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Council and Main Committees

Congregation

13 November

Presentation of Vice-Chancellor's Oration

The Oration delivered by the Vice-Chancellor on 2 October was declared presented.

The Oration was published as Supplement (1) to *Gazette* No 5216, 10 October 2018.

Council of the University

Register of Congregation

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

Adams, H L E, Ashmolean Museum of Art and Archaeology
 Akintunde, H, Faculty of Clinical Medicine
 Ali, Z, Faculty of Clinical Medicine
 Ariga, R, Faculty of Clinical Medicine
 Ayton, A K, Faculty of Clinical Medicine
 De Souza Santos, A A, St Antony's
 Dendrou, C A, Balliol
 Donnelly, C A, St Peter's
 Galanis, A, Hertford
 Hargreaves, C J, Faculty of Computer Science
 Harrison, O B, Hertford
 Heavisde, C H, Environmental Change Institute
 Kusner, M J, Jesus
 Makena, A, Somerville
 Marquardt, H K, Worcester
 Nolan, B T, Nuffield
 Rombach, I, St Edmund Hall
 Thomas, N D, Queen's
 Tonkin-Crine, S K G, Primary Care Health Sciences
 Ward, R L, Faculty of Clinical Medicine
 Wilson, C R M, St John's

Divisional and Faculty Boards

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

Congregation

Congregation

27 November

¶ Members of Congregation are reminded that any two members may, not later than **noon on 19 November**, give notice in writing to the Registrar that they wish to oppose or amend the resolution authorising the use of space at (1), or the legislative proposals at (2)–(3) 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 resolution and the legislative proposals shall be declared carried, and the meeting may be cancelled.

(1) Voting on a Resolution authorising the allocation of space in Trajan House to the Faculty of Philosophy

Explanatory Note

The Faculty of Philosophy currently occupies approximately 688 sqm NUA in Littlegate House (building 312). This space is used to accommodate three research centres: the Uehiro Centre for Practical Ethics (UCPE), the Future of Humanity Institute (FHI) and the Global Priorities Institute (GPI).

The FHI secured a donation of c£13.3m in July 2018 to expand its activity in existing areas of research, and develop new areas, such as artificial intelligence and biosecurity. The current space in Littlegate House is insufficient to accommodate this expansion of the institutes, and the University does not currently have suitable space available within its existing estate. It is proposed to lease additional space (fully funded from donations) to enable the FHI and GPI to accommodate the staff and activities and satisfy the terms of the donations.

Text of Resolution

That approximately 870 sqm NUA in Trajan House (provisional building number 900) be allocated to the Faculty of Philosophy for occupation by the Future of Humanities Institute and Global Priorities Institute, for a term of 5 years.

(2) Voting on Legislative Proposal: Establishment of the degree of Master of Biology

Explanatory Note

The following Legislative Proposal establishes the new degree of Master of Biology. The new four-year MBiol in Biology, to be introduced from October 2019, consists of a substantially revised three-year BA in Biological Sciences with the opportunity to take a brand-new fourth year at Masters level.

WHEREAS it is expedient to establish the degree of Master of Biology, THE UNIVERSITY ENACTS AS FOLLOWS.

1 In section 1 of Statute X, after 'Master of Biochemistry', insert 'Master of Biology'.

2 In Congregation Regulations 3 of 2002 concerning the conduct of ceremonies in Congregation, and certain other ceremonies, amend regulation 4.2(1) as follows (new text underlined):

'4.2. The forms of supplication under regulation 3.11 in Part 3 of these regulations shall be as follows.

(1) Degrees in person

...

Magistri in Biochimia, vel Biologia, vel Chimia, vel Scientia Computatoria, Scientiis Terrenis, vel Ingeniaria, vel Mathematicis, vel Physica, vel Mathematica et Scientia Computatoria, vel Mathematica et Philosophia, vel Mathematica et Physica, vel Physica et Philosophia, vel Scientia Computatoria et Philosophia'

3 Ibid, in regulation 4.3, amend existing paragraph (21) as follows (new text underlined):

'(21) *Master of Biochemistry, Biology, Chemistry, Computer Science, Earth Sciences, Engineering, Mathematics, Physics, Mathematics and Computer Science, Mathematics and Philosophy, Mathematics and Physics, Physics and Philosophy, and Computer Science and Philosophy*

Insignissime, etc, praesento vobis hos meos scholares et has meas scholares in facultate Artium, ut admittantur ad gradum

Magistri in illis scientiis quae in schedula a Registrario publicata scriptae sunt.’

4 Ibid, in regulation 4.4, amend existing paragraph (16) as follows (new text underlined):

‘(16) Master of Biochemistry, Biology, Chemistry, Computer Science, Earth Sciences, Engineering, Mathematics, Physics, Mathematics and Computer Science, Mathematics and Philosophy, Mathematics and Physics, Physics and Philosophy, and Computer Science and Philosophy

Domini, ego admitto vos ad gradum Magistri in Biochimia, vel Biologia, vel Chimia, vel Scientia Computatoria, vel Scientiis Terrenis, vel Ingeniaria, vel Mathematica, vel Physica, vel Mathematica et Scientia Computatoria, vel Mathematica et Philosophia, vel Mathematica et Physica, vel Physica et Philosophia, vel Scientia Computatoria et Philosophia prout in schedula a Registrario scriptum est; insuper auctoritate mea et totius Universitatis, do vobis potestatem legendi, et reliqua omnia faciendi quae ad eundem gradum spectant.’

Regulations to be made by Council if the Statute is approved

1 In regulation Council Regulations 22 of 2002 amend regulation 2.1 as follows (new text underlined, deleted text struck through):

‘2.1. The holders of the following degrees shall rank in the order shown:

...

Master of Arts, or Master of Biology or Biochemistry or Chemistry or Computer Science or Computer Science and Philosophy or Earth Sciences or Engineering or Mathematics or Mathematics and Computer Science or Mathematics and Philosophy, ~~Master of Mathematics and Physics or Physics or Physics and Philosophy~~ with effect from the twenty-first term from matriculation

...

Bachelor of Arts, or Master of Biology or Biochemistry or Chemistry or Computer Science or Computer Science and Philosophy or Earth Sciences or Engineering or Mathematics or Mathematics and

Computer Science or Mathematics and Philosophy, ~~Master of Mathematics and Physics or Physics or Physics and Philosophy~~ until the twenty-first term from matriculation’

2 Ibid, in Part 3, after ‘Master of Biochemistry (MBiochem)’ insert ‘Master of Biology (MBiol)’.

3 Ibid, amend footnote 2 as follows (new text underlined):

² If the Degree of Master of Biochemistry or Biology or Chemistry or Computer Science or Earth Sciences or Engineering or Mathematics or Mathematics and Computer Science or Mathematics and Philosophy or Physics or Physics and Philosophy is held together with a higher degree, the holder will rank in precedence equally with a person who holds the same higher degree together with the Degree of Master of Arts.’

(3) Voting on a Legislative Proposal: Schedule to the Statutes Part 38: Randall-MacIver Benefaction

Explanatory Note

The following legislative proposal amends the terms of the Randall-MacIver Benefaction that are considered discriminatory on the grounds of gender. The opportunity is also taken to transfer responsibility for the administration of the benefaction from Council to the Humanities Divisional Board.

WHEREAS it is expedient to change the existing provisions governing the Randall-MacIver Benefaction, NOW THE UNIVERSITY OF OXFORD, in exercise of the powers in that behalf conferred upon 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, AS FOLLOWS.

In the Schedule to the Statutes, amend Part 38 as follows (new text underlined, deleted text struck through):

Part 38: Randall-MacIver Benefaction

38.1. The main object of the Randall-MacIver Benefaction shall be the support of junior research fellowships, to be known as Joanna Randall-MacIver Junior Research

Fellowships ~~and open only to women candidates~~, and the net income of the benefaction shall be used for that purpose.

38.2. The fellowships shall be tenable at Lady Margaret Hall, Somerville College, St Hugh’s College, St Hilda’s College, and St Anne’s College, and at such other colleges as Congregation may from time to time by statute determine.

38.3. (1) The fellowships shall be tenable for a maximum period of two years and shall not be renewable.

(2) The subjects in which they may be held shall be the fine art, or music, or literature of any nation in any period.

38.4. (1) The administration of the benefaction, and the application of its income, shall be the responsibility of the Humanities Divisional Board (“the Board”), which may delegate its authority to such bodies or persons it deems appropriate.

(2) The annual value of each fellowship shall be such sum as the Board shall determine; and in addition such sum as the Board may determine shall be paid to each fellow’s college towards the cost of working accommodation and other expenses incurred by the college in connection with the fellowship.

38.5. (1) In Michaelmas Term in each year ~~Council~~ the Board shall consider how many, if any, new fellowships can be offered with effect from the Michaelmas Term following and, after consultation with the colleges specified in section 38.2 above, shall allocate any such fellowships to ~~such of those colleges wishing to receive them as it thinks fit~~ the specified college per the rotation schedule. If the college does not wish to receive such fellowships, the fellowships shall be offered to the next available college per the rotation schedule.

(2) The Board shall provide a subject specialist to serve on the college of allocation’s selection panel. The colleges of allocation shall then be entirely responsible for arranging for the selection and appointment of the fellows.

Notices

(3) The colleges of allocation shall also be responsible for fixing the conditions on which the fellowships shall be held, but provision shall always be made for the granting of leave of absence to any fellow whose work requires it.

38.6. Any income not required in any financial year for the maintenance of fellowships shall, at the discretion of Council ~~the Board~~, be carried forward for expenditure on fellowships in a subsequent year.

38.7. Congregation may from time to time amend this Part so long as the main object of the benefaction, as defined in section 38.1 above, is always kept in view.'

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 Dr N Berry at the University Offices, Wellington Square (telephone: (2)80107; email: nigel.berry@admin.ox.ac.uk); questions relating to elections should be directed to the Elections Officer, Ms S L S Mulvihill (telephone: (2)80463; email: elections.office@admin.ox.ac.uk).

Consultative Notices

Education Committee

REVIEW OF THE DEPARTMENT OF CONTINUING EDUCATION

The Education Committee will conduct a review of the Department of Continuing Education, as part of Council's programme of rolling reviews of faculties and departments. The review is scheduled to take place on 11 and 12 February.

The review committee's terms of reference are:

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

- international standards of excellence;
- action taken since the last review of the department;
- planning statements at departmental and divisional level, and in the context of the University's mission statement and Strategic Plan.

In particular:

- (a) the quality of the research of the department, including its participation in interdepartmental, interdivisional and interdisciplinary activities, its research profile and strategy, and future challenges and opportunities;
- (b) the quality of graduate programmes and their delivery and related issues, including:

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

(c) the organisation of the department, its management structures and the relationship between the department and the division, including such matters as:

- strategic planning (including relationship to the divisional five-year plans and the University's Strategic Plan)
- academic and non-academic staff planning and recruitment
- student number planning
- terms of appointment for academic staff, including career development and equal opportunities issues
- accommodation and future space needs
- fundraising;

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

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

The Review Committee would welcome written comments on matters falling within its terms of reference, given above. These should be sent to Richard Gill (richard.gill@admin.ox.ac.uk) by **20 December**.

General Notices

Gazette publication arrangements

The final *Gazettes* of Michaelmas term will be published on 22 and 29 November and 6 December.

The first *Gazette* of Hilary term will begin on 10 January. The usual deadlines will apply.

Guidelines for academic leave

Academic staff are reminded of the guidelines for applying for and taking leave, which are published on the Personnel Services website: www.admin.ox.ac.uk/personnel/staffinfo/academic/guidelinesforleave.

Lectures

Examinations and Boards

Electoral Boards

Composition of an Electoral Board

The composition of the electoral board to the post below, proceedings to fill which are currently in progress, is as follows:

NOLLOTH PROFESSORSHIP OF THE PHILOSOPHY OF THE CHRISTIAN RELIGION

Appointed by

Professor R Surender	Vice-Chancellor ¹
Professor G Rodriguez Pereyra	Provost of Oriel
Professor A Chignell	Faculty of Theology and Religion
Professor G Ward	Faculty of Theology and Religion
Professor S Mulhall	Faculty of Philosophy
Professor E Stump	Council
Professor W Wood	Council
Mrs J Kerkhecker	Oriel

¹Appointed by the Vice-Chancellor under the provisions of Statute IX, Sect 10 and 11.

Humanities

Oriental Studies

Frederick Anscombe, Birkbeck, will lecture at 5pm on 20 November in the Oriental Institute.

Subject: 'A view from the edge: an idiosyncratic perspective on the history of the modern Middle East'

Institutes, Centres and Museums

The Oxford Foundry

IDEA EXPLORATION WORKSHOP SERIES

These 12 workshops cover the early stages of the entrepreneurial journey, encouraging participants to take creative approaches to problem-solving, and to work with peers from across the University on generating and exploring new business ideas.

More information and to register: www.oxfordfoundry.ox.ac.uk/idea-exploration.

EQUIP YOURSELF WORKSHOP SERIES

These 12 workshops focus on helping participants develop an entrepreneurial mindset and increase their personal effectiveness in a professional setting.

More information and to register: www.oxfordfoundry.ox.ac.uk/equip-yourself.

Colleges, Halls and Societies

Merton

Jeremy Dibble, Durham, will lecture at 7.30pm on 21 November in the TS Eliot Theatre.

Subject: 'Parry's choral odyssey'

Examinations for the Degree of Doctor of Philosophy

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Data Protection Act.*

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

Colleges, Halls and Societies

Examinations for the Degree of Master of Philosophy

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Changes to Examination Regulations

For the complete text of each regulation listed below and a listing of all changes to regulations for this year to date, please see <https://gazette.web.ox.ac.uk/examination-regulations-0>.

Social Sciences

PGDIP IN FINANCIAL STRATEGY (PART-TIME)

to swap order and assessment structure of Financial Strategies for Growth and Corporate Valuation courses for students starting in Hilary term 2019

Memorial Events

Lady Margaret Hall

A memorial service will be held for **Professor Barbara Harrell-Bond** (1932–2018), Founder and Director of the Refugee Studies Centre 1982–96 and Honorary Fellow 2004–18, at 2pm on Saturday 24 November at the Simpkins Lee Theatre. Refreshments will be served afterwards in the Monson Room.

Somerville

A memorial will be held for **Dr Miriam Griffin**, Fellow and Tutor in Ancient History 1967–2002 and Emeritus Fellow 2002–18, at 2.30pm on Saturday 24 November in Somerville. The memorial will be followed by tea. All are welcome.

Elections

Uncontested Elections 29 November

Divisional Boards

HUMANITIES DIVISIONAL BOARD

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

Following the close of the nomination period on Thursday 1 November, the following was deemed to have been elected unopposed to hold office with immediate effect until MT 2020:

Dr Sarah C Mortimer, MA MSt DPhil Oxf, Student of Christ Church, Faculty of History

Faculty Boards

BOARD OF THE FACULTY OF PHILOSOPHY

- Three persons elected by and from the members of the Faculty of Philosophy

Following the close of the nomination period on Thursday 1 November, the following were deemed to have been elected unopposed to hold office with immediate effect:

J E Grant, BA Queen's, BPhil DPhil Oxf, Fellow of Exeter (until MT 2019)

H Greaves, BA Oxf, PhD Rutgers, Fellow of Merton (until MT 2019)

S J Mulhall, MA Toronto, MA DPhil Oxf, Fellow of New College (until MT 2020)

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 the remaining *Gazettes* of Michaelmas term will be published on 22 and 29 November and 6 December. Publication for Hilary term will begin on 10 January. The usual deadline will continue to apply (see above).

The Oxford Tropical Research Ethics Committee (OxTREC)

reviews the ethics of University medical research taking place outside the EU. We are currently seeking an external member to join this lively and interesting committee. External members should live near Oxford and be able to attend 6 meetings annually. Experience of tropical countries is an advantage but no specialist medical knowledge is necessary. Reasonable travel expenses are reimbursed for this voluntary role. Further details are available at: https://researchsupport.admin.ox.ac.uk/sites/default/files/researchsupport/documents/media/further_particulars_for_oxttrec_members_final_002.pdf.

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.

Would you love to be more creative? Be In Art runs fun, expressive and non-intimidating painting courses. These are for you if you are an absolute beginner or you are looking to get back into painting again. After just a few hours you will leave feeling relaxed, energised, accomplished and inspired. Curious? For more information visit www.be-in-art.co.uk or contact jane@beinart.co.uk. Courses and lessons held in Headington, Oxford.

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.

Research participants sought

Broken bones of the upper-limb in people over 50: interim prioritisation survey. Seeking patients, carers and healthcare professionals with experience of upper-limb fractures (shoulder, collarbone, shoulder girdle, upper arm, elbow, forearm, wrist and hand). Please tell us what is most important to you in the treatment and care of upper-limb fractures. Survey can be completed online at: <https://oxford.onlinesurveys.ac.uk/upperlimbips>. For a paper version contact oxfordtrauma@ndorms.ox.ac.uk or 01865 223114. Closing date: 18 Nov.

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 objects d'art. Please contact Greenway Antiques of Witney, 90 Corn Street, Witney OX28 6BU on 01993 705026, 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. Let my comfortable Audi A8 take you to Heathrow for £75! 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.

Situations Vacant

Copy-Editors: small Witney-based law publishing company is looking for freelance copy-editors to work on our range of law journals. CV to: ltplawtext.com.

Houses to Let

Bright fully furnished house with garden and 2 double bedrooms available to let on a short- or long-term basis. Ideal for academic visitors, visiting friends or family. Moments from the vibrant Cowley Rd, and just a 10-min walk to Oxford city centre. Open-plan living/dining area; modern kitchen and bathroom; enclosed private garden with lawn, decking and outdoor seating. Fast Wi-Fi. Bills included. Email jamie.vicary@cs.ox.ac.uk for more information.

Fully furnished 3-bedroom terraced house in east Oxford, 5 mins' walk from Magdalen Bridge. Sitting room, kitchen/diner, downstairs bathroom. 3 bedrooms and upstairs shower room and toilet. Pleasant small garden. Near shops, restaurants, schools and transport including London and airport buses. Non-smokers only. No pets. Available Oct, £1,550 pcm. Tel: 01865 351745. Mob: 07733 400820.

Mature house-sitters needed for house in north Oxford. No pets to care for. Hilary term, 7 Jan-22 March. 2/3 people. Free accommodation. Contact: cowanar@gmail.com.

Large 4-bedroom family house available to rent in Hill Top Rd OX4. Dec/Jan for an initial tenancy until summer 2019. Lease may be renewable. Attractive back garden, off-road parking for 2 cars. Large open-plan living area, plus downstairs study/sitting room. Particularly convenient for Old Road Campus, Churchill and Warneford Hospitals, and Oxford Brookes. £1,800 pcm. Please enquire via the Finders Keepers east Oxford Letting Team on 01865 307207.

Flats to Let

West London flat available to let. Located on historic Kew Green, this fully furnished 2-bedroom property is almost adjacent to the Royal Botanic Gardens and the River Thames, within a short walk of the National Archives, and provides good access to London Underground and National Rail stations. Available soon; OIRO £1,650 pcm negotiable. References are available and requested. Sorry, no pets permitted in the house. For full details, please email: carlton.kew@gmail.com.

Accommodation Offered

Graduate Accommodation Office

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

Furnished room in house with retired professional woman, north Oxford, north of ring road. £400 pcm including bills, use of kitchen, own bathroom most of the time (unless guests staying). Large garden. 10 mins' walk to excellent bus service for Oxford town centre. Convenient for Oxford Parkway station for trains to London. Available now for 4-6 months.

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.

Self-catering Apartments

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.

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.

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Property for Sale

Avoid Oxford Prices! Try Abingdon. Superb bus connections. 5 mins to bus stop and town centre. Victorian four-floor mid-terrace c1855 for sale. Comprising cellar (office), two bedrooms (1 ensuite), ground-floor bathroom. 2 reception rooms (1 open fireplace, 2 others to be opened), fitted kitchen, utility area. Large private west-facing elevated deck and enclosed yard (great for cats or dogs). £300,000. Private contact: jen25simon@gmail.com; agent for photos: <http://bit.do/15wl>.

Mosaics, Oxford - an exciting new development and demonstrator NHS Healthy New Town - within easy reach of the city and Headington via networks of cycle routes and public transport. Stylish and architecturally elegant properties: from 1-bedroom modern apartments to spacious detached family houses. Show apartment and home open daily 10am-5.30pm. Help to Buy available. Contact Savills: 01865 269010. For more information see: <http://mosaicsoxford.co.uk>.

Notifications of Prizes, Grants and Funding

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

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

Hester Cordelia Parsons Fund

Hester Cordelia Parsons Fund; open to graduate students and early career postdoctoral researchers at Oxford; to support research in experimental biological science and encourage development of experimental methods at the boundaries of biological, physical and chemical sciences; £500–£5,000; 20 February; www.mpls.ox.ac.uk/news/hester-cordelia-parsons-fund

University of Cambridge: Ernest Oppenheimer Studentship

University of Cambridge; Ernest Oppenheimer Studentship; to support research projects directly leading to a PhD in Colloid Science broadly interpreted in biology, surface chemistry, materials science and nanotechnology (starting 1 October 2019); 42-month grant at current EPSRC rates and the University Composition Fee at the home rate, plus 36-month £7,000 pa contribution towards consumables and travel costs; midnight, 15 January; www.jobs.cam.ac.uk/job/19385

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Editor:

R S Cuomo, AB Bryn Mawr, MA Massachusetts

Deputy Editor:

N H M Cutting, BA Brist

Notifications of Vacancies

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

The University is committed to equality and valuing diversity.

Colleges, Halls and Societies

Exeter; Admissions Officer; £28,660–£34,189; noon, 26 November; www.exeter.ox.ac.uk/vacancies/admissions-officer

Hertford; part-time Welfare and Wellbeing Coordinator; £32,236–£48,677 with discretionary range to £53,174, pro rata; noon, 23 November; www.hertford.ox.ac.uk/and-more/vacancies/welfare-wellbeing-coordinator

Linacre; non-stipendiary Junior Research Fellowships; 11 January; www.linacre.ox.ac.uk/about-linacre/vacancies

New College; Rank-Manning Junior Research Fellowship in Social Sciences; 19 December; https://isw.changeworkknow.co.uk/new_college_oxford/vms/e/careers/positions/d2rEOevGLiUB6rgTsSuEj4

St Anne's; Clayman-Fulford Junior Research Fellowship in Politics and Political Thought; £26,222 with £4,828 pa housing allowance; noon, 14 December; www.st-annes.ox.ac.uk/about/job-opportunities?no_cache=1

St Catherine's; Master of St Catherine's; noon, 31 December; www.stcatz.ox.ac.uk/Master

St Peter's; College Lecturership in Physical Geography; £4,504–£5,066 pa; 7 December; www.spc.ox.ac.uk/vacancies

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 22 November

External Vacancies

University of Cambridge; 3-year Ernest Oppenheimer Early Career Research Fellowship (from 1 October 2019); £32,236–£39,609 plus research and travel expenses; 15 January; www.jobs.cam.ac.uk/job/19384

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Gazette Office

University Offices
Wellington Square
Oxford OX1 2JD

tel: Oxford (2)80549

email: gazette@admin.ox.ac.uk

