proposal 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 legislative proposal shall be declared carried, and the meeting may be cancelled.

Voting on Legislative Proposal: Statute XV: College Contributions Scheme, Oxford College Contributions Fund and College Accounts

Explanatory Note

The following Legislative Proposal, submitted by Council under Part 2 of Congregation Regulations 2 of 2002 (Supplement (1) to *Gazette* No 4633, 9 October 2002, Vol 133, p161, as amended on 12 October 2004, 7 March 2006 and 14 October 2008, *Gazette*, Vol 135, p214; Vol 137, p669; Vol 139, p4), makes changes to the existing legislation governing the College Contributions Scheme.

Currently, Part A of Statute XV defines the purpose of the College Contributions Scheme as being 'to establish the College Contributions Fund, which shall be held by the University in trust in perpetuity to make such grants and loans to colleges for University purposes as may seem desirable.' Council Regulations 1 of 2014 set out the details of the most recent College Contributions Scheme (scheme 6), which was tied to the single purpose of endowing the Oxford College Contributions Fund (OCCF).

The proposal, agreed by Council in consultation with Conference of Colleges, is to revise Statute XV, to broaden its purposes so that it deals with the principles that underpin the College Contributions Scheme itself; and to replace Council Regulations 1 of 2014 with a new set of Regulations for College Contributions, dealing with the ongoing administration of the OCCF and the creation of a new scheme 7.

Statute XV

In Part A of the revised Statute, sections 2–4, the College Contributions Scheme is redefined as being 'for University purposes that will also benefit the colleges'. That refers back to the wording in the Universities of Oxford and Cambridge Act, 1877, and the Universities of Oxford and Cambridge Act, 1923, for enabling or requiring the colleges to make contributions out of their revenues for University purposes, while at the same time recognising that the current purposes of the taxation also provide benefit to the colleges. The Statute then provides a mechanism for determining particular purposes, the means of using the contributions for those purposes, and the means of reporting on the use of the contributions, to be defined periodically by regulation following consultation with Conference of Colleges. The Statute is thus essentially an enabling statute, that is to say, it enables the College Contributions Scheme itself to continue while leaving the details of individual schemes to be provided by regulation.

Part B of the revised Statute, sections 5–8, confirms the establishment of the OCCF and its continued administration by the College Contributions Committee. The possibility of adding to the OCCF endowment is preserved by the final paragraph of Part A, section 4 of the proposed new Statute, so that, to the extent that no other University purposes are declared, the default position is that the money goes into the OCCF.

Part C of the proposed new Statute, sections 9–15, provides for the College Accounts Committee, currently in Part B of the existing Statute. The provisions are unchanged.

Council Regulations for College Contributions

These new Regulations replace existing Council Regulations 1 of 2014. They preserve scheme 6 while creating a new scheme 7 for future contributions.

Part 3 makes provision for the continuation of the scheme 6 fund and outlines how the fund will be administered and the dividends distributed (with the detail of the application and decision-making process determined by the College Contributions Committee, as under the existing Regulations).

Part 4 creates the new scheme 7, running from year 0 (2018/19) through to year 10 (2028/29) and generating a fixed annual income which will be fully distributed each year. The £3m income from the scheme in year 0 will be matched by funding from

University sources that were already earmarked for graduate scholarships and will be used to improve graduate access in colleges and PPHs. £3m of the income in each of years 1–10 will be used to make grants to build endowment in the poorest colleges (the eligibility may be different to eligibility under scheme 6), with the balance used to improve undergraduate access. (Given the funding's prior allocation, Council confirms under Regulation 1.6 (3) of Congregation Regulations 2 of 2002 that the expenditure of the £3m from University sources can be met without curtailment of services for which money has already been allocated.)

The scheme will be subject to a mid-term review to consider whether the list of recipient colleges (for the £3m in years 1–10) requires revision and to examine whether any part of the access portion of the scheme should be used to fund graduate access projects.

The sums payable by the colleges for year 0 of the scheme are equal to the sums paid for 2016/17. The sums payable for years 1–10 of the scheme are calculated by finding a college's average taxable assets (calculated in the same way as under scheme 6) for the last five years and applying the new specified rates to these averages. Any college whose contribution would be less than 0.5% of total taxable assets is excluded and the contributions from the remaining contributing colleges are then adjusted on a pro rata basis to ensure that the fixed annual income for that year is collected.

If new colleges are created they will be required to make contributions on the same basis as other colleges (increasing the fixed annual income accordingly). However, they will not automatically qualify to join the list of recipient colleges, though they may be added as a part of the mid-term review.

Part 5 establishes an Access Fund Management Board to administer the undergraduate access portion of scheme 7. The board will report to the College Contributions Committee annually on the way in which the access portion has been distributed and will carry out its own mid-term review, to set priorities for years 6–10 of the scheme and examine whether any part of the access portion of the scheme should be used to fund graduate access projects.

Legislative Proposal

WHEREAS it is expedient to change the existing provisions governing the College Contributions Scheme, NOW THE UNIVERSITY OF OXFORD, in exercise of the powers in that behalf conferred on it by

the Universities of Oxford and Cambridge Act, 1923, and of all other powers enabling it, ENACTS, subject to the approval of Her Majesty in Council (except for sections 9–15), AS FOLLOWS.

1 Repeal existing Statute XV, concerning College Contributions and College Accounts (*Gazette* Vol 139, 23 April 2008, p932, as amended with effect from 3 October 2016, *Gazette*, Vol 147, p72, 13 October 2016) and substitute with new Statute XV.

‘Statute XV: College Contributions Scheme, Oxford College Contributions Fund and College Accounts

(Sections 1–8 are ‘Queen-in-Council’ statutes – see section 2 (2) of Statute IV.)

Approved with effect from [date]

1. In this statute and any associated regulations the following expressions shall have the meanings set out below unless the context otherwise requires:

- (a) “the fund” means the Oxford College Contributions Fund constituted by the contributions paid by the colleges under the College Contributions Scheme approved with effect from 8 April 2009;
- (b) “the scheme” means the scheme referred to in section 2 of this statute;
- (c) “college” means:
 - (i) any of the colleges and societies listed in Statute V, sections 1 and 5 (but not the Permanent Private Halls), and
 - (ii) any foundation which Council, with the prior agreement of the Conference of Colleges, shall by regulation declare to be a college for the purposes of the scheme;
- (d) “financial year” means a year beginning on 1 August and ending on 31 July following.

PART A: COLLEGE CONTRIBUTIONS SCHEME

2. The purpose of the College Contributions Scheme is to collect contributions from the colleges for University purposes that will also benefit the colleges.

3. Each college shall as soon as possible after the end of each financial year and in any case before the 31 March next following pay to the University a sum calculated in accordance with regulations made by Council. If any college does not pay the contribution by the due date the College Contributions Committee shall have the power to charge interest on overdue sums as laid down by regulation.

4. Council (in consultation with the Conference of Colleges) shall lay down from time to time in regulation:

- (a) the purposes to which the contributions shall be applied;
- (b) the means of determining use of the contributions for those purposes; and
- (c) the means of reporting on the use of the contributions.

Any amounts remaining after application of the contributions in accordance with such regulation shall be applied by the University to the fund. In the absence of any such regulation, contributions shall be applied by the University to the fund.

PART B: OXFORD COLLEGE CONTRIBUTIONS FUND

5. The Oxford College Contributions Fund was established by contributions made under the College Contributions Scheme approved with effect from 8 April 2009.

The fund, together with any accretions added to it from time to time, shall be held by the University in trust in perpetuity to make such grants and loans to colleges for University purposes as may seem desirable.

6. The fund shall be administered by the College Contributions Committee, the membership, functions, and powers of which shall be laid down by Council by regulation.

7. Distributions from the fund to the colleges or any of them shall be made annually by regulation after Council has considered the recommendations made by the College Contributions Committee.

8. If for regulatory or other reasons beyond the control of the University and the colleges it becomes impractical to operate the fund in accordance with this statute and the regulations made under it, then any monies remaining in or returned to the fund shall be applied for such other University purposes as Council shall determine.

PART C: COLLEGE ACCOUNTS

9. Council shall establish a College Accounts Committee, the membership, functions and powers of which shall be laid down by regulation.

10. At the end of each financial year, and by a date laid down by regulation, every college shall prepare, and submit for appropriate examination by auditors, statements in respect of the financial year just ended.

11. The statements required under section 10 of this statute shall be prepared so as to conform in all material respects

to regulations made by Council for the preparation of college accounts.

12. The financial statements for the year concerned prepared by each college shall give a true and fair view of:

- (1) the state of affairs of the college, and of the college together with its subsidiaries and connected entities, at the balance sheet date; and
- (2) the consolidated income and expenditure of the college together with its subsidiaries and connected entities for the year ended on that date;

in accordance with UK Generally Accepted Accounting Practices (“GAAP”) and with this statute.

13. Every college shall also supply with its accounts, but not for publication, such other financial information, either audited or unaudited, as is specified by Council by or under the regulations.

14. (1) By the date laid down by regulation, the statements and the report of the independent auditors shall be presented to the College Accounts Committee.

(2) The College Accounts Committee shall then order the publication of those statements and reports within the University.

15. The reports of the independent auditors shall include, in a form laid down by Council by regulation, any further report which may be required by the University’s external auditors in respect of any public and publicly accountable funds transferred to the college by the University during the immediately preceding financial year.’

2 Sections 1–8 of this statute shall be effective from the date on which they are approved by Her Majesty in Council; sections 9–15 shall have immediate effect.

Changes in Regulations to be made by Council if the Statute is approved

1 Delete Council Regulations 1 of 2014, concerning college contributions.

2 Insert new Council Regulations as follows:

‘Council Regulations * of 2020: Regulations for College Contributions

Part 1: introduction

1. These regulations are made under the provisions of Statute XV, and references to sections are to the sections of that statute unless otherwise stated.

2. “The fund” and “college” have the meanings given to them in the statute.

3. “The scheme” means the current scheme as described in Part 4 of these regulations.

Part 2: membership of the committee

4. (1) The College Contributions Committee (“the committee”) shall consist of:

- (a) a Chair appointed by the Vice-Chancellor, who shall normally be a head of house;
- (b)-(d) three members appointed by Council, one of whom shall be appointed from among its own members;
- (e)-(h) four members elected by the Conference of Colleges.

(2) Subject to the approval of the Chairman of the Conference of Colleges and the Chairman of Council on each occasion, the committee may co-opt up to two external members for such periods as it sees fit, on condition that the committee shall be satisfied that those appointed have no financial interest in any college.

(3) The appointed and elected members shall hold office for four years.

(4) Members shall serve no more than two consecutive full terms of office. Casual terms of office shall not count towards this limit.

(5) Notwithstanding regulation 4 (4) above, the General Purposes Committee of Council may determine that one further consecutive period is permitted in an individual case.

Part 3: Oxford College Contributions Fund

5. (1) The committee shall be responsible to Council for the proper administration of the fund including distribution of income from the fund in accordance with these regulations.

(2) The committee shall have the power (subject to regulation 6 below):

- (a) to determine the list of colleges entitled to make an application for a grant or loan from the fund;
- (b) to make rulings on the income of colleges in respect of their eligibility for grants or loans from the fund and to call for reports from colleges to amplify their financial statements and calculations as provided under regulation 10. (2) (c) below;
- (c) to determine what grants or loans made out of the fund will meet the purpose of the fund; and

(d) to carry out whatever investigation may be necessary in order to ascertain that grants and loans from the fund have been used as intended.

6. (1) The committee shall make recommendations to Council at least once a year on the distribution of the income of the fund to individual colleges.

(2) The criteria for making a grant or loan from the fund will be satisfied if a college:

- (a) has low taxable assets per student, the calculation of which shall be decided by the committee;
- (b) is below a median or target value in one or more categories for which grants will be awarded as defined by the committee; and
- (c) makes a convincing case for support.

7. The committee shall carry out a review of the way in which fund income is distributed and used at the same time it reviews the scheme under regulation 11.

Part 4: College Contributions Scheme Administration, purpose and powers

8. The committee shall be responsible to Council for the proper administration of the scheme including distribution of income under the scheme in accordance with these regulations.

9. (1) The current scheme shall run for a fixed period from year 0, being the year ending 31 July 2019, through to year 10, being the year ending 31 July 2029, with a mid-term review as set out in regulation 11 below.

(2) The scheme shall generate a fixed annual income as follows, with individual college contributions calculated as set out in regulation 12 below:

Year 0	Year 1	Year 2	Year 3	Years 4-10
£3 million	£3.5 million	£4 million	£4.5 million	£4.5 million + CPI

(3) The total fixed annual income for years 4 to 10 will be determined by multiplying £4.5 million by the index value of CPI for the July falling immediately before the start of that financial year and then dividing the product by 107.9 (being the index value of CPI for July 2019).

10. (1) The income received under the scheme shall be fully distributed each year and shall be used for the following purposes:

(a) for year 0, £3 million to improve graduate access in “recipient colleges and Permanent Private Halls”, being those agreed by the committee in accordance with regulation 10. (3) below (“the graduate scholarship portion”);

(b) for years 1 to 10:

- (i) £3 million (plus CPI in years 4-10) to make grants to build endowment in “recipient colleges”, being those with the lowest taxable assets per student as agreed by the committee under regulation 10. (2) (a) (“the endowment portion”); and
- (ii) the balance to improve undergraduate access in colleges and Permanent Private Halls by supporting University-wide, evidence-based, evaluated access projects, prioritising the Opportunity Oxford and Foundation Oxford programmes (“the access portion”).

(2) The committee shall have the power:

(a) to determine the list of recipient colleges entitled to make an application for an endowment grant under the scheme;

(b) to determine the list of recipient colleges and Permanent Private Halls entitled to make an application for a graduate scholarship grant under the scheme;

(c) to make rulings on the income of colleges for the purpose of the scheme, and on their consequent liability to contribute;

(d) to call for reports from colleges to amplify their financial statements and calculations;

(e) to call for information and reports from Permanent Private Halls which provide equivalent information to that obtained from colleges;

(f) to determine what payments made under the scheme will meet the purpose of the scheme;

(g) to carry out whatever investigation may be necessary in order to ascertain that payments have been used as intended; and

(h) to charge interest on late payment of contributions at the official rate of interest (that is to say, the rate applicable under Section 178 of the Finance Act 1989, or any statute amending or replacing that section).

(3) The committee shall make recommendations to Council on the distribution of the graduate scholarship portion of the scheme to colleges and Permanent Private Halls and the payments shall be made only to those colleges or Permanent Private Halls that appear on the list of recipient colleges and Permanent Private Halls determined for this purpose by the committee.

(4) The committee shall make recommendations to Council at least once a year on the distribution of the endowment portion of the scheme to recipient colleges and the criteria for making a grant will be satisfied if a college:

(a) appears on the list of recipient colleges created by the committee; and

(b) submits to the committee for review a plan which satisfactorily shows how the grant will assist their strategy for endowment funding.

(5) The access portion of the scheme shall be paid annually to the Access Fund Management Board, to be established under Part 5 below, who will use the payment as described in regulation 10. (1) (b) (ii).

(6) The committee shall report annually to Council on the way in which the income under the scheme has been distributed and this report will be shared with the Conference of Colleges.

11. The committee shall carry out a mid-term review of the scheme, to:

(1) consider whether the list of recipient colleges for the endowment portion requires revision for years 6 to 10 of the scheme; and

(2) examine whether any part of the access portion should be used to fund graduate access projects during years 6 to 10 of the scheme, taking into account the recommendations of the Access Fund Management Board

and shall report to Council on its findings.

Calculation of sums payable by colleges

12. The sum payable each year by each college for years 1 to 10 of the scheme shall be calculated as follows:

(1) Find the average of the taxable assets (calculated in accordance with regulation 15 below) for the five years prior to the current year of the scheme.

(2) Use the average taxable assets figure to calculate the college contribution by applying the following bands and rates:

On the first £50 million of taxable assets	NIL
On the next £10 million	0.04%
On the next £10 million	0.08%
On the next £10 million	0.12%
On taxable assets over £80 million	0.14%

(3) Check whether the calculated college contribution amounts to at least 0.5% of the average taxable assets of the college and exclude any college where this requirement is not satisfied.

(4) Add together the college contributions of all those colleges not excluded under regulation 12. (3) above to give the total college contribution.

(5) Calculate the adjusted college contributions by comparing the total college contribution to the fixed annual income (as set out in regulation 9. (2) above) for the relevant year and:

(a) if the total college contribution ("TCC") is less than the fixed annual income ("FAI"), calculate the percentage increase that would need

to be applied to the total college contribution to give the annual sum $((FAI - TCC) / TCC \times 100)$ and apply this percentage increase to each of the college contributions; or

(b) if the total college contribution is more than the fixed annual income, calculate the percentage decrease that would need to be applied to the total college contribution to give the annual sum $(TCC - FAI) / TCC \times 100$ and apply this percentage decrease to each of the college contributions.

13. The sum payable by each college for year 0 of the scheme shall be equal to the sum paid to the fund by that college for the year ending on 31 July 2017.

14. At the same time as submitting its annual financial statements under section 10 of Statute XV, each college shall also submit a statement in the form set out in the Schedule to these regulations.

Meaning of taxable assets

15. For the purposes of the scheme, taxable assets will be calculated to be:

(1) the aggregate of the following:

(a) total funds *less* tangible fixed assets per the consolidated audited financial statements of the college at 31 July;

(b) 30% of conference and function income included in the consolidated audited financial statements of the college at 31 July, multiplied by 100/4; and

(c) total funds per the consolidated audited financial statements of any entity over which the college exercises control or dominant influence, or whose objectives are mainly or exclusively confined to the benefit of the college, if the financial statements of that entity are not consolidated with those of the college - such financial statements to be drawn up not more than 12 months preceding the 31 July at which the college's financial statements are drawn up;

less funds included in total funds per the consolidated audited financial statements of the college at 31 July which must be applied by the college as sole trustee for purposes wholly outside the objects of the college; and

(2) less allowances for exceptional obligations, multiplied by 100/4.

16. (1) There shall be excluded from conference and function income all fees, dues, establishment charges and charges for meals which are paid to the college by or on behalf of student members of the college who are members of the University; and also charges paid to the college by senior members of the college in connection with their employment by the college, or in connection with their membership of the college or its common room.

(2) Conference and function income shall otherwise include all fees and charges paid to the college by or on behalf of all parties, including visiting students who are not members of the University, and all fees and charges paid to the college in respect of conferences and functions organised by or on behalf of members of the college.

17. If a contributing college considers that its endowment is burdened by some charge or obligation of an exceptional nature in respect of which a deduction ought fairly to be made, it may submit a written application to the committee. The committee shall consider that application and may at its discretion decide what deduction (if any) shall be allowed to the college in respect of that charge or obligation (whether imposed on the college or accepted voluntarily by the college for reasons which the committee considers reasonable, having regard to the interest not necessarily only of the college but, if appropriate, also of the University and colleges as a whole).

New colleges

18. For any new college created after 31 July 2018:

(1) if the new college has taxable assets of more than £50 million it will be required to participate in the scheme on the same basis as existing colleges; and

(2) if the new college is in the lower bracket of wealth it will not automatically become a recipient college.

19. Where a new college is required to participate in the scheme and it is not excluded under regulation 12. (3) above, its contribution will be in addition to the fixed

annual income and will be calculated as follows:

(1) Find the average of the taxable assets (calculated in accordance with regulation 12 above) for the five years prior to the current year of the scheme (or where the college has been in existence for fewer than five years, the average of however many years it has been in existence).

(2) Use the average taxable assets figure to calculate the college contribution by applying the bands and rates set out at regulation 12. (2).

(3) Apply the same percentage increase or percentage decrease to the college contribution as is applied to the other colleges under regulation 12. (5).

Part 5: Access Fund Management Board

20. (1) The Access Fund Management Board ("the board") shall consist of:

(a) the Pro-Vice-Chancellor (Education), who shall be co-chair of the board;

(b) the chair of the Admissions Executive, who shall be co-chair of the board;

(c) one representative of the Conference of Colleges' estates bursars, elected by the Conference of Colleges;

(d) one head of department or chair of faculty board, appointed by the Education Committee.

(2) The appointed and elected members shall hold office for three years.

(3) Members shall serve no more than two consecutive full terms of office. Casual terms of office shall not count towards this limit.

(4) Notwithstanding regulation 4 (3) above, the General Purposes Committee of Council may determine that one further consecutive period is permitted in an individual case.

(5) The following will also be entitled to attend meetings of the board:

(a) the Director, Undergraduate Admissions and Outreach;

(b) one officer from the Academic Administration Division;

(c) one officer from the Conference of Colleges Secretariat.

21. The board shall be responsible for the proper administration and distribution of the access portion of the scheme, which will include:

(a) preparing an annual plan for expenditure to ensure that the access portion of the scheme is used in a timely way;

(b) when preparing the annual plan, taking account of the funding needed by and available for undergraduate access throughout the University;

(c) publicising the availability of funds from the access portion, to encourage applications for funding; and

(d) reporting to the College Contributions Committee at least once a year on the distribution of the access portion.

22. The funds in the access portion of the scheme may also be used to support fundraising to place the Opportunity Oxford and Foundation Oxford programmes on a fully funded footing and release funds for other access priorities.

23. The board shall carry out a mid-term review of the access portion to:

(a) set the priorities during years 6 to 10 of the scheme; and

(b) examine whether any part of the access portion should be used to fund graduate access projects

and shall report on the outcome of this review to the Education Committee, the College Contributions Committee and the Conference of Colleges by the end of Hilary term 2024, which report will feed into the College Contributions Committee's mid-term review under regulation 11 above.

Part 6: general

24. A college aggrieved by a decision of the committee under these regulations may appeal to Council.

The Schedule**Statement of Assets and Contribution**

Year ended 31 July

	£	£
Total consolidated funds		...
Less: tangible fixed assets		(...)
		...
Conference and function income	...	
30% thereof	...	
Multiplied by 100/4		...
Total funds of any entity over which the college exercises control or dominant influence, or whose objects are mainly or exclusively confined to the benefit of the college, if the financial statements of that entity are not consolidated with those of the college		...
Funds included in total funds which must be applied by the college as sole trustee for purposes wholly outside the objects of the college		(...)
Allowances for exceptional obligations	...	
Multiplied by 100/4		(...)
Aggregate taxable assets for current year		...
Aggregate taxable assets for each of the previous four years		...
		...
		...
		...
Average of aggregate taxable assets for the last five years		...
College contribution payable on aggregate taxable assets:		
On the first £50 million on taxable wealth	0.00%	0
On the next £10 million	0.04%	£...
On the next £10 million	0.08%	£...
On the next £10 million	0.12%	£...
On taxable wealth over £80 million	0.14%	£...
Total college contribution		£...
Total college contribution as a percentage of the average of aggregate taxable assets for the last five years		...%'

Congregation

5 March

Elections

Pool for Constituting Panels convened under Statute XII Parts B, D and H

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 R Thomas at the University Offices, Wellington Square (telephone: (2)80317; email 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).

Notices

General Notices

Gazette publication arrangements

This is the final *Gazette* of Michaelmas term. The first *Gazette* of Hilary term will be published on 16 January. The usual deadlines will apply.

Committee on Animal Care and Ethical Review

ANNUAL REPORT 2018-19

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 A(SP)A. The Animal Care and Ethical Review Committee (ACER) is required to report annually to Council and, through it, to Congregation on all activities concerned with research management and compliance with licensing. The ACER Committee, supported by six Animal Welfare and Ethical Review Boards (AWERBs) at cross-department and faculty level, 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. Animal-based research at the University takes place mainly within Medical Sciences Division but the Department of Zoology, the Department of Engineering and other associated operations are involved or collaborate in animal-focused research projects. This report summarises the range of work carried out and the support measures in place to ensure compliance with A(SP)A and the requirements of the Home Office Animals in Science Regulation Unit.

A(SP)A requires that all research using animals is properly justified, that any viable alternatives to their use are fully considered, and in all cases where animals are subjected to invasive or non-invasive procedures that any pain, distress, suffering or lasting harm is mitigated through the application of anaesthetic and analgesia and kept to an absolute minimum. The University's Animal Use Policy requires that anyone

involved in research that includes the use of animals is proactive in pursuing refinement, reduction and replacement (usually referred to as the 3Rs) in procedures involving live animals wherever possible. In addition all researchers and animal care staff must ensure they engage fully in the approved ethical process of review and monitoring of animal-based research. The University of Oxford Animal Use Policy also commits the University to providing standards of accommodation and care that exceed, wherever possible, the minimum standards required by UK national legislation and that of the European Union. The responsibility for provision and maintenance of the accommodation and facilities is devolved to the Director of Biomedical Services (BMS) who, with animal care staff and researchers, is charged with ensuring that animal facilities are managed and maintained efficiently and to as high a standard as possible.

Home Office inspections

The Home Office Inspectors have continued to conduct unannounced visits to the University animal housing and research facilities during the current reporting year. During the period of the report there were no issues associated with non-compliance reported in respect of the facilities or the schedule of premises for the University. The Home Office Inspectors have also participated in local meetings with researchers and contributed to training courses designed to assist researchers in writing project licence applications.

The Animal Welfare and Ethical Review Bodies

There are seven AWERBs¹ 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. In addition there is a process for the review of collaborative projects in animal-related research that fall outside of

A(SP)A and the countries covered by the European Directive 63/2010². Collaborative ventures involving Oxford-based researchers that take place elsewhere in the world are reviewed and recommendations made to ensure compliance with local ethical and welfare standards. Wherever possible collaborative research projects that fall outside the jurisdiction of A(SP)A and the EU Directive are required to demonstrate that they meet a similar or acceptable standard of welfare and ethics that apply to research carried out in Oxford. Where there is any doubt about the quality of facilities or standards of animal welfare at the distant site or establishment the ACER Committee require the aspects of collaborative research involving Oxford-based researchers to comply with the welfare and ethical standards and 3Rs requirements that apply across the University.

The Animal Care and Ethical Review (ACER) Committee is the overarching ethical review board and acts in collaboration with the six AWERBs 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 what are deemed to be sensitive species such as non-human primates. The Local or Departmental AWERBs review project licence applications that involve mild or moderate protocols in the planned programme of research.

AWERB Hub

An initiative by the national Animals in Science Committee (ASC), a non-departmental public body sponsored by the Home Office, to set up a series of AWERB hubs saw Oxford nominated as a hub for nine research establishments in the region. The concept of AWERB hubs is to provide a discussion forum for sharing best practice, information and collaboration. In practice it proved difficult to coordinate a range of quite different establishments and organisations, both in terms of size and

¹ This includes Animal Care and Ethical Review Committee (ACER).

² Directive 2010/63/EU on the protection of animals used for scientific purposes text with EEA relevance

research facilities, to achieve a meeting, common aim or viewpoint. Only one meeting took place on 14 May 2018 in Oxford attended by representatives of four hub member organisations. After further discussion it was agreed that Oxford would seek to align itself with a similar establishment both in terms of size and research philosophy. Discussion is in progress to finalise the proposal and in the meantime the responsibility for organising the hub has passed to another establishment in the designated region.

Home Office Licences

The Home Office computer-based application, ASPeL, was upgraded this year and the establishment licence and approved areas, all personal licences (PILs) and the majority of project licences at Oxford are managed through the online system. The few remaining paper-based project licences will be transferred to the online system as they are amended or new applications for continuation of current research are received. All new project licence (PPL) applications are made online. The Home Office Administration Unit comprises three Home Office Liaison Contact Officers and a Home Office Liaison Administrator who provide guidance on the Ethical Review Process for new PIL and PPL applicants and coordinate the review and submission process that takes place before applications are considered by the AWERBs and approved for subsequent submission to the Home Office. The Home Office Administration Unit maintains oversight and management of all applications and guides applicants on submission of their approved application to the Home Office using the ASPeL system and after granting of licences during the review and amendment procedure.

The Home Office Liaison Contacts also act as committee secretaries for the ACER Committee and the six departmental AWERBs managing the regulation and membership of each committee, the annual schedule of 34 review meetings and all compliance and legislative aspects of the ethical review process.

Personal licences

During the period of the report the number of PILs held by researchers at Oxford averaged 1,272. The PIL authorises the holder to undertake various procedures according to their individual training and supervision qualifications. Each PIL 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 BMS at regular intervals. During the year a total of 233 new PILs were issued to University staff and students whilst 233 PILs were revoked for staff and students who ended their courses, completed their research or moved to other establishments.

Personal licence activity October 2018 to September 2019

Month	PILs Issued	PILs Revoked
October 2018	21	20
November 2018	29	6
December 2018	19	15
January 2019	20	17
February 2019	25	3
March 2019	6	81
April 2019	28	64
May 2019	27	4
June 2019	21	8
July 2019	10	5
August 2019	15	7
September 2019	12	3
Total	233	233

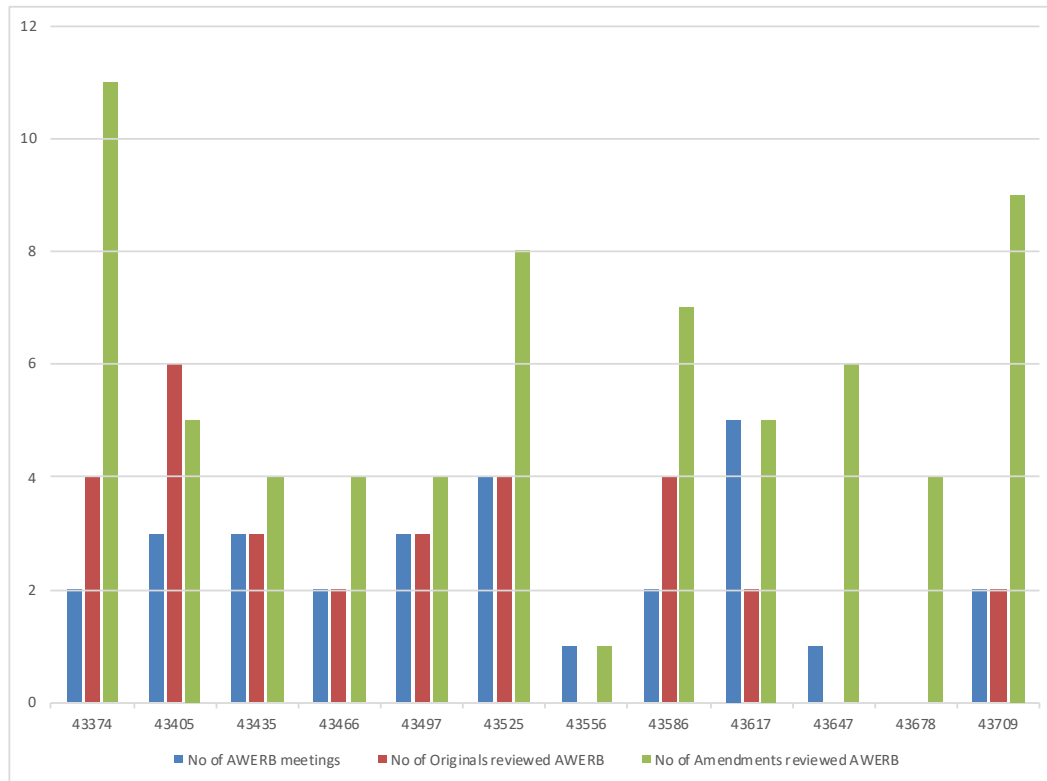
Project licences

The maximum number of active PPLs held by researchers at the University during the period of the report was 160 compared to 159 active PPLs during the previous reporting period. PPLs 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. PPL 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 BMS are involved throughout the PPL 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 prior to the Vet and Named Animal Care and Welfare Officer (NACWO) review. The Home Office Liaison Officers continue to support applicants after the Ethical Review Committee Process by

providing feedback and guidance on the submission process and once licences are granted.

During the reporting period a total of 33 new project applications were approved and granted by the Home Office compared to 30 applications in 2017-18 representing an increase of 10% in licences issued. A total of 67 amendment requests for existing projects were approved compared to 54 amendment requests in the previous year representing an increase of 36% in amendments to licences.

The chart below shows project licence applications and amendments reviewed at AWERB meetings across the reporting period October 2018 to September 2019. The slight difference in numbers reviewed when compared to the number of new licences and amendments approved and issued by the Home Office in the same period is due to the lead and lag time between AWERB meetings and the online submission to the Home Office. In some cases the Home Office Inspector reviewing the submission may require further changes to a licence application before approval and this review and amendment process will add to the time delay between the start of the application process and actual grant of the licence. In complex cases the delay can be between six and twelve months after submission. In the case of project licence applications where continuation of current research is necessary, the Home Office Administration Unit within BMS ensure that reminder notices are sent to applicants at least twelve months before the current project licence expires. The applicant is also advised of the date of AWERB review to ensure the application writing process is completed in good time so as not to compromise continuity of research. All applications and amendments are subject to full ethical review by the NVS or Veterinary Surgeons, NACWOs, and the Home Office Liaison Contacts/AWERB Secretaries before consideration in committee.



The distribution of active project licences between the AWERBs at the end of the reporting period was as shown in the table below.

Animal Welfare and Ethical Review Body	Total (160)	% PPLs
Animal Care and Ethical Review Committee	37	23
Clinical Medicine	78	49
Department of Physiology, Anatomy and Genetics with Experimental Psychology	18	11
Pathology	11	7
Pharmacology	13	8
Zoology	3	2

Processing time for applications and amendments includes the internal review by the Named Veterinary Surgeon, NACWO, AWERBs and final granting by the Home Office. During the period of this report the average processing time was 98 working days for original project licence applications, and 28 working days for a Project Licence amendment.

Species used and Severity of Procedures

Animals are used in research only where there is no viable or satisfactory alternative available. All projects are subject to assessment by internal review within the University and by the Home Office where the potential benefits are considered against the adverse effects and potential cost to 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 and new technology will be incorporated if it is deemed to offer a useable alternative; however, animal experimentation continues to remain necessary in certain circumstances where technology is currently lacking.

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. (Note: the number of animals used is collected annually in January and covers the previous year. Figures shown cover the year 2018 only and do not include usage in 2019.)

Species	Number used in 2018	Number used in 2017
Mouse	208,057	229,640
Fish (Zebrafish)	7,847	3,712
Other Fish	155	140
Rat	2,913	2,599
Frog	89	155
Guinea Pig	81	80
Ferret	24	29
Rabbit	0	2
Non-Human Primates	10	7
Jungle Fowl	291	21
Pig	20	5

The actual severity of procedures reported during 2018, drawn from the Return of Procedures forms sent to the Home Office, were as shown in the diagram below. (Note: this period covers 2018 only as figures for 2019 have not yet been collated.)

The changes in animal numbers used during the year reflects a reduction in some species where alternatives have been identified, for example in terms of different types of fish, or more in vitro research has been undertaken.

Veterinary staff

The current Veterinary team is made up of two Named Veterinary Surgeons (NVS) and three Veterinary Clinicians (5 FTE in total). One NVS is primarily responsible for the animal facilities at the hospital sites and one NVS is responsible for the Science Area. In addition to the NVS work, the NVS responsible for the Science Area continues to lead the non-human primate welfare project, funded by the Wellcome Trust and BBSRC.

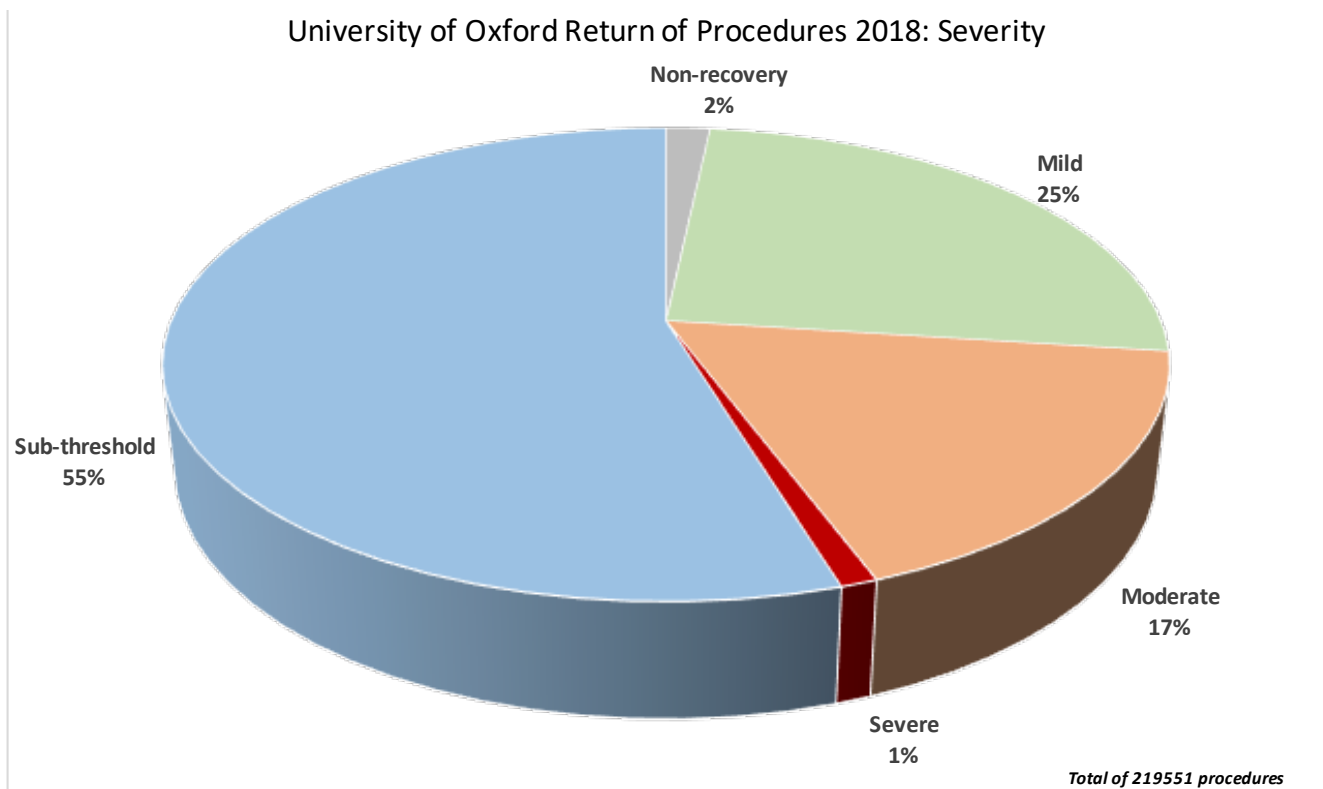
The two NVSs continue to support the lead Named Training and Competency Officer (NTCO) and the Home Office Administration NTCO by acting as alternate NTCOs if required to endorse training or competence standards for research staff and animal care staff. The electronic training and competency system (OSCR) is now fully operational leading to more opportunities for engagement by the NVS with personal licensees on training issues, which is a key element in optimising animal welfare and high-quality science.

As in previous years, a significant proportion of the veterinary team's effort was directed at project licence and ethical review. Each licence amendment or new application

involves meeting with the applicant, advising researchers on health and welfare matters relating to the use of animals and attendance at the relevant ethical review committee. The Veterinary team actively contributes to the termly Departmental Animal Welfare meetings to provide timely updates to the research community on various topical and practically relevant issues which relate to animal welfare, compliance and 3Rs. Advising on suitable animal health monitoring programs is also an integral aspect of regular responsibilities.

A substantial amount of time was also spent on helping researchers resolve animal-related problems and issues (including the provision of training when necessary). These problems were mainly related to the experimental procedure, but sometimes stemmed from clinical disease. The veterinary team teach the majority of the FELASA-accredited modular Laboratory Animal Management and Welfare course (successful completion of this course is a requirement for new personal licence holders), that is run five times a year, over the course of several weeks either delivering lectures or running practical sessions. The veterinary team are also engaged in the delivery and teaching of the course for new project licence holders or those current project licence holders seeking to update their knowledge. Finally, the veterinary team have dealt with issues relating to animal health monitoring, provision of certificates for animals which were being

University of Oxford Return of Procedures 2018: Severity



exported, supplied a range of drugs and medicines and attended and presented at various workshops and conferences related to the use of animals in research both in the UK and Europe. In particular the veterinary team have recently been invited to join an NC3Rs working group on improving rodent neuroscience and a BBSRC-funded workshop on interdisciplinary welfare assessment, have a representative on a working group looking at training and competency in the laboratory animal field in Europe (ETPLAS), and continue to share best practice within and outside Oxford University.

Training

The Training Director and lead NTCO oversees a comprehensive range of training courses provided through BMS for researchers to gain Home Office accredited qualifications in procedures involving animals and associated skills in animal research. The courses are run at regular intervals throughout the year and are designed to cater for delegates within the University and from other establishments. The BMS team teach the majority of the accredited modular Laboratory Animal Management and Welfare course (successful completion of which is a requirement for new personal licence holders), which runs five times a year, either delivering lectures or running practical sessions.

Overall more than 450 delegates attended relevant training for animal researchers, including Modular Training Courses for researchers and those intending to apply for Project Licences. In addition to being accredited by the UK Universities Accreditation Group, the training courses have achieved accreditation by the Federation of Laboratory Animal Science Associations (FELASA). This is recognised as a mark of quality in Europe and facilitates movement of researchers within the European Union (Oxford is currently the only UK association to have gained FELASA accreditation for these courses). The lead trainer, the two Named Veterinary Surgeons and a member of Biomedical Services act as Named Training and Competence Officers under the Home Office Establishment licence, and provide additional support for licence holders and assurance for the University that appropriate training is undertaken. This year the range of training provided has also extended to include experimental design in preclinical research, and advice on writing a project licence.

The Oxford Online Supervision and Competency Recording database (OSCR) for all personal licensees continues to be used

and records details of the training and levels of competence of project licence holders and personal licence holders who work with animals. Animal care staff and technicians and veterinary surgeons are included in the record and an updated report on staff capabilities may be obtained at any time in support of review or compliance matters. There remains in place a programme of regular audits of the information held in the system and all licence holders have to be endorsed by a competent trainer or supervisor in order to be able to complete any type of procedure and animal care work.

Engagement with internal structure and other external organisations

Recording of training course attendance and recording of competence is undertaken by members of the Home Office Administration Unit. Named Veterinary Surgeons and Veterinary Clinicians from Biomedical Services attend the Departmental Animal Welfare Meetings each term to promote best practice and the 3Rs aspects of ongoing research, and to discuss the importance of compliance with A(SP)A. The Departmental Animal Welfare Meetings provide an opportunity to share best practice and deliver updates on a number of topics such as Annual Return of Procedure Guidance, the Refinement Initiative, access to and information on guidance available via the BMS SharePoint site, Effective Breeding according to the Home Office GAA toolkit, International Collaboration on animal research projects and various procedural updates.

The University of Oxford remains a signatory (one of over 250) to the statement supporting the EU directive on the protection of animals used for scientific purposes.

The Home Office e-licensing project was updated this year and now includes an online editable version of the establishment licence. Staff from BMS and the Home Office Administration Unit have participated in a series of workshops to feedback user observations to assist with the introduction of the new system by the Home Office Animals in Science Regulatory Unit. The transition process to the new system continues but initial feedback and user experience has indicated a favourable response and an extended licence management process that includes a number of user-focused operations not previously available leading to a much more flexible and refined licensing system.

On 8 of April 2019 the Medical Sciences Division, BMS and NC3Rs hosted the fifth annual Oxford 3Rs Research Day in the

Medical Sciences Training Centre. The research day was attended by some 120 delegates including project licence holders, personal licence holders, veterinary surgeons, animal welfare staff and others with an interest in animal-based research. The programme included presentations and discussion sessions on a variety of subjects including replacement technology, the importance of public engagement in animal research, non-invasive methods in animal research and experimental design. For the first time a poster competition was included in the programme and was well supported with more than twenty-five entrants. A prize was awarded at the end of the day to the poster considered to be most informative and aimed at the 3Rs by a panel of judges. A 3Rs resource on SharePoint is maintained and continues to support the improved engagement of researchers in highlighting advances and developments in the 3Rs.

The 3Rs subcommittee and the Home Office Administration Unit have continued to work during the year with the National Centre on the 3Rs (NC3Rs)³ to promote best practice and to incorporate the 3Rs principles in animal research projects. The chair of the University's 3Rs subcommittee is a member of the NC3Rs Grant Assessment Panel and has participated in exchange visits and briefings to NC3Rs-coordinated projects. Oxford students and researchers are actively encouraged to participate in NC3Rs grant programmes with positive results in the form of research grants to date.

Visits to animal areas of the Biomedical Services Building by family members of staff continue and have proved to be popular. These visits are organised on an ad hoc basis. The option for family members to visit the facility includes family members of staff and researchers engaged in project work at the establishment.

The 360-degree tour of the BMS NHP facility continues to be applauded and has led to visits from other establishments outside the UK to gain advice and knowledge on how to house NHPs in an environment that is beneficial to their welfare. Housing and welfare are an important aspect of research using animals at Oxford as well-cared-for and healthy animals are necessary to produce consistent and repeatable results and outcomes. The complete tour along with film of some other establishments may be seen on the internet at www.labanimaltour.org.

³ The 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.

Examinations and Boards

Visiting Professorships

Medical Sciences

The Medical Sciences Board has conferred the title of Visiting Professor of Psychiatry on **Professor L Trevor Young**, PhD, MD, Institute of Medical Sciences, Toronto.

Social Sciences and Humanities

JOHN G WINANT VISITING PROFESSORSHIP OF AMERICAN GOVERNMENT

Margaret Mary Weir, PhD Chicago, Wilson Professor of International and Public Affairs and Political Science, Brown, has been appointed to the John G Winant Visiting Professorship of American Government in the Rothermere American Institute for two terms from 13 January 2020. Professor Weir will be a Supernumerary Visiting Fellow of Balliol.

Examinations for the Degree of Doctor of Philosophy

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

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

**Examinations for the Degree of Master
of Science**

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

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 <https://gazette.web.ox.ac.uk/examination-regulations-0>.

Social Sciences Board**MSC IN LAW AND FINANCE (I)****BCL AND MJUR**

introduction of an Oxford 1+1 MBA
programme partnership

MSC IN LAW AND FINANCE (II)

updates to schedule of options

EMBA

- (a) extension of programme durations of September and January intakes
- (b) re-balancing core and elective courses

Colleges, Halls and Societies Elections

Obituaries

All Souls/Christ Church/Oriel

Sir Michael Howard, 30 November 2019; Honorary Fellow.

Christ Church

Graham Blair-Williams, 7 May 2019; 1947. Aged 94.

Philip Godman Peppin Brown, 25 April 2019; 1944. Aged 94.

Richard Goodman Collier-Wright, 19 March 2018; 1966.

Thaddeus Goode Holt, 29 December 2018; 1952. Aged 89.

David Hooley, 18 April 2019; 1950. Aged 87.

Peter David Lilley, 1 January 2018; 1966. Aged 71.

Murray Adams McLaggan, 12 February 2019; 1957; former Governing Body Member. Aged 89.

Lincoln

Mark Blake, 18 September 2019; 1946. Aged 91.

Tom Bruce-Jones, 23 January 2019; 1960. Aged 78.

Edward Bulman, 25 September 2018; 1945. Aged 90.

Nicholas Chamberlen, 6 May 2018; 1959. Aged 79.

(Johnson) David Cohen, August 2019; 1950, Honorary Fellow 1986–2019. Aged 89.

Maurice Collins, 2019; 1941. Aged 97.

Michael Cooke, 3 September 2019; 1957. Aged 81.

Henry Douglas, 23 March 2018; 1947. Aged 93.

Martin Fido, 2 April 2019; 1958. Aged 80.

Anthony Glass, August 2019; 1960. Aged 79.

David Goldberg, 1 May 2019; 1958. Aged 80.

Patrick Henderson, 2 October 2018; 1948, Fellow 1948–65, Honorary Fellow 1991–2018. Aged 91.

Roger Hunt, 1 September 2019; 1948. Aged 91.

Alun Jones, 16 October 2018; 1945. Aged 90.

Peter Kolker, 1 May 2019; 1957. Aged 83.

Ralph Leavis, 6 October 2019; 1951. Aged 88.

Paul Matthews; 1946.

Clare Notman, 7 October 2019; 1995. Aged 42.

Elman Poole, 25 June 2019; 1953, Murray Fellow 2018–19. Aged 93.

Peter Protheroe, December 2017; 1967. Aged 70.

Robert Protherough, 21 March 2019; 1946. Aged 93.

Sir Rex Richards, 15 July 2019; 1947, Vice-Chancellor 1977–81, Honorary Fellow 1968–2019. Aged 97.

Kenneth Swards-Shaw, 28 December 2018; 1949, Murray Fellow 1998–2018. Aged 90.

Richard Stobart, 2 January 2019; 1951. Aged 88.

Goffrey Swaine, 7 December 2018; 1956. Aged 83.

W Stuart Sykes, 2 February 2019; 1948.

James Townend, 17 December 2018; 1955. Aged 81.

Audrey Tucker, 30 May 2019; Murray Fellow 2006–19. Aged 91.

Paul Vine, April 2019; 1949. Aged 91.

John Ward, 11 September 2018; 1949. Aged 91.

Dudley Wheeler, 24 December 2018; 1954. Aged 85.

Arthur Whittaker, 5 October 2018; 1954. Aged 85.

Nicholas Wilcox, 16 September 2019; 1974. Aged 66.

St Hugh's

Mrs Rhoda Buckingham (née Davie), 26 October 2019; 1941. Aged 98.

Dr Patricia Kelvin (née Hackwood), 4 November 2019; 1946. Aged 91.

Contested Election

28 November

Faculty Boards

BOARD OF THE FACULTY OF ORIENTAL STUDIES

The results of the 28 November contested election will be published in the *Gazette* in due course.

Elections

5 March

Call for nominations

The nomination period for the elections below will remain open until **4pm on 6 February**.

Other Committees and University Bodies

POOL FOR CONSTITUTING PANELS CONVENED UNDER STATUTE XII PARTS B, D AND H

- One of four members of Congregation to whom Statute XII applies to represent the Division of Mathematical, Physical and Life Sciences, elected by members of Congregation, to hold office with immediate effect until HT 2021 [*vice* Ms Rosie Mortimer, Chemistry]
- One of four members of Congregation to whom Statute XII applies to represent the Division of Social Sciences, elected by members of Congregation, to hold office with immediate effect until HT 2021 [*vice* Eve Rodgers, Education]
- One of eight members of Congregation to whom Statute XII applies, not necessarily representing any division and not in any case being nominated in a divisional capacity, elected by members of Congregation, to hold office with immediate effect until MT2021 [*vice* Professor William Mander, Harris Manchester, Philosophy]

Notes:

It is expected that candidates for election to represent one of the six constituencies will also be members of the relevant constituency (ie a member of one of the divisions, GLAM or UAS). Candidates for election to represent Congregation as a

whole (ie in a 'non-divisional' capacity) need only be a member of Congregation to whom Statute XII applies. However, please note that a candidate may not be nominated to more than one constituency on the same committee at the same time. For further information, please see the eligibility and amendments to nominations sections at www.admin.ox.ac.uk/elections/geninfo.shtml.

Statute XII applies to: (a) professors, readers and associate professors or lecturers; (b) any employee of the University who is a member of the Universities Superannuation Scheme or who would be a member if he or she had not been exempted under the provisions of Statute XIV. In Statute XII, any reference to 'a member of the academic staff' is a reference to a person to whom the statute applies (Statute XII, Section 3 (1) and (2) (www.admin.ox.ac.uk/statutes/353-051a.shtml)). College staff are not covered by Statute XII as colleges have their own statutes. The exception is college staff at Kellogg, St Cross and Parks, which follow the University's statutes. Any staff holding joint appointments will, however, be covered by Statute XII in respect of their University contract of employment and duties.

Members of the Pool will be chosen by lot to serve on a number of Panels under Statute XII (ie Redundancy Panel (Section 14 (6)), Staff Employment Review Panel (Section 35) and University Appeal Panel (Section 52 (2))) and may be expected to also chair a Panel. Each member of the Pool will be required to attend appropriate training, including on equality and diversity, before serving on a Panel.

Nominations from men and from academic and research staff are particularly encouraged.

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

General Notes:

Nominations in writing for the elections on 5 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 6 February**.

At least one nomination in respect of each candidate must be made on an official nomination form (available on 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. For further information, please see the eligibility (<https://governance.admin.ox.ac.uk/elections-by-congregation#collapse1580081>) and amendments to nominations (<https://governance.admin.ox.ac.uk/key-election-stages-and-procedures#collapse1577651>) sections within the Information about University Elections pages of this site (<https://governance.admin.ox.ac.uk/information-about-university-elections>).

Candidates are invited to include with their nomination forms a written statement of no more than 250 words, setting out his or her reasons for standing and qualifications for the office being sought.

In the event of a contested election, candidates' statements are published online at www.admin.ox.ac.uk/elections and in the *Gazette* dated 20 February. Voters may wish to wait until they have read these statements before returning their ballot papers. Ballot papers will be sent out to eligible voters 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 5 March**.

If the number of nominations received by the closing date is no more than sufficient to fill the vacancies, the candidates nominated shall be deemed to be duly elected as of the close of the nomination period on 6 February. When required, places will be allocated according to academic standing, as defined in Council Regulations 22 of 2002, Part 2: Academic Precedence and Standing, made by Council on 26 June 2002.

If the number of nominations received by the closing date is less than sufficient to fill the vacancies, those candidates nominated will be deemed elected unopposed, and the remaining vacancies will lapse, in which case, in accordance with the regulations, the places must remain vacant until appointments are made jointly by the Vice-Chancellor and Proctors.

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: <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.

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

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 <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 16 January. The usual deadline will continue to apply (see above).

The Anchor pub, dining rooms and terrace – close to Jericho. We serve simple, honest, fresh food with daily changing seasonal specials, an extensive wine list and great beer. Our 2 private dining rooms can seat 14 and 16 and are available for meetings or dinner parties. We are open 9am–11pm Mon–Fri and 8am–11pm Sat and Sun. 2 Hayfield Rd, Oxford OX2 6TT. Tel: 01865 510282. Web: www.theanchoroxford.com.

Stone Pine Design card publisher specialising in wood engraving, linocuts and Oxfordshire. Beautifully produced, carefully selected designs by internationally renowned artists. Web: www.stonepinedesign.co.uk.

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.

Groups and societies

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 and administrative 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 10.30am–noon (excluding the Christmas vacation). Newcomers with children (aged 0–4) meet every Fri in term 10.15am–11.45am. 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, an opportunity to explore Oxfordshire and an Opportunities in Oxford group. Visit our website: www.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; Facebook: <http://fb.me/oxrss>; Twitter: @ResStaffOxford; mailing list: researchstaff-subscribe@maillist.ox.ac.uk.

Restoration and Conservation of Antique Furniture

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

Sell your unwanted books

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.

Antiques bought and sold

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.

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.

Airport transfer/chauffeur service. If you are looking for a reliable and experienced transfer service I would be happy to discuss your needs. Last year I handled 328 airport transfers successfully and I have over 20 years' experience. Account customers welcome and all major credit cards accepted. Comfortable and reliable Heathrow service. Contact Tim Middleton. Tel: 07751 808763 or email: timothy.middleton2@btopenworld.com.

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.

Oxford's low-cost packing and shipping experts. Lowest price rates for University students, staff and departments, discounted boxes and collection for all shipments. Whether clothing, books, 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.

Hope Services is a family-run typesetting company established more than 35 years ago. Based in the heart of Oxfordshire, we specialise in the styling and production of published material. We regularly work on all types of publications including early learning teaching titles; single-author, first-time novels and novellas; academic law books and journals; and social, financial and technical reports. We would be happy to discuss and develop your ideas, and provide you with an individual quote. Please feel free to contact us at Hope Services (Abingdon) Ltd. Tel: 01235 530439. Web: www.hopeservices.co.uk. Email: mark.harvey@hopeservices.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 or contact us on oxfordhosting@gmail.com or phone 07715 624409.

Domestic Services

Fantastic Services now in Oxford. Enjoy more free time. Have your home chores and garden care solved by dedicated and fully equipped pros. Go to fantasticservices.com/oxford - simply check the availability and prices for your area and book for whenever it is most convenient! Use promo code OXUNI to get £15 off all cleaning, gardening and handyman services. T&Cs apply.

Flats to Let

2-bed flat in central location, for rent to member of the University. £2,000 pm. All bills paid. Please contact krc@orinst.ox.ac.uk for further information.

Basement/garden flat in St Margaret's Rd, north Oxford OX2 6RX. Available from early Dec. The self-contained accommodation comprises: hall, kitchen, double bedroom with en-suite bathroom and walk-in wardrobe, sitting room and utility room. The flat is fully furnished and equipped. Virgin broadband, television and Wi-Fi are included in the rent of £1,095 pcm. Utility bills and council tax not included. Further details are available. Email: stephen.eeley@retired.ox.ac.uk.

Old Headington, 10 mins from John Radcliffe, furnished flatlet for 1. Bed/sitting room and kitchen/dining room, shared bathroom. Lovely location in grade II-listed building in conservation area, quiet with rural views. £620 pcm, no bills except for electric. Call Rosemary on 01865 761550 or email joss@rareformnewmedia.com.

Accommodation Offered

Visiting academics welcomed as paying guests for short or long stays in comfortable home of retired academic couple. Situated in quiet, leafy close in north Oxford within easy distance of main University buildings, town centre, river, shops and restaurants. Rooms have free TV, Wi-Fi, refrigerator, microwave, kettle, tea, coffee, central heating. Linen, cleaning, breakfast all included in the very moderate terms. Email: DVL23@me.com.

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.

Room to rent from Feb in a clean, comfortable house in east Oxford. £750 pcm including bills, council tax and Wi-Fi. Also available: a study, £250 pcm with a view of Magdalen Tower! New bathroom. Very close to the amenities of Cowley Rd. Single person only. Email: sophie.huxley@gmail.com.

Self-catering Apartments

The only Visit England 5-star accredited self-catering accommodation in the heart of the city. An award-winning 1-bedroom apartment in the historic Castle Quarter: a quiet, central location ideal for academic professional lets from 4 days to 5 months. All utilities, including Wi-Fi, included; weekly linen change. We manage all duties ourselves to ensure that superior quality is maintained. Web: www.pmcdomus.co.uk; email: pat@pmcdomus.co.uk; tel: 01869 277557.

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.

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@oxfordbythemonth.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, contact Debbie on 01865 318547 or email debbie@nops.co.uk. Office established more than 25 years in 47 Walton Street, Jericho, OX2 6AD.

Affordable serviced accommodation from £70 a night. Luxury apartments and houses within a short walk to the centre of Oxford suitable for singles, couples, families, professionals. Bills, taxes, internet, linen, housekeeping, self-check-in, cooking facilities, TV, heating, private parking (at some locations), private bathroom included. Stays from 2 days upwards with discounts for long-term bookings. Over 40 years of property letting experience. Enquiries: info@sleepandstayoxford.com.

Ashbrook Serviced Apartments are Oxfordshire's premier serviced apartment provider with a selection of luxury apartments based across Oxford and the surrounding areas. Free off-street parking, high-speed Wi-Fi, all bills, weekly linen and cleaning are included in the price. Please see our website for further information. Tel: 01865 589039. Email: contact@ashbrooklets.co.uk. Website: www.ashbrooklets.co.uk.

Well-furnished, modern 1-bedroom, short-let serviced apartment in Botley, on bus route into city (15 mins) and short walk to shops. Ideal for singles, couples, professionals, academics. Facilities include TV, Wi-Fi broadband, washing machine, cooking and 1-car off-road parking. Weekly linen/towels and twice-weekly cleaning. Stays from 2 days onwards. Now available from 18 Dec. Email: globewide@gmail.com for details.

Holiday Lets

Cornwall cottage and restored chapel in quiet 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 558503 or 07917 864113. Email: gabriel.amherst@btconnect.com. See: www.cornwallcornwall.com.

Choose from over 11,000 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.

Rovinj, Croatia. A modern sunny apartment in a green oasis, 200m from the sea and swimming. 15 mins' walk from the lovely old town. 2 bedrooms (sleeps 4) and bathrooms. Terrace, broadband, private parking. Ideal for active or relaxed holidays, for couples or families. 5% discount for *Gazette* readers! More info at www.airbnb.co.uk/rooms/22297184?source_impression_id=p3_1574857418_4Z87ok7Tix2zua3m.

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 <https://www.jobs.ox.ac.uk/home>.

The University is committed to equality and valuing diversity.

University of Oxford

Faculty of History; Chichele Professorship of Economic History; 13 January; https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=143985

Department of Zoology; Hope Professorship of Zoology (Entomology); 13 January; https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=138536

Colleges, Halls and Societies

Jesus; Career Development Fellow in Engineering; £41,526; noon, 17 January; www.jesus.ox.ac.uk

Pembroke; Changing Character of War Centre: Research Fellowship on Nordic-US-UK Defence; £32,000; 31 January; www.pmb.ox.ac.uk/vacancies

Queen's; Junior Research Fellow in Classics; £32,817 plus research allowance; noon, 6 January; www.queens.ox.ac.uk/junior-research-fellowship-classics

St Cross; 2 non-stipendiary Junior Research Fellowships; 5pm, 20 March; www.stx.ox.ac.uk/non-stipendiary-junior-research-fellowships

St Hilda's; Lee Hysan stipendiary Junior Research Fellowship in Biological, Medical or Physical Sciences; 10 January; www.sthildas.ox.ac.uk/content/vacancies

St Hilda's; VH Galbraith stipendiary Junior Research Fellowship in Medieval Studies; 10 January; www.sthildas.ox.ac.uk/content/vacancies

External Vacancies

Corpus Christi College, Cambridge; 3-year College Chaplain (from August/September 2020); £26,372; noon, 29 January; www.corpus.cam.ac.uk/about-corpus/people/academic-vacancies

Lucy Cavendish College, Cambridge; Admissions Director and Fellow; £50,000; noon, 13 January; www.lucy-cav.cam.ac.uk/about-us/vacancies

King's College, Cambridge; 4-year Junior Research Fellowship in the History and Culture of the Countries of the Silk Road; £21,716 rising to maximum £27,949; 14 January; www.kings.cam.ac.uk/research/junior-research-fellowships

Sidney Sussex College, Cambridge; Admissions Director (maternity cover); £31,753; noon, 13 January; www.sid.cam.ac.uk/aboutus/personnel

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

Editors:

R S Cuomo, AB Bryn Mawr, MA Massachusetts
D L Dooher, MA Oxf

This is the final *Gazette* of Michaelmas term. The first *Gazette* of Hilary term will be published on 16 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, 16 January

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

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

Gazette Office

University Offices
Wellington Square
Oxford OX1 2JD

tel: Oxford (2)80549

email: gazette@admin.ox.ac.uk

