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Council and Main Committees

General Purposes Committee of Council

Changes in Regulations

The General Purposes Committee of Council has made the following changes in regulations, to come into effect on **16 December**.

(a) Nuffield Medical Trustees

Explanatory Note

This change allows Council's General Purposes Committee to determine in an individual case that a person be allowed to continue to serve as a Nuffield Medical Trustee after reaching the age of 70.

Text of Regulations

In Council Regulations 25 of 2002 concerning trusts (*Statutes*, 2000, p. 692, as redesignated as regulations by Decree (5) of 11 July 2002, *Gazette*, Vol. 132, p. 1461), in § 261 delete existing regulation 1 (3)(b) and substitute (new wording underlined):

'(b) No person shall become or remain a trustee after reaching the age of 70 years, unless Council's General Purposes Committee has determined otherwise in an individual case.'

(b) Establishment of C V Starr Scholarship Fund

Explanatory Note

These regulations establish the C V Starr Scholarship Fund to provide scholarship assistance to undergraduate, graduate and postdoctoral students of the University's own selection on the basis of merit and need.

Text of Regulations

In Part 2 of Council Regulations 25 of 2002 concerning trusts (*Statutes*, 2000, p. 728, as redesignated as regulations by Decree (5) of 11 July 2002, *Gazette*, Vol. 132, p. 1461), insert new § 341 as follows, and renumber existing §§ 341–393 as §§ 342–394:

'§ 341. *C. V. Starr Scholarship Fund*

1. The University receives with gratitude the sum of US\$250,000 from the Starr Foundation via Americans for Oxford, Inc. to be held as permanent endowment

on the trusts declared in this regulation. Further money or property may be paid or transferred to the University to be held on the same trusts. The assets so held will be known as the C.V. Starr Scholarship Fund ("the Fund").

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

3. The University shall (1) apply the income of the Permanent Endowment; and (2) apply the income and, in its discretion, the capital of the remainder of the Fund, towards the provision of scholarship assistance to undergraduate, graduate and postdoctoral students of its own selection on the basis of merit and need.

4. The administration of the Fund, and the application of its income, shall be the responsibility of the Board of the Wildlife Conservation Research Unit.

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

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

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

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

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

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

(2) be outside the objects of the University.

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

(c) Department of Earth Sciences Field Teaching Fund

Explanatory Note

These changes, recommended by the Mathematical, Physical and Life Sciences Divisional Board and the Trusts Management Board, clarify that the capital, as well as the income, of the fund can be spent down over an appropriate period. Although the current wording of regulation 3 suggests this can be done already, it has not been possible to establish this conclusively, and the clearer wording is therefore intended to put the matter beyond doubt.

Text of Regulations

In Part 2 of Council Regulations 25 of 2002 concerning trusts (*Statutes*, 2000, p. 628, as redesignated as regulations by Decree (5) of 11 July 2002, *Gazette*, Vol. 132, p. 1461), in § 101 amend regulation 3 as follows (new text underlined, deleted text scored through):

'3. The administration of the Fund, ~~and the application of its capital and income,~~ shall be the responsibility of the Department of Earth Sciences, which shall appoint a committee with delegated authority to discharge this responsibility on its behalf. The committee shall be responsible for applying the income and, at its discretion, the capital of the Fund.

Congregation

Congregation 24 November

Election

Board of the Faculty of Oriental Studies
Results are in 'Elections' section below.

Congregation 28 November

Degree by Resolution

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

Council of the University

Register of Congregation

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

Botwe, W C, Graduate Admissions and Funding
Copeland, C M, St Edmund Hall
Finch, M P M, Pembroke
Glover, H E, Wadham
Janda, K B, Environmental Change Institute
McLaughlin, E M L, Queen's
Sim, D I, Pembroke
Stewart, P C N, Wolfson
Wilmot-Smith, F J, All Souls
Yang, H, Worcester

Congregation 5 December

Degree by Resolution

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

Congregation 13 December 2 pm

¶ Members of Congregation are reminded that any two members may, not later than **noon on 5 December**, give notice in writing to the Registrar that they intend to oppose either of the legislative proposals 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, the legislative proposals shall be carried, and the meeting may be cancelled.

(1) Voting on Legislative Proposal: Secretary of Faculties and Academic Registrar

Explanatory Note

Following a change in title from 'Secretary of Faculties and Academic Registrar' to 'Deputy Registrar', these changes transfer functions associated with the former title to the Registrar, who may delegate those functions as appropriate.

WHEREAS it is expedient to update a reference in Part 17 of the Schedule to the Statutes, THE UNIVERSITY ENACTS AS FOLLOWS.

In Part 17, section 17.10, of the Schedule to the Statutes concerning the prize for an English poem on a sacred subject (Supplement (1) to *Gazette* No. 4633, 9 October 2002, pp. 133–59), delete 'Secretary of Faculties and Academic Registrar' and substitute 'Registrar'.

Regulations to be made by Council if this Statute is approved

1 In Council Regulations 17 of 2002 concerning divisional boards, Council Regulations 18 of 2002 concerning faculties, Council Regulations 19 of 2002 concerning faculty boards and Council Regulations 25 of 2002 concerning trusts, delete all references to 'Secretary of Faculties and Academic Registrar' and substitute 'Registrar'.

2 This regulation shall be effective from the date on which the Statute is approved by Congregation.

Regulations to be made by the Proctors if this Statute is approved

1 In regulation 2 of Proctors' Regulations 1 of 2003, concerning Disciplinary Regulations for Candidates in Examinations, delete 'Academic Registrar and Secretary of Faculties' and substitute 'Registrar'.

2 This regulation shall be effective from the date on which the Statute is approved by Congregation.

(2) Voting on Legislative Proposal: Bodleian Curator of Music Fund

Explanatory Note

The following legislative proposal amends the title of the above fund and clarifies that it is to be administered by Bodley's Librarian, with oversight from the Curators of the University Libraries.

WHEREAS it is expedient to change the existing provisions governing the Bodleian Curator of Music Fund, 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 (Supplement (1) to *Gazette* No. 4633, 9 October 2002, pp. 133–59), after Part 71 insert the following new Part 72¹ (new text underlined, deleted text scored through):

¹ The numbering of this Part is subject to the approval of other new Parts of the Schedule and may therefore change.

Notices

'§ 37. Part 72: Alfred Brendel Bodleian Curator of Music Fund

72.1. The benefaction from the Dunard Fund which comprises £500,000, together with any further donations for this purpose, shall be known as the Alfred Brendel Bodleian Curator of Music Fund.

72.2. The University shall retain all of the Fund as permanent endowment and shall apply the net income of the Fund towards the support of the post of the Alfred Brendel Curator of Music.

72.3. Bodley's Librarian shall be responsible to the Curators of the University Libraries for the administration of the Fund and the application of its income. The administration of the Fund, and the application of its income, shall be the responsibility of the Curators of the Bodleian Library.

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

1 In Part 2 of Council Regulations 25 of 2002 concerning trusts (*Statutes*, 2000, p. 753, as redesignated as regulations by Decree (5) of 11 July 2002, *Gazette*, Vol. 132, p. 1461), delete the part of § 37 concerning the Bodleian Curator of Music Fund and renumber existing §§ 38–171 as §§ 37–170.

2 This regulation shall be effective from the date on which the Statute approved by Congregation on [date] is approved by Her Majesty in Council.

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 Miss S Cowburn at the University Offices, Wellington Square (telephone: (2)70193; email: sarah.cowburn@admin.ox.ac.uk); questions relating to elections should be directed to the Elections Officer, Ms S L Stacey (telephone: (2)80463, email: elections.office@ox.ac.uk).

Consultative notice

Social Sciences Board/Education Committee

REVIEW OF THE DEPARTMENT OF POLITICS AND INTERNATIONAL RELATIONS

The Social Sciences Board and the Education Committee will jointly conduct a review of the Department of Politics and International Relations, as part of Council's programme of rolling reviews of faculties and departments. This review will take place on **6 and 7 February 2012**.

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 department and divisional level, and in the context of the university's mission statement and corporate plan.

In particular:

(a) the quality of the research of the department, including its participation in inter-departmental, inter-divisional and inter-disciplinary activities, its research profile and strategy, and future challenges and opportunities

(b) the quality of undergraduate and 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 Corporate 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 the joint secretary to the Review Committee, Rachel Meyrick (email: rachel.meyrick@socsci.ox.ac.uk), by **13 January**.

General notices

Gazette publication arrangements

The final *Gazette* of Michaelmas term will be published on 8 December. Publication for Hilary term will begin on 12 January. The usual deadline arrangements will apply.

Audit and Scrutiny Committee Annual Report 2010–11

The Annual Report of the Audit and Scrutiny Committee for 2010–11 has now been posted on the intranet at www.admin.ox.ac.uk/councilsec/oxonly/auditrep.shtml.

Lectures

Report Issued by the Internal Auditors

The following report issued by the Internal Auditors was accepted by the Audit and Scrutiny Committee at its meeting on 7 November 2011:

FOCUSED REVIEW

Risk Management

The executive summary of this report has now been posted on the intranet at www.admin.ox.ac.uk/councilsec/oxonly/auditrep.shtml. The full report may be consulted by members of Congregation at the University Offices by arrangement with the Head of the Council Secretariat, Emma Rampton (email: emma.rampton@admin.ox.ac.uk, telephone: (2)70002).

Industrial action

A number of academic and academic-related staff may have participated in strike action organised by the UCU on 30 November. Those members of staff who did participate are asked to complete a payroll deduction form and send it to the Payroll Office. The form gives authorisation for the deduction of one day's pay (calculated on the basis of 1/345 of annual salary). It can be downloaded from the Finance Division's website at www.admin.ox.ac.uk/finance/forms/payroll.

Visiting Professorships

Medical Sciences

The Medical Sciences Board has conferred the title of Visiting Professor in Epidemiology on **L Li**, MPH MD Beijing, FFPH, for a period of three years from 1 October 2011.

The Medical Sciences Board has re-conferred the title of Visiting Professor in Tropical Medicine on **C Sibley**, BA MA MS PhD, currently Affiliate Professor, Seattle Biomedical Research Institute, for a further period of five years from 1 November 2011.

Social Sciences

On the recommendation of the Saïd Business School, the Social Sciences Division has re-conferred on **Richard Barker** the title of Visiting Professor of Accounting for one year from 1 October 2011.

Graduate Awards and Prizes

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Humanities

Faculty of Music

Professor George Lewis, Columbia, will discuss his most recent compositions, *Les Exercices Spirituels* and other pieces, on 14 December at 4 pm in the Faculty of Music. His talk will be followed by questions, informal discussion and the opportunity for students, members of the faculty and music colleagues to meet with Professor Lewis.

All welcome; please book your place by 8 December by emailing events@music.ox.ac.uk.

Mathematical, Physical and Life Sciences

Department of Computer Science

STRACHEY LECTURES IN COMPUTER SCIENCE

Professor Robert E Tarjan, James S McDonnell Distinguished University Professor of Computer Science, Princeton and HP Labs, will deliver the Strachey Lecture at 4.30 pm on 8 December in Lecture Theatre B, e-Science Building, 7 Keble Road.

Subject: 'Mysteries of search trees'

Musical Event

St Stephen's House

There will be a concert by European Union Baroque Orchestra at St John the Evangelist Church, 109A Iffley Road, 18 December, 6 pm. Music by Locatelli, Sammartini, Telemann, Bach and more; £15 (£10) available at Oxford Playhouse or contact Michele Smith: bursar@ssho.ox.ac.uk.

Examinations and Boards

Examinations for the Degree of Doctor of Philosophy

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Colleges, Halls and Societies

Obituaries

Merton

William Roderick Richards, 1965;
16 November 2011. Aged 64.

Alan Edwin Rogers, 1948; 20 November
2011. Aged 81.

Reginald John Croasdell Wait, 1940;
August 2011. Aged 90.

St Hilda's

Chao Cao, 2011; 27 October 2011. Aged 19.

Kojo Minta, 2009; 10 August 2011.
Aged 24.

St Hugh's

Mrs Jenefer Lidwell (*née* Fursdon),
1936; 21 October 2011. Aged 92.

Trinity

Mr David John Frank Barwell, 1957;
29 August 2011. Aged 72.

Mr James Arthur Curren Briggs, R A
Probationer 1945; 31 March 2011.
Aged 83.

Mr Neill Dudley Cox, DFC and Bar, RAF
Probationer 1947; 16 July 2011. Aged 88.

Mr Charles Patrick Currey, 1947; 22
August 2011. Aged 83.

Mr Robert Kirkpatrick Day, 1952;
17 August 2011. Aged 79.

Mr Jeremy Faull, Scholar 1949; 15
September 2011. Aged 81.

Mr Timothy Dominic Hemming, Minor
Scholar 1952; 11 August 2011. Aged 77.

Mr Bede Rundle, Fellow 1963–2004,
Emeritus Fellow; 24 September 2011.
Aged 74.

Mr John Alexander George Stonehouse,
1950; 4 September 2011. Aged 80.

Mr John Alan Stuart, 1938; 6 June 2011.
Aged 91.

Mr Ernest Peter Thomas, Naval
Probationer 1944; 10 September 2011.
Aged 85.

Dr John Patrick Acton Weaver, 1946;
10 July 2011. Aged 83.

The Revd Anthony Francis Williams,
1947; 29 June 2011. Aged 90.

Elections

Balliol

TO HONORARY FELLOWSHIP FROM
1 NOVEMBER 2011

Dr Andrew Graham, MA DCL Oxf

Elections

Advertisements

Contested Election

24 November

Board of the Faculty of Oriental Studies

Election of one ordinary member elected by all members of the faculty, exclusive of the persons qualified to be official members as per Regulation 19.7.

On Thursday, 24 November, the following was duly elected to the Board of the Faculty of Oriental Studies to hold office until MT 2012:

Dr Dirk Meyer, MA PhD Leiden, Fellow of Queen's

[The votes recorded were: for Dr Meyer, 24; for Dr Hoyland, 10. One ballot paper was spoiled.]

Questions relating to this election should be directed to the Elections Officer, Ms S L Stacey (telephone: (2)80463, email: elections.office@ox.ac.uk).

Advertising enquiries

Email: gazette.ads@admin.ox.ac.uk
Telephone: 01865 (2)80548
Web: www.ox.ac.uk/gazette/classifiedadvertising

Deadline

Advertisements are to be received by **noon on Wednesday** of the week before publication (i.e. eight days before publication). Advertisements must be submitted online.

Charges

Internal advertisers (chiefly University/college staff and students, and staff of OUP): £22.50 (inc. VAT) per insertion of one advertisement. (For full details of those entitled to this rate, see cl. 6 in 'Extracts from the terms and conditions of acceptance of advertisements' below.)

External advertisers: £27.50 (inc. VAT) per insertion of one advertisement.

For both categories, placings of four or more insertions of one advertisement are allowed a discount of 25 per cent.

Length

The charges given above are for an advertisement of 70 words or fewer in length. Advertisements of between 71 and 150 words are charged at double rate. Advertisements of over 150 words are not accepted.

Online submission and payment

Advertisements must be submitted and paid for online, using a credit card or debit card, through a secure website. For details, see www.ox.ac.uk/gazette/classifiedadvertising.

Extracts from the terms and conditions of acceptance of advertisements

General

1. Advertisements are accepted for publication at the discretion of the editor of the *Gazette*.

Note. When an advertisement is received online, an acknowledgement will be emailed automatically to the email address provided by the advertiser. The sending of this acknowledgement does not constitute an acceptance of the advertisement or an undertaking to publish the advertisement in the *Gazette*.

2. The right of the *Gazette* to edit an advertisement, in particular to abridge when necessary, is reserved.

3. Advertisements must be accompanied by the correct payment, and must be received by the deadline stated above. *No refund can be made for cancellation after the acceptance of advertisements.*

4. Once an advertisement has been submitted for publication, no change to the text can be accepted.

5. Voucher copies or cuttings cannot be supplied.

Charges

6. Two separate charging arrangements will apply, for internal and external advertisers. The rates applicable at any time will be published regularly in the *Gazette*, and may be obtained upon enquiry. The rates are also available online at www.ox.ac.uk/gazette/classifiedadvertising.

For the internal rate to apply, the advertisement must be supplied for publication by a person who can demonstrate membership of one of the following categories: current or retired members of Congregation; employees of the University; fellows and employees of colleges; employees of OUP; undergraduate members of any college, hall or other society of the University as listed in Statute V; those on any of the following registers: Graduate Students, Recognised Students, Visiting Students; students of the Department for Continuing Education following a course of study for any degree, diploma or certificate of the University for which regulations are published in the current edition of the *Examination Regulations*.

Disclaimer

7. The University of Oxford and Oxford University Press accept no responsibility for the content of any advertisement published in the *Gazette*. Readers should note that the inclusion of any advertisement in no way implies approval or recommendation of either the terms of any offer contained in it or of the advertiser by the University of Oxford or Oxford University Press.

Advertisers' Warranty and Indemnity

13. The advertiser warrants:

(i) Not to discriminate against any respondents to an advertisement published in the *Gazette* on the basis of their gender, sexual orientation, marital or

civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, or pregnancy.

(ii) That the advertisement does not contravene any current legislation, rules, regulations or applicable codes of practice.

(iii) That it is not in any way illegal or defamatory or a breach of copyright or an infringement of any other person's intellectual property or other rights.

You are advised to view our full Terms and Conditions of acceptance of advertisements. Submission of an advertisement implies acceptance of our terms and conditions, which may be found at www.ox.ac.uk/gazette/classifiedadvertising, and may also be obtained on application to Gazette Advertisements, Public Affairs Directorate, University Offices, Wellington Square, Oxford OX1 2JD.

Publication in online Gazette

16. Unless the advertiser stipulates otherwise, all advertisements will be published in the online *Gazette* in addition to the printed *Gazette*. At the time of submission of an advertisement, the advertiser may stipulate that he or she does not wish the advertisement to be included in the online *Gazette*. This stipulation: (i) must be made at the time of submission of the advertisement; (ii) cannot later be altered; (iii) will apply to all instances of publication of an advertisement arranged at the time of submission of that advertisement. Please note that advertisements form part of the online *Gazette* as published and cannot be removed or amended after publication.

Miscellaneous

Gazette publication arrangements

Advertisers are asked to note that the final *Gazette* of Michaelmas term will be published on 8 December. Publication for Hilary term will begin on 12 January. The usual deadline will continue to apply (see above).

Book fair

2012 PBFA Oxford Book Fair. Sat. 21 Jan., 12–6 and Sun. 22 Jan., 10–5 at Oxford Brookes University, Headington Campus, Gypsy Lane, Oxford, OX3 0BP. Free on-site car parking. Admission £2 or free on presentation of this advert. With the near disappearance of antiquarian bookshops in Oxford, this is your annual chance to view a large selection of interesting material. Dedicated book fair website: www.oxfordbookfair.org.

Research participants sought

Parents of teenagers! We're looking for adolescents (aged 11–17) to participate in research at the Department of Experimental Psychology. We study how biology and social environment affect emotional wellbeing in young people. We ask volunteers to do things such as fill in questionnaires, do computer

tasks, and have brain scans. We're interested in hearing from all young people, but especially those with anxiety or low mood. For more information visit <http://REDD.psy.ox.ac.uk> or email REDD@psy.ox.ac.uk.

Learn to play bridge

Oxford Bridge Learning – learn or return to play bridge in the new year. We have daytime and evening courses for complete beginners through to advanced players. Further details can be found at www.oxfordbridgelearning.org.uk or email learnbridge@aol.com.

Oxford University Newcomers' Club

The Oxford University Newcomers' Club at the University Club, 11 Mansfield Rd, OX1 3SZ, welcomes the wives, husbands or partners of visiting scholars, of graduate students and of newly appointed academic members of the University. We offer help, advice, information and the opportunity to meet others socially. Informal coffee mornings are held in the Club every Wed. 10.30–12 from Oct week to 9th week, both inclusive. Newcomers with children (0–4) meet every Fri. in term 10.15–11.45. We have a large programme of events including tours of colleges, museums and other places of interest. Other term-time activities include an art group, book group, informal conversation group, garden group, antiques group and an opportunity to explore Oxfordshire. Visit our website: <http://sites.google.com/site/oxforduniversitynewcomersclub>.

Antiques bought and sold

Antiques and decorative objects bought and sold. Fireplace-related items – grates, firetools, firebacks, fenders, nursery guards; 17th-, 18th- and 19th-century furniture; interesting and unusual items including silver, pictures, desks and library furniture, also garden items such as stoneware or seating. Please ring to sell, or to purchase visit us at Greenway Antiques, 90 Corn St, Witney, Oxon. Open Mon–Fri 9.30–5, Sat 10–5. Tel.: 01993 705026. Mobile: 07831 585014.

Restoration and conservation of antique furniture

John Hulme undertakes all aspects of restoration. Thirty 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.

Services offered

Big or small, we ship it all. Plus free pick up anywhere in Oxford. Also 24-hour photocopying, private mailing addresses (24-hour access and mail forwarding worldwide), binding, fax bureau, colour photocopying, 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@mbesummertown.co.uk.

Tree surgery. Town and Country Trees Ltd, established in 1993, providing practical help and advice in all aspects of tree and shrub maintenance throughout Oxfordshire and surrounding areas. Dedicated and environmentally sympathetic practitioners in tree care and preservation. Contact Paul Hodgkinson 07976 261850 or 0845 458 2980.

Airport/taxi service. Highly reliable service, 20 years' experience of getting you to the airport stress free. Business or pleasure. Comfortable Mercedes saloon or Volvo Estate and 7-passenger XLWB Mercedes for those with lots of luggage. Child seats available. Fully licensed and insured. Sample car prices: Oxford to Heathrow, from £73; Eurostar, £95; Cambridge, £120. Call Clive Roberts to discuss your needs or for advice. Account customers welcome. Mobile: 07917 566077. Home: 01865 778608. Email: cliveroberts@talktalk.net.

Oxford Digital Media provides filming and video production services in the heart of Oxford. Working either on location, or from our fully equipped television and recording studio in the Jam Factory, we also provide internet broadcasting of conferences, lectures and live events as well as on-demand delivery of pre-existing video material. See our website at www.oxforddigitalmedia.co.uk for more information or call us on 01865 241007.

Knead Me Massage Therapies opens brand-new clinic in exclusively refurbished premises in Oxford! Be one of the first to book deep tissue, combination or anti-stress massage at our new clinic. Come enjoy the relaxation and comfort of our new heated ergonomic beds and rooms to help melt away your muscle tension and stress. Benefit from our fantastic opening specials or buy gift vouchers for Christmas. See www.kneadme.co.uk or 01865 244811.

Domestic services

Carpet/upholstery/rug cleaning by Grimebusters, Oxfordshire's local specialists. Domestic, commercial and college. We offer you the latest wet or dry cleaning systems at highly competitive rates. Fully insured, trained and NCCA approved. Free estimates and friendly advice. Tel.: 01865 726983 / 01235 555533 / 01993 868924.

Tidy Outlook services: garden maintenance including grass cutting, hedge trimming, pruning, lopping, weeding and garden clearance. Friendly family service, weekly, fortnightly, monthly or just one visit. Fully insured, free estimates, small jobs welcome. Please tel. 01865 891749 or 01235 532136.

Situations vacant

Full-time Administrator for Magna Carta College in Summertown, for immediate start. Previous experience required, including use of all Microsoft systems. Knowledge of admissions process, visa requirements preferred. The ability to multi-task, deal with graduate and undergraduate students and professors is required. Contact: Maggie Faulkner, Vice Dean 01865 593131.

Oxford Bridge Learning is looking for a graduate student who would be interested in helping to develop and administer our small business with the added benefit of learning how to play bridge. Please reply to obmanagement@aol.com by 12 Dec. with your CV and details of your availability from Jan. 2012.

Houses to let

An Englishman's home is his castle – so the saying goes. We cannot pretend we have too many castles, but if you seek quality rental accommodation in Oxford or the surrounding area, we can help. QB Management is one of Oxford's foremost letting agents, specialising in lettings to academics, medical personnel and other professionals. We aim to offer the friendliest and most helpful service in Oxford. Visit www.qbman.co.uk for details of all properties available. Or phone, fax or email with your requirements and we will do whatever we can without obligation. Tel.: 01865 764533. Fax: 01865 764777. Email: info@qbman.co.uk.

Scott Fraser are offering a period 4-bedroom family home in Bullingdon Rd with spacious accommodation over 3 floors. Three reception rooms, study, rear garden, contemporary bathroom and large kitchen/diner with high quality fixtures and fittings. Flexible with furnishings. Council tax band E. On-street permit parking, £1,850 p.c.m. Viewing highly recommended. Please contact Anna on 01865 244666 to arrange a viewing.

Charming townhouse to let, located at St George's Park (3 miles from city centre), within a setting of 12 acres of communal grounds. Four bedrooms: 2 double bedrooms with en suite bathrooms and 2 smaller bedrooms. Fully furnished at a high standard (antiques and works of art), piano and delightful garden. Available from Jan. to June/July 2012. Price: £1,200 p.m. excl. utilities and council tax. Contact: v.rodriquez-blanco@bham.ac.uk.

Delightful 3-double-bedroom semi-detached property located in the charming and sought after village of Stanton St John. Recently refurbished to a very high standard throughout with amazing and uninterrupted views of the countryside. Property has large private garden, driveway parking and garage. Offered unfurnished. No pets. Council Tax band F. Rent £1,400 p.c.m. Contact Emily

Rowe at Scott Fraser: 01865 761111 or emily@scottfraser.co.uk.

For rent to responsible couple with references: 2-bedroom c.h. modern house with parking, private and communal garden. Very peaceful, leafy attractive location (off Iffley Turn) close to excellent amenities. Available end Jan. for a minimum of 6 months (renewable). Sorry no pets, smokers or children. House to be redecorated and refurbished by start of tenancy. Rent around £1,000 p.m. plus council tax and utilities. Tel.: 01865 361494. Mobile: 07775 316724. Email: southend104@hotmail.com.

East/south Oxford. Newly redecorated furnished house available immediately. Two double bedrooms, bathroom, lounge, kitchen/diner, sunroom, attic room and garage. G.c.h. plus open fire. Lovely garden and close to park/transport/amenities. Would suit a couple, small family or 2 professional sharers. More details/photos available on request, £995 p.c.m., excl. utilities and council tax. Contact Clare: mackay@fmrib.ox.ac.uk.

Furnished 3-bed semi-detached house in lower Wolvercote. Available mid Dec. 2011 to end Aug. 2012; £1,200 p.c.m. plus utilities and council tax. Deposit and references required. Please contact Alex on 07813 019715 or sandabarratt@googlemail.com.

House to rent Jan.-Mar. in picturesque village of Wolvercote: great views and only 2km from Oxford. Features double and single bedroom; wood-burning stove; modern bathroom and kitchen; conservatory dining room; additional shower and WC on first floor. Rent £850 p.c.m. to include local taxes and average winter utility bills. Reduction available for tenant willing to care for elderly cat. Deposit and references required. Email: judith.secker@tiscali.co.uk.

Jericho: furnished 3-bedroom house available 1 Aug. 2012; £1,895 p.c.m., 2½ baths. One bedroom has additional attached kitchen ideal for nanny or teenager. Secluded garden, patio, new energy-efficient boiler, eat-in kitchen, living room dining room, all appliances. Walk to university, train and coach station, catchment area for best schools, parks, cosy, easy to maintain. Contact A Gaston: annemarie.gaston@gmail.com; gaston@cyberus.ca. Tel.: 613 745 1368 (Canada)

House to let in Summertown. Comfortable, fully furnished house with plenty of character well located for access to Summertown and the major road networks, available now until end of May; £1,250 p.c.m. Contact Finders Keepers on 01865 311011.

Modern house in north Oxford. Spacious furnished town house situated on the Oxford Waterside development in Jericho. Available in Jan. at a rent of £1,450 p.c.m. Contact Finders Keepers on 01865 311011.

Flats to let

University Land Agent's and Accommodation Office

The University Land Agent's and Accommodation Office maintains registers of university housing, and of private rental accommodation, available to full-time students, academic visitors and some employees of the university. See www.admin.ox.ac.uk/accommodation.

Visiting Oxford? We have studio, 1, 2 and 3-bedroom apartments conveniently located for the various colleges and University departments, available for 1 week to several months. Apartments are serviced, linen provided, rental includes all bills. Most of our guests are visiting academics like you. Details, photos and prices on our website: www.weeklyhome.com. Email: info@weeklyhome.com or tel.: 01993 811711.

Ethical letting? College and County have quietly established themselves as a contemporary lettings and property management company with a more European, partnership approach within the Oxford market. We look after more than 250 properties within the city and are experienced in meeting the needs of academics both as clients and applicants. For more information, call 01865 722722 or go to www.collegeandcounty.biz.

Jericho: 2-bedroom furnished apartment available 1 July 2012; £1,575 p.c.m. Includes secure indoor parking. Smart, contemporary apartment in quiet, secure new complex; extremely popular area; walk to university, train, bus stations, restaurants, shops. Ideal busy professionals; in catchment for best schools. Furnished to exceptional standard; large terrace, all appliances, under-floor heating, 2 full bathrooms (shower, bathtub), 1 off master bedroom. Contact A Gaston: annemarie.gaston@gmail.com; gaston@cyberus.ca. Tel.: 613 745 1368 (Canada).

Accommodation offered

Visiting academics welcomed for short or long stays in comfortable home of semi-retired academic couple, situated in quiet, exclusive, leafy central north Oxford within walking distance of main University buildings, town centre, parks, river, shops and restaurants. Rooms have colour TV, tea, coffee, kettle, refrigerator, microwave, free wireless broadband and central and independent heating. Very moderate terms. Linen, cleaning and breakfast included. Tel./fax: 01865 557879. Email: DVL23@talktalk.net.

Not sure where to live? Read and watch our great Navigator Guides with guide rents, videos, bar and area reviews. Web: www.finders.co.uk/guides. Tel.: 01865 200012.

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

Academics, parent or students looking for a nice place to stay: short- or long-term B&B or self-catering rooms/apartments. High-quality accommodation in welcoming private homes in many Oxford locations and surrounding area. B&B from £25/night, £170/week, all inclusive. Long-term discount available. TV, free wireless Internet, tea/coffee facilities, use of microwave. Linen and weekly laundry service. For information, tel.: 01865 481489 (01865 435229 out of hours), email: info@abodesuk.com, or visit: www.abodesofoxford.com.

Modern, quiet and light single and double studio apartments and 2-bedroom flat. East Oxford, 10 mins. walk to Magdalen Bridge, 5 mins. to shops. Fully furnished and equipped for cooking, laundry (washer/drier), wireless broadband, flat screen TV, DVD, CD player. Serviced weekly. Off-road car parking. Available now for short term rental – weeks or months. Contact: stay@oxfordbythemoth.com.

Accommodation sought

University Accommodation Office

Landlords – do you have a spare room, flat or house to let? Oxford University Accommodation Office seeks all types of short and long-term accommodation for students, academic visitors, postdocs and members of the university. Our new quick and easy Studentpad software allows landlords to quickly advertise properties online, amend details and upload photos. See: www.oxfordstudentpad.co.uk. For information: 01865 280811.

Going abroad? Or just thinking of letting your property? QB Management is one of Oxford's foremost letting agents and property managers. We specialise in lettings to academics, professionals and their families, and have a constant flow of enquiries from good-quality tenants seeking property in the Oxford area. For details or informal help and advice without obligation, contact us. Tel.: 01865 764533. Fax: 01865 764777. Email: info@qbman.co.uk. Or visit our website, www.qbman.co.uk, to see how we could be marketing your property.

Milton Friedman the landlord would hate increasing rental legislation, but would inflation boosting his rental income cause him

sleepless nights? Finders Keepers – negotiating buy-side demand for Oxford's economists for 35+ years. Tel.: 01865 200012. Web: www.finders.co.uk.

Self-catering apartments

OxfordShortlets offers a portfolio of high-quality, self-catering, short-let properties as an excellent alternative to hotel, guesthouse or bed and breakfast accommodation in Oxford and surrounding villages. Wide selection of quality homes available for short-stay lets from 1 week to several months. OxfordShortlets caters for professional individuals, groups or families visiting Oxford for holiday, business, academic and relocation purposes or for temporary accommodation between homes. Tel.: 01865 311696. Fax: 01865 511010. Email: admin@oxfordshortlets.co.uk. Web: www.oxfordshortlets.co.uk.

Sustainable short-term accommodation

in Summertown. The Oxford EcoFlat is a 2-bedroom flat in Summertown, north Oxford, accommodating up to 4 people with private garage and communal garden. The flat has been eco-renovated to create a light, healthy, energy efficient living space. Two mins. walk to shops and cafés and 10 mins. by bus to city centre. From 3 nights to 6 months. Serviced and fully equipped. Contact: www.ecoflat.co.uk, 07798 725077.

Office space available

Office accommodation in north Oxford, 5 mins. from St Giles'. Detached garden bungalow with private access, 4 rooms and amenities. Alternatives: a suite of 3 rooms, another of 2 rooms. Facilities include BT, NTL, fax outlets, broadband, car-parking. Quiet location. Tel.: 01865 511111.

Holiday lets

Midhurst. Romantic, primitive, 2-bedroom gamekeeper's cottages at foot of South Downs: fires, polished floors, simple kitchens, many books, internet access, no TVs (writers' haven) – or for bigger groups, a gorgeous, antique-filled, unspoiled (but very comfortable) 5-bedroom 17th-century farmhouse. On own organic farm – woods, valleys, river, bluebells, wildlife. Available weekends; low winter prices; big Oxford discount. Pictures at <http://web.me.com/haroldcarter/Wakeham-Home/> or email haroldcarter@mac.com.

Cornwall, cottage and restored chapel in quiet hamlet on South-west Coastal Footpath within 100m of the sea and minutes from Caerhays and Heligan. Each property sleeps 6. Comfortably furnished, c.h., wood burner and broadband. Ideal for reading, writing, painting, walking. Short winter breaks available from £200. Tel.: 01865 558503 or 07917 864113. Email: gabriel.amherst@btconnect.com. See: www.cornwallcornwall.com.

Greek island holidays. Since 1992, Thalpos Holidays has been personally selecting holiday properties and locations for independent travellers and their families. Villas with private pools and charming cottages by the sea in Skopelos, Skiathos, Alonissos, Corfu, Paxos, Lefkas, Kefalonia, Zante and, new for this year, coastal locations in the southern Peloponnese. Prices start from £65 per night! Visit us at www.holidayislands.com or contact us at info@holidayislands.com. Tel.: +30 24240 29036.

Loch Ness holiday cottage for rent – Scotland (16 miles from Inverness). Overlooking Loch Ness. Sleeps up to 6 people (3 beds); has c.h. and open fire. Quiet setting, cosy cottage – with no TV! Sorry no pets; £310–£580 p.w. For more information, please email: j.collins762@btinternet.com. Tel.: 0121 422 6320. Mob: 07803 934 576.

Property for sale

Charming 2-bed cottage in Cholsey for sale: chain-free. Sash windows, open chimneys, original quarry tiles, 2 bright and spacious double bedrooms, 2 receptions and garden over 140'. Off-road parking; under 10 mins. walk to railway station (direct trains to Paddington/Reading/Oxford); convenient for the M4 and M40, a slipway onto the Thames and the Ridgeway; £235,000. See: www.rightmove.co.uk/property-for-sale/property-35687729.html.

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.

Donald Tovey Memorial Prize

Board of the Faculty of Music; Donald Tovey Memorial Prize; either: (a) to assist in furtherance of research in the philosophy, history or understanding of music; or (b) to assist in publication of a work already completed in one of these subjects; open to all without restriction; £2,000 (may be augmented at the discretion of the Board); 24 February; www.music.ox.ac.uk/admissions/prizes.html#dt and enquiries to administrator@music.ox.ac.uk

Queen Elizabeth Scholarship

University of Pennsylvania; Queen Elizabeth Scholarship; one-year exchange for graduate research student in any subject area; tuition costs at University of Pennsylvania and health insurance fees, plus stipend of £8,000; 20 January; www.ox.ac.uk/feesandfunding/graduates/internationalopportunities/queen_elizabeth

Cambridge Graduate Research Studentships

Peterhouse, Cambridge; Graduate Research Studentships 2012; 20 January; www.pet.cam.ac.uk

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see www.ox.ac.uk/gazette/subs or tel. Oxford (2)80545

Next Gazette: Thursday, 8 December.

Notifications of Vacancies

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

The university is committed to equality and valuing diversity.

University of Oxford

Faculty of Music in association with St John's; University Lecturership in Ethnomusicology; £42,733–£57,431; 14 December; www.music.ox.ac.uk/people/vacancies

Colleges, Halls and Societies

Balliol; Junior Research Fellowships (one in Humanities/Social Sciences, one in Sciences); non-stipendiary with college accommodation/housing allowance, free meals and academic support allowance; noon, 13 January; www.balliol.ox.ac.uk/vacancies/vacancies

Christ Church Picture Gallery; Curatorial Assistant; c.£21,000; ~~12 December~~; www.chch.ox.ac.uk/general-information/employment **New closing date: 19 December**

Exeter; Michael Cohen Career Development Fellowship in Philosophy; £29,099–£35,788, inclusive of housing allowance (possibility of college accommodation); noon, 4 January; www.exeter.ox.ac.uk/college/vacancies

Queen's; Laming Junior Fellowship; £12,767 plus accommodation and meals; 16 January; www.queens.ox.ac.uk/vacancies

St Catherine's; Alumni Relations Officer; £19,822–£22,652; 12 December; www.stcatz.ox.ac.uk/vacancies/alumni-relations-officer

St Catherine's; Database and Research Officer; £22,325–£25,101; 12 December; www.stcatz.ox.ac.uk/vacancies/database-research-officer

External Vacancies

University of Cambridge; Dyson Professorship of Fluid Mechanics; 3 January; www.admin.cam.ac.uk/offices/academic/secretary/professorships

University of Cambridge; Sheila Joan Smith Professorship of Immunology; 3 January; www.admin.cam.ac.uk/offices/academic/secretary/professorships

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*.

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www.ox.ac.uk/gazette

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