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Council and Main Committees

Council of the University

Changes to Regulations

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

(a) Amendments to Proctors' Regulations 1 of 2003: Disciplinary Regulations for Candidates in Examinations

Explanatory Note

The University is implementing multi-factor authentication (MFA) for all Single Sign-On (SSO) users across the University. This means that anyone with a SSO will be asked to verify their account using a second factor, such as a text message or code from an app on their phone. Rollout is expected from Hilary term 2021. In order to enable students to use MFA in examinations they will be required to take a mobile phone into the examination room. This phone will be turned off and put in an agreed location following MFA, and will therefore not have an impact on the integrity of the exam. However, the regulations for candidates in examinations currently prohibit mobile phone devices, and therefore need to be updated in order to enable MFA to occur.

Text of Regulations

In Proctors' Regulations 1 of 2003, concerning Disciplinary Regulations for Candidates in Examinations, amend as follows (new text underlined, deleted text struck through):

‘1. These regulations are made by the Proctors in the exercise of their powers under section 22 of Statute IX and are designated by Council as disciplinary regulations under section 2 (2) of Statute XI. In accordance with that Statute, candidates who deliberately or recklessly breach any of the following regulations may be subject to disciplinary procedures.

2. In these regulations: (1) “examination” includes where the context so permits the submission and assessment of a

thesis, dissertation, essay, Transfer of Status materials, Confirmation of Status materials, or other coursework which is not undertaken in formal examination conditions but is a requirement for, counts towards or constitutes the work for a degree or other academic award; and (2) “examination room” means any room designated by the Registrar or his or her deputy or approved by the Proctors as a place for one or more candidates to take an examination.

3. No candidate shall cheat or act dishonestly, or attempt to do so, in any way, whether before, during or after an examination, so as to obtain or seek to obtain an unfair advantage in an examination.

4. No candidate shall plagiarise by presenting someone else’s work as their own, or by incorporating other people’s work or ideas into their own work without full acknowledgement. Examples of this practice include: verbatim quotation, cutting and pasting from the internet, and paraphrasing without clear acknowledgement; collusion; misleading citation; failure to acknowledge assistance; and unacknowledged use of material written by professional agencies or other persons.

5. Unless specifically permitted by the Special Subject Regulations for the examination concerned, no candidate shall commit autoplagiarism ie submit to the examiners any work which ~~they~~ ~~or she~~ have has previously submitted partially or in full for examination at this University or elsewhere. Where earlier work by the candidate is citable, ~~they~~ ~~or she~~ shall reference it clearly.

6. No person shall dishonestly give help to a candidate before, during or after an examination so as to give, or attempt to give, that candidate an unfair advantage in an examination.

7. No candidate shall take, or attempt to take, into an examination any unauthorised material (including revision notes), item or device ~~(including a mobile telephone or any~~

~~other device capable of receiving or communicating information), nor use or attempt to use such material, item or device.~~

8. No candidate shall copy from the script of another candidate or in any other way dishonestly receive help from another person in an examination.

9. Candidates may not communicate with any person other than an invigilator during an examination.

10. No candidate may leave or re-enter an examination room unless permitted by an invigilator.

11. No candidate shall enter an examination room more than thirty minutes after an examination has started except with the permission of the Proctors or an invigilator.

12. No candidate shall unless permitted by the Proctors or an invigilator leave an examination room:

(1) within thirty minutes of the beginning of an examination; or

(2) within thirty minutes of the time at which it is due to end.

13. No candidate may smoke in an examination room or in any building in which an examination is being held, or behave in any other way which distracts or is likely to distract other candidates.

14. Candidates may not use paper in an examination except that which is provided for them.

15. At the end of each examination candidates must hand back to an invigilator all the paper provided for writing their answers, including paper used for rough drafts and paper which has not been used. No paper may be removed from the examination room other than the question-paper for the examination that has just been completed.

16. Unless regulation 17 below applies, all articles or equipment to be used in an examination must be carried into the examination room in a transparent bag.

17. Candidates must offer non-transparent bags for inspection and, unless special permission is given by an invigilator, must deposit them at the place designated for the deposit of bags and other personal belongings.

18. Candidates must present themselves for examinations in full academic dress.

19. Candidates must follow the directions of the invigilators and the Proctors during an examination, including a direction to leave the examination room and the building in which the examination is being held.

(b) Amendments to Proctors' Regulations 1 of 2005: Proctors' Administrative Regulations for Candidates in Examinations

Explanatory Note

An update is being made to the Regulations for the Conduct of University Examinations: Part 14 Late Submission, Non-submission, Non-appearance and Withdrawal from Examinations to provide more detailed policy in respect of student's withdrawal of work, including greater clarity to as to what is and isn't allowed, and how the Proctors can grant approval.

As withdrawal of work is referenced in Proctors' Regulations 1 of 2005, these need to be updated to clarify that they now only apply to research students, and that more detailed guidance is available under Part 14 for taught degree students.

Text of Regulations

In Proctors' Regulations 1 of 2005, concerning Proctors' Administrative Regulations for Candidates in Examinations, amend as follows (new text underlined, deleted text struck through):

'1. These regulations shall apply to all university examinations, including any examination described in any regulation as a qualifying examination.

2. In these regulations "college" means any college, society, or Permanent Private Hall or any other institution designated by Council by regulation as being permitted to present candidates for matriculation.

3. It is the responsibility of each candidate to ensure that ~~they he or she~~ they he or she hands in all the material ~~they he or she~~ they he or she wishes to be considered by the examiners and to comply with regulations relating to the submission of written work such as dissertations, essays and project reports. Once a research degree candidate has submitted a piece of written work ~~they he or she~~ they he or she may not withdraw that piece of work and substitute a revised version in the same examination without the Proctors' consent. Taught degree candidates should refer to the Regulations for the Conduct of University Examinations: Part 14 Late Submission, Non-submission, Non-appearance and Withdrawal from Examinations.

4. During every written paper, each candidate shall display his or her University Card face up on the desk at which ~~they he or she~~ they he or she are writing.

5. A candidate who is taken ill while sitting a written paper may (with an invigilator's permission) leave the room and return while the examination is in progress, to resume the paper on one occasion only (and no extra time shall be allowed). If the candidate is unable to complete the paper concerned because ~~they he or she~~ they he or she have been taken ill a second time, ~~they he or she~~ they he or she should inform an invigilator so that the incomplete script can be handed in. It is the candidate's responsibility to obtain a medical certificate, in accordance with the relevant provisions of the General Regulations for the Conduct of University Examinations, explaining how his or her performance in the paper concerned may have been affected by illness.

~~6. A candidate may not withdraw from an examination after the written part~~

~~of the examination is complete. The point of completion shall be deemed to be the conclusion of the last paper for which the candidate has entered, or the time by which a dissertation or other written material is due to be submitted, whichever is the later.~~

67. Concerns about the conduct of an examination must not be raised directly with Examiners. A candidate on a taught course may communicate with Examiners about such matters only through the Senior Tutor or equivalent officer of his or her college. If such a candidate wishes to raise a query or make a complaint about the conduct of ~~their his or her~~ their his or her examination, such query or complaint must be notified to the Senior Tutor or equivalent officer ~~of their his or her~~ of their his or her college not later than three months after the notification of the results of the examination concerned (when the matter will be dealt with in accordance with the Council Regulations governing the handling of complaints submitted to the Proctors). A candidate for a research degree or higher doctorate may communicate a query or complaint about the conduct of ~~their his or her~~ their his or her examination direct to the Proctors: this must be done not later than three months after the notification of the results of the examination concerned (in accordance with the procedures set out in the Council Regulations governing the handling of complaints submitted to the Proctors).'

(c) Amendments to Part 28 of Council Regulations 40 of 2002: Committee to Review the Salaries of Senior University Officers

Explanatory Note

The following changes, made on the recommendation of the Committee to Review the Salaries of Senior University Officers, update the regulations to: (a) add responsibility for the salary setting and review of the Dean of the Business School; and (b) remove obsolete references to the ALC6/RSIV Panel.

Congregation

Text of Regulations

In Part 28 of Council Regulations 40 of 2002, concerning the Committee to Review the Salaries of Senior University Officers, amend as follows (new text underlined, deleted text struck through):

‘Part 28: Committee to Review the Salaries of Senior University Officers

28.1. The Committee to Review the Salaries of Senior University Officers shall consist of:

- (1)-(3) three external members appointed by Council, one of whom Council shall appoint as chair, and at least two of whom shall also be external members of Council;
- (4) one of the Proctors or the Assessor as may be agreed between them;
- (5), (6) two other persons appointed by Council.

28.2. Council may co-opt one additional member, who may be internal or external, and who shall hold office for such period as Council may determine.

28.3. The members under regulations 28.1 (5), (6) and 28.2 shall not be subject to arrangements with regard to their personal salary which are determined by any process involving an individual whose salary is covered by the remit of the committee.

28.4. (1) The committee shall be responsible for making recommendations to Council on the salaries on appointment of the Vice-Chancellor, the Registrar, and the Director of Finance; for reviewing the salaries of each of those office-holders with effect from the 1 October closest to two calendar years after the starting salaries were set for each office-holder; and for reviewing the salaries of each office-holder every two years thereafter.

- (2) The committee shall also be responsible for determining ~~on the recommendation of the ALCG/RSIV Panel of the Personnel Committee,~~

the salaries on appointment of the Pro-Vice-Chancellors with special responsibility for designated functions, ~~and of the Heads of Divisions and the Dean of the Business School;~~ for reviewing ~~on the recommendation of the ALCG/RSIV Panel of the Personnel Committee,~~ the salaries of each of those office-holders with effect from the 1 October closest to two calendar years after the starting salaries were set for each office-holder; and for reviewing ~~on the recommendation of the ALCG/RSIV Panel of the Personnel Committee,~~ the salaries of each office-holder every two years thereafter.

- (3) The committee shall also carry out other such reviews as are requested by Council.

28.5 In carrying out reviews the committee shall consider whether there have been any significant changes in the duties of, or any significant developments associated with, the offices concerned since the salaries of the holders of the offices were last determined; and ensure that the views of the office-holders concerned and the views of the officers to whom those office-holders are responsible have been solicited. Office-holders shall be given explanation of the decisions taken if they request it.

Congregation 15 February

Degree by Resolution

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

Congregation 23 February

The meeting of Congregation is cancelled. Following the withdrawal of the resolution below, regarding the constitution of a Redundancy Panel, there is no business on the agenda for the meeting.

Voting on a resolution to constitute a Redundancy Panel under Statute XII

This resolution was withdrawn by Council. For full text of resolution see Gazette No 5300, 28 January 2021, p214.

Congregation 9 March

(1) Voting on a Resolution approving the conferment of an Honorary Degree

That the conferment of the Degree of Doctor of Civil Law, *honoris causa*, upon **Hillary Rodham Clinton**, former United States Secretary of State, United States Senator, First Lady of the United States and First Lady of Arkansas, Honorary Fellow of Mansfield, be approved.

If the resolution is approved, the honorary degree will be conferred at the Encaenia in 2021. At that ceremony, honorary degrees will also be conferred upon those honorands approved by Congregation on 10 March 2020 who were unable to receive their degrees in 2020 due to the cancellation of Encaenia.

(2) Voting on a Resolution authorising the allocation of space within Dartington House to IT Services

Explanatory Note

An existing five-year allocation of space within Dartington House to IT Services is due to expire on 1 February 2021. The service has confirmed an ongoing requirement for space within Dartington House in order to continue to accommodate the 195 members of staff based within the building. The existing allocation within comprises approximately 1,089 sqm NUA of office space, seven meeting rooms (across 106 sqm NUA) and several general user facilities such as kitchenettes, common

rooms, print rooms and storage facilities.

Text of Resolution

That approximately 1,320 sqm net usable area (NUA) within Dartington House (building number 101) be allocated to IT Services for a further period of approximately five years from 2 February 2021 until 1 February 2026.

(3) Voting on Legislative Proposal: Rhodes Professor of Race Relations

Explanatory Note

The following proposal, made on the recommendation of the Social Sciences Division and the Oxford School of Global and Area Studies, changes the name of the Rhodes Professor of Race Relations to the Professorship of African Studies, and changes the object of the professorship from giving instruction in interracial relations to giving instruction in African Studies.

WHEREAS it is expedient to change the existing provisions governing the Rhodes Professor of Race Relations, 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, after part 70 insert the following new Part 71 (which moves and amends the existing provisions in Council Regulations 24 of 2002 concerning the Rhodes Professor of Race Relations; new text underlined, deleted text struck through):

‘Part 71: Professorship of African Studies~~Rhodes Professor of Race Relations~~

1. The University hereby accepts with deep gratitude the offer of the Rhodesian Selection Trust Group of Copper Mining Companies to provide for the permanent endowment of a Professorship of African Studies (the “Professorship” and the holder of the Professorship is

the “Professor”~~Rhodes Professorship of Race Relations~~.

2. The ~~Rhodes Professor of Race Relations~~ shall research, lecture and give instruction in African Studies~~interracial relations~~.

3. The ~~P~~professor shall be elected by an electoral board consisting of:

(1) the Vice-Chancellor, or, if the head of the college specified in (2) of this clause is Vice-Chancellor, a person appointed by Council on the occurrence of a vacancy to act as an elector on that occasion;

(2) the head of the college to which the ~~P~~professorship shall be for the time being allocated by Council under any regulation in that behalf, or, if the head is unable or unwilling to act, a person appointed by the governing body of the college on the occurrence of a vacancy to act as an elector on that occasion;

(3) a person appointed by the governing body of the college specified in (2) of this clause;

(4), (5) two persons appointed by Council;

(6) a person appointed by the Social Sciences Board;

(7)–(9) three persons appointed by the Oxford School of Global and Area Studies.

4. Any part of the income of the endowment of the ~~P~~professorship which is not required to meet the costs (including support costs) thereof may be expended, under conditions to be determined from time to time by the Oxford School of Global and Area Studies Committee (the OSGA Committee), to support teaching and research in interracial relations. The OSGA Committee shall appoint a Professorship of African Studies~~Rhodes Professor of Race Relations~~ Management Committee to advise it. That committee will consist of:

(1) the Head of the Oxford School of Global and Area Studies;

(2) an appointee of the Social Sciences Division;

(3) the Professor of African Studies~~Rhodes Professor of Race Relations~~;

(4) the head of the college in which the post-holder is based.

5. The ~~P~~professor shall be subject to the General Provisions of the regulations concerning the duties of professors and to those Particular Provisions of the same regulations which are applicable to this chair.

6. Subject to regulation 7, Council may amend, repeal or add to these regulations in accordance with Part D of Statute XVI, but no amendment is valid if it would cause the Fund to:

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

(2) be outside the objects of the University.

7. Any amendment to regulation 2 is an amendment to the main object of the Fund for the purposes of Part D of Statute XVI and must be approved both by Congregation of the University and subsequently by Her Majesty in Council.

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

1 In Council Regulations 24 of 2002, concerning individual professorships, delete the regulations for the Rhodes Professor of Race Relations.

2 In Council Regulations 3 of 2004, in the Schedule of Statutory Professorships, delete ‘Rhodes Professor of Race Relations’ and substitute ‘Professorship of African Studies’.

3 These changes to regulations shall be effective from the date on which the Statute approved by Congregation is approved by Her Majesty in Council.

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

Explanatory Note

The following part-suspensions of paragraphs within Part 6 of Congregation Regulations 3 of 2002, made on the recommendation of the Committee for the Nomination of Select Preachers, suspend the regulations to hold the University Sermon on the Grace of Humility in Trinity term 2021, it having not proven possible to hold the Sermon in Hilary term 2021. The Preacher, host college and Proctors are all available for an agreed replacement date of Sunday, 6 June.

Text of Regulations

In Congregation Regulations 3 of 2002, concerning the Conduct of Ceremonies in Congregation and certain other Ceremonies, suspend part of regulations 6.17 in respect of the University Sermon on the Grace of Humility only, in the manner indicated below (suspended text struck through):

‘SERMONS TO BE PREACHED ELSEWHERE THAN IN ST MARY’S CHURCH

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

- (9) in rotation, in one of those colleges and societies which have so agreed with the Committee for the Nomination of Select Preachers, the Sermon on the Grace of Humility (preached in accordance with Regulation 6.15 above), ~~on Quinquagesima Sunday.~~

(5) Voting on Suspension to Congregation Regulations 2 of 2002: Part 8, Elections (in respect of elections to the Nominating Committee to the Vice-Chancellorship)

Explanatory Note

The following part-suspensions of paragraphs within Part 8 of Congregation Regulations of 2002 suspend the regulations governing the filling of three vacancies on the Nominating Committee for the Vice-Chancellorship, which have occurred due to the number of vacancies being greater than the number of candidates nominated in elections held in 2015 and 2019. There were no candidates for the election to the two positions on the committee that took place in Trinity term 2015, and only one candidate for the election to the two positions on that committee that took place in Trinity term 2019.

In general, lapsed vacancies fall to appointment by the Vice-Chancellor and Proctors. Instead, it is proposed to suspend Congregation regulations to enable the lapsed vacancies to be filled by election in Trinity term 2021. Because these are lapsed vacancies, the elections will be to fill the remaining term of vacant positions, both with immediate effect, two being until 1 October 2022 and one being until 1 October 2026. In all cases the persons elected will participate in the nomination of the next Vice-Chancellor, who is due to take up position on 1 October 2023.

Text of Regulations

In Congregation Regulations 2 of 2002, concerning the conduct of business in Congregation, Part 8, Elections, suspend part of regulation 8.2 only in respect of the elections to two positions on the Nominating Committee for the Vice-Chancellorship that took place in Trinity term 2015 (for which there were no candidates) and one of the two elections to that committee that took place in Trinity term 2019 (for which there was one candidate and two positions) to enable elections to

be held in Trinity term 2021 for the three positions so left vacant, for the remainder of the vacant terms (suspended text struck through):

~~‘(4) If at the close of the time laid down for the nomination of candidates the number of vacancies is greater than the number of candidates nominated and not having withdrawn, the Vice-Chancellor and Proctors jointly shall have power to nominate a candidate for each vacancy remaining to be filled, and such candidates shall then be declared to be duly elected, and the result of the election shall be published in the University Gazette.’~~

Meeting information

Members of Congregation are reminded that any two members may, not later than **noon on 1 March**, give notice in writing to the Registrar that they wish to oppose or amend the resolutions at (1) and (2) above, oppose or amend the legislative proposal at (3) above, or oppose or amend the suspensions of Congregation regulations at (4) and (5) above (see the note on the conduct of business in Congregation below). If no such notice has been given, and unless Council has declared otherwise or the meeting has been adjourned, the resolutions, the legislative proposal and the suspensions of Congregation regulations shall be declared carried, and the meeting may be cancelled.

Congregation	noon, 17 March
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Admission of Proctors and Assessor

A Congregation meeting will be held at **noon on 17 March** in the Sheldonian Theatre for the purpose of admitting to office **Dr David Johnson**, BA Witwatersrand, MEd Manc, MA Oxf, PhD Brist, Fellow of St Antony’s and **Ms Lucinda Rumsey**, BA MA Lond, MA status Oxf, Fellow of Mansfield, as Proctors for the ensuing year, and **Dr Bettina Lange**, BA PhD Warw, MA Oxf, Fellow of Wolfson, as Assessor for the ensuing year.

Notices

Congregation members wishing to attend the ceremony in person must register by **5pm on Friday 12 March** at http://bit.ly/17Mar_Congregation. Registration is mandatory to restrict numbers and for test and trace purposes.

This event will be organised in accordance with government guidance and University policy, including any updates that are issued in early March. Further information will be provided to those that register. If necessary, this event will take place online and a recording will be broadcast on Admission Day, available to all Congregation members.

Note on procedures in Congregation

¶ Business in Congregation is conducted in accordance with Congregation Regulations 2 of 2002 (<https://governance.admin.ox.ac.uk/legislation/congregation-regulations-2-of-2002>). A printout of these regulations, or of any statute or other regulations, is available from the Council Secretariat on request. A member of Congregation seeking advice on questions relating to its procedures, other than elections, should contact Mrs R Thomas at the University Offices, Wellington Square (telephone: (2)80317; email rebecca.thomas@admin.ox.ac.uk); 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).

While COVID-19 working restrictions remain in place, any notice that needs to be given to the Registrar in writing should be sent by email to registrar@admin.ox.ac.uk. Notices sent to the University Offices may not be received.

General Notices

Applications open for Advancing Teaching and Learning course

The Centre for Teaching and Learning new accredited programme, Advancing Teaching and Learning (ATL), is open to postgraduate students, postdocs, early-career academics, academics new to teaching and professional learning support staff. To qualify you will need to have sustained teaching experience (ie teaching more than just a few sessions) and want to develop your teaching or learning support practice. You will attend a series of sessions (currently being run remotely), complete a few formative tasks, and submit a portfolio. On passing the ATL you will become an Associate Fellow of the Higher Education Academy. More information, including how to apply for the Trinity term ATL programmes, is available here: wwwctl.ox.ac.uk/advancing-teaching-and-learning-atl.

Please note: applications open on **10 February** for Mathematical, Physical and Life Sciences and Medical Sciences, and on **24 February** for Humanities and Social Sciences.

Gazette publication arrangements

Since Trinity term 2020 the *Gazette* has been published online only as a result of office and printer closures.

It has now been decided by GPC and by Council that print production will not resume when COVID-19-related lockdowns end.

The *Gazette* will continue to be published online on Thursday mornings according to its usual schedule. It will also be printed in a limited run for libraries, archives and paid subscribers. These arrangements will be announced once libraries are open again.

International Strategy Office

CHANGE OF NAME

Effective from 1 February 2021, the International Strategy Office has been renamed the International Engagement Office. The new name better reflects the work of the team to provide support for the design and implementation of international activity across the University. More information: www.ox.ac.uk/about/international-oxford/international-engagement-office. Queries: victoria.taylor@admin.ox.ac.uk.

Visiting Professorships

Mathematical, Physical and Life Sciences

Dr Steve McMahon, PhD Imp, leader, ATLAS upgrade activities in the UK; Visiting Professor in Physics for a period of 3 years from 1 February 2021.

Lectures

Examinations and Boards

Institutes, Centres and Museums

Bodleian Libraries

A conference will take place 9.30am-4.30pm on 2 March online, to mark 100 years of Oxford degrees for women. Free and open to all. More information and to register: www.eventbrite.co.uk/e/must-it-be-a-man-womens-contribution-to-the-university-of-oxford-tickets-139283888861.

Subject: ‘“Must it be a man?”: women’s contribution to the University of Oxford’

Examinations for the Degree of Doctor of Philosophy

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

Advertisements

Email: gazette@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.

Publication

The Gazette is only published online, except for library and archive copies. Charges for all adverts have been reduced to reflect this.

Charges

Commercial advertisers: £20 per insertion of up to 70 words, or £40 per insertion of 71-150 words.

Private advertisers: £10 per insertion of up to 70 words, or £20 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 via the online shop, 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/classifiedadvertising-gazette>, and may also be obtained on application to gazette@admin.ox.ac.uk.

Miscellaneous

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.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society; 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

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

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.

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.

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Notifications of Prizes, Grants and Funding

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Holiday lets

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Property for sale

Detached, character 18th-century stone 5-bedroomed (1 mezzanine, 2 ensuite) house overlooking Wolvercote Green, Oxford, with far-reaching views, garage and parking. Previous inhabitants include novelist John Wain. In Oxford city yet rural environment. Cloakroom, study, space for home working, self-contained accommodation on top floor. Large kitchen, electric Aga. Walk-in larder, utility room. £1,590,000. For further information, email Wolvercotehouse@gmail.com or phone 01865 557788 with your details.

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

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

Chinese Government Scholarships

Chinese Government Scholarships; open to final-year undergraduates and postgraduates; 3 full scholarships offering up to 7 years of funding, including up to 2 years of Chinese language tuition (if needed); 19 February; www.ox.ac.uk/students/fees-funding/international/scholarships-exchanges/chinese

Notifications of Vacancies

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

The University is committed to equality and valuing diversity.

University of Oxford

Proctors' Office; Independent Reviewer (to consider allegations that a student member has breached the University Code of Discipline in relation to sexual misconduct in a University context); Congregation members only; fee paid per case; 12 March; https://academic.web.ox.ac.uk/system/files/academic_documents/media/independent_reviewer_-_job_description.docx (single sign-on required)

Colleges, Halls and Societies

Exeter; Communications Assistant; £22,417-£25,941; noon, 22 February; www.exeter.ox.ac.uk/vacancies/communications-assistant

St Cross; 1-year Communications Manager (maternity cover; full-time post but 0.75 FTE possible); £29,176-£34,804; 1 March; www.stx.ox.ac.uk/communications-manager

Regent's Park; HM King Abdullah II Ibn Al Hussein of Jordan Fellowship for the Study of Love in Religion; £29,976-£36,976; 9 April; www.rpc.ox.ac.uk/about-regents/vacancies

Regent's Park; Access and Outreach Coordinator (7hr/wk); £4,654; 26 February; www.rpc.ox.ac.uk/about-regents/vacancies

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.

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Gazette copy received will be published in the next available issue. Copy for supplements must be received by **noon on Wednesday** of the week before publication. 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, 25 February

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

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