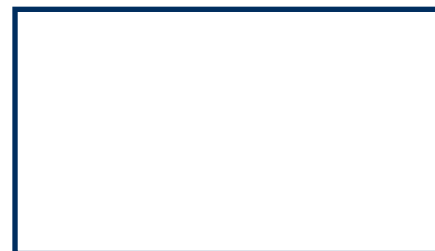


# Gazette



**Council and Main Committees 260**

Council of the University:  
 Changes to Regulations:  
 (a) Changes to the Regulations for Staff Employment Review Panel and University Appeal Panel and constituting panels convened under Statute XII Parts B, D and H  
 (b) Changes to the Financial Regulations

Congregation 17 February:  
 Degree by Resolution

Council of the University:  
 Register of Congregation

**Congregation 266**

Congregation 24 February:  
 Degree by Resolution

Congregation 5 March:  
 Elections

Congregation 10 March:  
 (1) Voting on Resolutions approving the conferment of Honorary Degrees  
 (2) Resolution for Phasing-out of the Graduate Application Fee

**Notices 267**

Consultative Notices:  
 Call for nominations for Honorary Degrees and for Degrees by Diploma Review of the Language Centre

General Notices:  
 Industrial action

Exhibitions:  
 St John's

**Lectures 268**

**Examinations and Boards 269**

Examinations for the Degree of Doctor of Philosophy

Examinations for the Degree of Master of Letters

Examinations for the Degree of Master of Science

**Elections 270**

Contested election:  
 Pool for constituting panels convened under Statute XII Parts B, D and H

Uncontested election:  
 Pool for constituting panels convened under Statute XII Parts B, D and H

**Advertisements 271**

**Notifications of Vacancies 274**

University of Oxford

Colleges, Halls and Societies

External Vacancies



# Council and Main Committees

## Council of the University

### Changes to Regulations

Council has made the following changes in regulations, to come into effect on **6 March**.

#### **(a) Changes to the Regulations for Staff Employment Review Panel and University Appeal Panel and constituting panels convened under Statute XII Parts B, D and H**

##### *Explanatory Note*

Council Regulations 1 of 2017 set out the regulations for the conduct of Staff Employment Review Panels (SERPs) and University Appeal Panels (UAPs) and Council Regulations 3 of 2017 set out the process whereby members of the Pool from which Panels shall be drawn are elected from members of Congregation to whom Statute XII applies, and whereby members of the Pool shall be selected by lot to serve on Panels.

The following changes are made on the recommendation of the Personnel Committee.

Changes to Council Regulations 1 of 2017 are proposed to: (i) reflect the practice that the presenter as well as the member of staff may be accompanied to the hearing; (ii) reflect the equality of rights between the parties to make presentations and to have legally qualified expertise at the hearing; (iii) give the panel the ability to determine which witnesses may be asked to give evidence; (iv) correct the period for which a warning may remain live; (v) speed up the appeal process; and (vi) correct discrepancies between the SERP and UAP regulations on what is required to be submitted.

Changes to Council Regulations 3 of 2017 are proposed to: (i) clarify the provisions to ensure balance between sexes and between those involved in teaching and research and those who are not; and (ii) enable the Chair, if the member of staff agrees, to decide to continue a hearing with a panel of four where a panel member has to withdraw shortly before a hearing and cannot be replaced.

Both sets of regulations also include updates to replace 'he or she' with 'their' or with a named role.

##### *Text of Regulations*

**1** In Council Regulations 1 of 2017, concerning the Staff Employment Review Panel and University Appeal Panel, amend as follows (new text underlined, deleted text struck through):

'1. In these regulations, references to sections are to sections of Statute XII unless otherwise indicated.

#### **STAFF EMPLOYMENT REVIEW PANEL**

2. (1) Where the Vice-Chancellor refers a complaint under section 29 (1) (d), the Registrar shall select by lot five members of Congregation to a Staff Employment Review Panel ("the panel") constituted in accordance with regulations governing the membership of panels convened under Parts B, D and H of Statute XII.

(2) The panel shall be provided with advice and assistance, including legal and/or medical advice as required, by Personnel Services. This shall include advice in relation to equality and diversity as appropriate where the panel or the member of academic staff who is the subject of the case for dismissal ("the member of staff") consider that a matter relating to a protected characteristic is material to the case. Appropriate records of its decision-making shall be kept.

(3) Personnel Services shall designate a secretary to coordinate all arrangements necessary for the hearing.

3. No case for dismissal shall be determined without an oral hearing at which the member of staff is entitled to be present and to be accompanied and/or represented by a colleague employed by the University or trade union representative or, if given the nature of the case, the Registrar so agrees, by a legally qualified person. If the Registrar does not agree, he or she the Registrar shall submit to the panel both the application from the member of staff and the reasoning for the refusal. In such instances, the panel will bear in mind the absence of legal representation in its management of the case.

4. The Registrar shall appoint a suitable person to present the case for dismissal before the panel ("the presenter"). The intention is to avoid the need for legal representation before the panel and to achieve equity between the parties. Only in cases where the Registrar has agreed to the use of legal representation by the member of staff, may the presenter be legally qualified. The presenter is entitled to be accompanied by a colleague employed by the University. Only in cases where, with the Registrar's approval, the member of staff is to be represented by a legally qualified person, may the Registrar appoint a legally qualified presenter, or may the presenter be accompanied by a legally qualified person.

85. Subject to the provisions of Statute XII and these regulations, the panel shall have general power to manage its own proceedings, including to:

(a) postpone or adjourn a hearing, if it considers that there are reasonable grounds to do so;

(b) set time limits on the evidence given or oral representations made at the hearing, limit witness evidence given to that which the panel considers to be material or relevant, and control the manner in which witnesses give oral evidence at the hearing and the manner in which such witnesses are questioned or give evidence, in all cases consistent with providing a fair opportunity for each party to present its case at the hearing;

(c) determine the order of proceedings at the hearing, consistent with each party being given a fair opportunity to give evidence, call witnesses, question any person who gives evidence and make representations;

(d) request or permit the introduction of new evidence at the hearing, where there is good reason to do so, and, if so, to adjourn the hearing if the panel considers this is necessary to enable the other party to consider the proposed evidence or further evidence in response; and

(e) ensure that each step in the proceedings is taken as promptly as is reasonably practicable.

56. In good time to allow the member of staff to produce ~~his or her~~ their case in response in advance of the hearing, the designated secretary shall send the member of staff the written case for dismissal, which shall include:

- (a) details of the allegation(s) or circumstance(s) relied upon in relation to the conduct, capability or performance of the member of staff concerned;
- (b) an explanation of the basis on which these are said to constitute good cause for dismissal;
- (c) any documents or other evidence, including witness statements, relied upon in support of the case for dismissal; and
- (d) confirmation that the Vice-Chancellor or a Review Panel has determined that there is no reasonable prospect that the case for dismissal will or may involve an issue of academic freedom as defined in section 4 (2).

67. In good time to allow for consideration by the panel and the presenter before the hearing, the member of staff shall send to the secretary ~~his or her~~ their written response which shall contain an explanation of ~~his or her~~ their response to the case for dismissal, copies of any documents on which ~~he or she~~ the member of staff wishes to rely; and a list of his or her any witnesses whom they wish to give evidence, and copies of their statements of evidence. The panel will agree which witnesses may be approached, such agreement not to be unreasonably withheld, and the secretary will contact those proposed witnesses to ask if they are willing to participate and shall inform the member of staff. If the witness agrees, the member of staff may then contact the witnesses about their participation. The member of staff shall submit their list of proposed witnesses in good time for the process in this paragraph to take place such as to allow any witness statements to be provided in good time for consideration by the panel and the presenter in advance of the hearing.

78. (1) Where the case for dismissal, or the member of staff's case in response, involves any issue of physical or mental incapacity or capability, Personnel Services shall, if requested by the panel, arrange for the panel to be provided with access to expert medical advice in relation to such incapacity or capability or to any steps which may be taken in mitigation of the same.

(2) Where Personnel Services have arranged for the panel to be provided with access to expert medical advice, the member of staff may be required to make himself or herself available for examination by such medical expert as may be appointed for this purpose and at the University's expense.

8. ~~Subject to the provisions of Statute XII and these regulations, the panel shall have general power to manage its own proceedings, including to:~~

- ~~(a) postpone or adjourn a hearing, if it considers that there are reasonable grounds to do so;~~
- ~~(b) set time limits on the evidence given or representations made, consistent with providing a fair opportunity for each party to present its case at the hearing;~~
- ~~(c) determine the order of proceedings at the hearing, consistent with each party being given a fair opportunity to give evidence, call witnesses, question any person who gives evidence and make representations;~~
- ~~(d) permit the introduction of new evidence at the hearing, where there is good reason to do so, and, if so, to adjourn the hearing if the panel considers this is necessary to enable the other party to consider the proposed evidence or further evidence in response; and~~
- ~~(e) ensure that each step in the proceedings is taken as promptly as is reasonably practicable.~~

9. During preparation for the hearing and the hearing itself, the member of staff has the right in strict confidence to discuss the situation with and obtain advice and moral support from colleagues in the University and outside it, personal friends and family. Such communications must not impart more information, nor be made to more people, than is strictly necessary in order to obtain the necessary advice and moral support. In addition, the member of staff must not share any information that would or could prejudice the fair and proper conduct of the hearing, breach the confidentiality of others, make known information about the parties to the hearing that could be considered slanderous or libellous, or otherwise breach the member of staff's contractual or common law duties.

10. The member of staff and the presenter shall have the right to call witnesses and to ask questions of any witnesses called in support of the case for dismissal or the case in response respectively subject to the panel's powers to manage its

own proceedings and the provisions of regulation 7.

11. The panel may dismiss a case for undue delay if it is not pursued by the presenter.

12. The panel may remit any case to the Vice-Chancellor for further consideration, in particular, if an issue arises in the course of proceedings which in the panel's view requires the consideration of academic freedom.

13. The chair may, by an appropriate certificate in writing, correct any accidental errors in documents recording the decisions of the panel.

14. The panel shall hear any representations by or on behalf of a member of staff or presenter on the appropriate sanction, if any, and any evidence or representations in mitigation, before deciding whether the complaint should be upheld and, if so, what sanction, if any, should be imposed.

15. The panel shall produce its decision in writing, together with a statement of its findings of fact, the reasons for its decision and its recommendations, if any, as to the appropriate sanction, as soon as is reasonably practicable after the hearing and send it to the Vice-Chancellor, the member of staff, the presenter, and Personnel Services. The panel shall try to come to a unanimous decision. However, a decision can be reached by a majority.

16. (1) Where any case for dismissal has been upheld and the panel has recommended dismissal, the Vice-Chancellor may dismiss forthwith or upon such terms as ~~he or she~~ the Vice-Chancellor considers fit.

(2) If the Vice-Chancellor decides not to dismiss, the actions ~~he or she~~ the Vice-Chancellor may take are as set out in section 39 (2).

(3) Any warning given under section 39 (2) (c) shall be recorded in writing and shall remain live for two years as set out in sections 21 (3) (b) or (c) as applicable.

17. (1) By its decision under regulation 15 above, the panel shall notify the member of staff of ~~his or her~~ their right of appeal under section 38 and shall enclose a copy of these regulations with its decision.

(2) If a member of staff wishes to appeal a panel's decision under section 38, ~~he or she~~ the member of staff shall send written grounds of appeal and normally the documents on which the member of staff intends to rely to the Registrar within 14 days of receipt of the panel's decision.

(3) The Registrar shall refer any appeal under section 38 (b) to a Pro-Vice-Chancellor.

(4) The Registrar shall bring any appeal under section 38 (a) to the attention of the Vice-Chancellor who shall refer the appeal for determination to a University Appeal Panel constituted and acting in accordance with regulations 18-276 below.

#### UNIVERSITY APPEAL PANEL

18. (1) A University Appeal Panel (“the appeal panel”) shall be comprised of five members of Congregation selected by lot by the Registrar in accordance with regulations governing the membership of panels convened under Parts B, D and H of Statute XII.

(2) The appeal panel shall be provided with advice and assistance, including legal and/or medical advice as required, by Personnel Services. This shall include advice in relation to equality and diversity as appropriate where the panel or the member of staff consider that a matter relating to a protected characteristic is material to the case. Appropriate records of its decision-making shall be kept.

(3) Personnel Services shall designate a secretary to coordinate all arrangements necessary for the determination of the appeal.

19. (1) The appeal panel shall hear and determine:

(a) an appeal from any decision as provided for by section 52; and

(b) appeals from decisions of the EJRA Committee.

(2) A notice of an appeal to the appeal panel. The written grounds of appeal and normally the documents on which the member of staff intends to rely shall be served on the Registrar within 14 days of the date on which the written notice of the decision being appealed was received by the member of staff unless:

(a) the regulations and/or procedures governing the decision being appealed allow a longer period; or

(b) the Registrar considers it is in the interest of justice and fairness to allow a notice an appeal to be served outside of that period.

(3) There shall be no right of appeal from a finding of fact made by a Staff Employment Review Panel or by a Redundancy Panel under Part B of

Statute XII except that, where the appeal panel is satisfied that it is necessary in the interests of fairness, the appeal panel may consider new evidence from the member of staff or presenter which was not before the original panel and/or may conduct such further inquiries or investigations as it considers necessary. Where it is agreed that new witnesses may be approached, the process described in regulation 7 for contacting witnesses will be followed.

(4) Subject to regulation 19 (3) above, the appeal panel shall consider the grounds of appeal raised by the member of staff and conduct an appeal by way of review rather than re-hearing.

20. (1) No appeal shall be determined without an oral hearing at which the member of staff is entitled to be present and to be accompanied and represented by a colleague employed by the University or trade union representative or, if given the nature of the case the Registrar so agrees, by a legally qualified person. If the Registrar does not agree, ~~he or she~~ the Registrar shall submit to the appeal panel both the application from the member of staff and the reasoning for the refusal. In such instances, the panel will bear in mind the absence of legal representation in its management of the case.

(2) The Registrar shall appoint a suitable person to respond to the appeal (“the presenter”). The intention is to avoid legal representation before the appeal panel and to achieve equity between the parties. Only in cases where the Registrar has agreed to the use of legal representation by the member of staff, may the presenter be legally qualified. The presenter is entitled to be accompanied by a colleague employed by the University. Only in cases where, with the Registrar’s approval, the member of staff is to be represented by a legally qualified person, may the Registrar appoint a legally qualified presenter, or may the presenter be accompanied by a legally qualified person.

21. Subject to the provisions of Statute XII and these regulations, the appeal panel shall have general power to manage its own proceedings, including to:

(a) postpone or adjourn an appeal hearing, or dismiss a case if it is not pursued by the member of staff if it considers that there are reasonable grounds to do so;

(b) set time limits on the evidence given (if any) or oral representations made at the hearing, where witness evidence is permitted pursuant to regulation 19 (3), limit the witness evidence given to that which the panel considers to be material or relevant to the appeal, and control the manner in which any witnesses give oral evidence at the hearing and the manner in which such witnesses are questioned or give evidence, in all cases consistent with providing a fair opportunity for each party to present its case at the appeal hearing;

(c) where the appeal panel is satisfied that it is necessary to do so, obtain expert medical evidence, or further or up-to-date expert medical evidence, in the circumstances set out in regulation 7 (1) above and where the member of staff has attended for medical examination as set out in regulation 7 (2) above.

(d) determine the order of proceedings at the appeal hearing, consistent with each party being given a fair opportunity to state their case on the appeal; and

(e) ensure that each step in the proceedings is taken as promptly as is reasonably practicable.

22. The appeal panel may remit any case to the Vice-Chancellor for further consideration, in particular, if an issue arises in the course of proceedings which in the panel’s view requires the consideration of academic freedom.

23. The appeal panel may, by an appropriate certificate in writing, correct any accidental errors in documents recording its decisions.

24. Where the appeal concerns a decision to dismiss without notice, the member of staff shall be suspended without pay pending determination of the appeal.

254. (1) The appeal panel shall decide whether to confirm or revoke the decision of the original panel, or to impose a different sanction. The appeal panel shall try to come to a unanimous decision. However, a decision can be reached by a majority.

(2) If the appeal panel on an appeal from a decision of a Staff Employment Review Panel decides to revoke the decision to dismiss and impose a different sanction, it may recommend one of the steps set out in section 39 (2).

(3) Any warning given under section 39 (2) (c) shall be recorded in writing and shall remain live for two years as set out in sections 21 (3) (b) or (c) as applicable.

265. The appeal panel shall produce its decision in writing as soon as is reasonably practicable after the appeal hearing and send it to the Vice-Chancellor, the member of staff, the presenter and Personnel Services.

276. The appeal panel's decision shall be final.

**2** In Council Regulations 3 of 2017, concerning constituting Panels convened under Statute XII Parts B, D and H in the section concerning the formation of panels, amend as follows (new text underlined, deleted text struck through):

'6. Members are appointed to serve on Panels on a case-by-case basis.

7. When a case is referred to a Panel, the Registrar (or a person appointed by the Registrar to act on ~~his or her~~ the Registrar's behalf) shall select by lot five members to serve on the Panel from amongst all such members of the Pool who are eligible to serve. Circumstances that would render a person ineligible to serve would include those where the person had a prior involvement in the case or a conflict of interest. If any person so selected considers they should have been considered ineligible, they should declare it at the earliest opportunity and step down. An alternate may be selected by lot and appointed to act in his or her place.

8. The first person selected by lot (or if that person subsequently stands down, the second person selected by lot) shall serve as chair of the Panel.

~~9. Should the selection by lot of the five members of a Panel result in five of those members being persons of the same sex, then, where the eligible members of the remaining Pool include a person or persons of the other sex, a further selection (by lot, if applicable) shall be made from amongst those persons and the person so chosen shall replace the fifth selected member of the Panel.~~

~~10. Should the selection by lot of the five members of a Panel result in five of those members being persons required to engage in academic teaching and/or research either by their written contracts of employment or by established and agreed practice, or in five of those members being persons not required to engage in academic teaching and/or research either by their written contracts of employment or by established and agreed practice, a further selection (by lot, if applicable) shall be made from amongst those persons and the person so chosen shall replace the fifth selected member of the Panel.~~

9. The five members of the Panel initially selected by lot must include at least one person:

(1) who is required to engage in academic teaching and/or research either by their written contracts of employment or by established and agreed practice;

(2) who is not required to engage in academic teaching and/or research either by their written contracts of employment or by established and agreed practice;

(3) of either sex.

10. If the criteria above are not initially satisfied, then further selection(s) by lot shall be made from the remaining members of the Pool until the criteria are satisfied, and the person so chosen shall replace the fifth selected member of the Panel.

11. If any of the five members of the Panel so selected for the consideration of a case is unable to serve (including if they would be unable to attend a hearing within a reasonable period), a further person shall be selected by lot to replace the member who is unable to serve.

12. If a member of the panel becomes unable to serve and an available replacement member cannot be found within a reasonable time in advance of a scheduled hearing, the Chair may determine that a panel consisting of the remaining four members may still hear the case, subject to the agreement of the member of staff. In a case where the hearing proceeds with a panel consisting of four members and the panel cannot otherwise reach a majority decision, the Chair will have the deciding vote.

123. The selected Panel members shall serve on the Panel for the duration of its consideration of that case whether or not their period of office as a member of the Pool has expired in the interim.

134. No person who has served on a Panel previously constituted to consider a case shall be eligible to serve on any further Panel constituted to consider that case.'

## **(b) Changes to the Financial Regulations**

### *Explanatory Note*

The following changes, made on the recommendation of the General Purposes Committee, amend the Financial Regulations to: (i) move the section of the Financial Regulations relating to insurance out of *Part 6: Cash and Banking* and into *Part 7: Risk Management and Assurance* to be renamed *Part 7: Risk Management*,

*Assurance and Insurance*, to improve navigation within the Financial Regulations; (ii) remove the phrase 'he/she' and replace it with the title of the relevant officer; and (iii) update officers' titles, specifically the Director of Assurance and Head of Financial Assurance.

### *Text of Regulations*

In Council Regulations 1 of 2010, the Financial Regulations, amend the regulations as follows (new text underlined, deleted text struck through; omitted text shown as ... is unchanged):

'Part 1. Introduction

...

1.3 Responsibilities

...

(3) Director of Finance

(a) The Director of Finance will arrange for these regulations and the supporting financial processes to be reviewed periodically and shall approve all financial processes prior to publication.

(b) Acting on behalf of the Director of Finance, the Head of Financial Assurance Services is responsible for ensuring that all heads of unit are aware of, and know how to, access the latest versions of the regulations and financial processes.

...

1.4 Financial Control

...

(4) Audit

(a) The University's audit arrangements are required to accord with the OFS Audit Code of Practice. This Code of Practice confers responsibilities on the Audit and Scrutiny Committee, and on the University's internal and external auditors, each of whom has an unrestricted right of access to all vouchers, documents, books of account and computer data, and to any other information which they consider relevant to their enquiries. All budgetary units must meet the requirements arising from the audit programme approved by the Audit and Scrutiny Committee.

(b) All employees and others with responsibility for the administration and management of funds received or held by the University, have a

responsibility to guard against fraudulent practices affecting the University and follow the University Policies on Bribery and Fraud and Gifts and Hospitality if such practices are discovered, seeking advice from the Senior Assistant Registrar (Compliance) in the Council Secretariat Director of Assurance as required.

...

## Part 2. Income

...

### 2.3 Philanthropic Donations

...

(8) Every proposed donation to the University of £20,000 or more, and cumulative gifts equal to or exceeding, in total, £20,000, must be reviewed under the framework for the acceptability of donations and research funding for a decision on whether its acceptance may breach the guidelines governing the acceptance of gifts by the University (cumulative gifts shall be treated as one gift and a decision taken at the point when the threshold of £20,000 is crossed). This may involve a referral to the Committee to Review Donations and Research Funding. When it is the judgment of the Pro-Vice-Chancellor (Development and External Affairs) that acceptance of any donation may breach those guidelines\* he/she the Pro-Vice-Chancellor (Development and External Affairs) must refer the donation to that body for its consideration and decision.

...

## Part 4. Research Projects, Grants and Contracts

### 4.1 Research Projects

(1) All financial matters relating to research awards and contracts must be managed in accordance with the University's Managing Research Awards and Projects process.

(2) All applications to outside bodies for research funds must be submitted via RS. Every application of £20,000 or more

will be reviewed under the framework for the acceptability of donations and research funding for a decision on whether its acceptance may breach the guidelines governing the acceptance of gifts by the University (which may involve a referral to the Committee to Review Donations and Research Funding). When it is the judgment of the Pro-Vice-Chancellor (Research) that acceptance of any funding may breach those guidelines he/she the Pro-Vice-Chancellor (Research) must refer the funding to that body for its consideration and decision.

...

## Part 6. Banking and Cash

...

### 6.6 Insurance

~~(1) Except in cases where express agreement to the contrary has been reached with the Finance Division, all insurances must be arranged only through the Insurance Section, which will provide all necessary advice.~~

~~(2) Items of equipment will be covered for all-risks insurance if they are included within the return. The unit's equipment register must be updated regularly, to include all acquisitions and disposals. Items purchased between annual submissions to the Insurance Section are covered automatically; however, the Insurance Section must be notified at the time of acquisition whenever an individual item exceeds £100,000 in value.~~

~~(3) University-owned vehicles may be used for University business purposes only. Use must be authorised in writing by the head of unit, and a record of authorised drivers maintained. The unit must refer to the Insurance Section whenever a driver has six or more points on his or her licence. The Insurance Section must receive immediate notification of all vehicle acquisitions and disposals and hires for a period of fourteen days or more. In addition the unit must submit to the Insurance~~

~~Section the Annual Insurance Return- Departmental Vehicles.~~

## Part 7. Risk Management, and Assurance and Insurance

### 7.1 Risk Management

The University's approach to the management of risk is set out in the Assurance Framework relating to Risk Management. Budgetary units are required to ensure that all risks are appropriately managed, and notified to their parent body as appropriate.

### 7.2 Assurance

Heads of unit must also support the need for the University to discharge its assurance responsibilities to external, regulatory, or other review bodies. This assurance covers both financial and non-financial activities. The University also requires departments to comply with its Self-Assurance process.

### 7.3 Insurance

~~(1) Except in cases where express agreement to the contrary has been reached with the Finance Division, all insurances must be arranged only through the Insurance Section, which will provide all necessary advice.~~

~~(2) Items of equipment will be covered for all-risks insurance if they are included within the return. The unit's equipment register must be updated regularly, to include all acquisitions and disposals. Items purchased between annual submissions to the Insurance Section are covered automatically; however, the Insurance Section must be notified at the time of acquisition whenever an individual item exceeds £100,000 in value.~~

~~(3) University-owned vehicles may be used for University business purposes only. Use must be authorised in writing by the head of unit, and a record of authorised drivers maintained. The unit must refer to the Insurance Section whenever a driver has six or more points on his or her licence. The Insurance Section must receive immediate notification of all vehicle acquisitions and disposals and hires for a period~~

# Congregation

of fourteen days or more. In addition the unit must submit to the Insurance Section the Annual Insurance Return: Departmental Vehicles.

...

---

**Congregation** 17 February

---

## Degree by Resolution

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

---

## Council of the University

---

### Register of Congregation

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

**Bell, J J**, Kellogg  
**Blakinger, J**, St Peter's  
**Calliess, J**, Faculty of Engineering Science  
**Cardis, H J**, IT Services  
**Davy, J K**, Graduate Admissions  
**Melhuish, N J A**, Corpus Christi  
**Rowlands, H E**, Worcester  
**Saxe, A M**, Department of Experimental Psychology  
**Shaw, D A**, St Peter's  
**Zilberman, N**, Somerville

---

**Congregation** 24 February

---

## Degree by Resolution

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

---

**Congregation** 5 March

---

## Elections

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

Details are in 'Elections' section below.

---

**Congregation** 10 March, 2pm

---

¶ Members of Congregation are reminded that any two members may, not later than **noon on 2 March**, give notice in writing to the Registrar that they wish to oppose or amend any of the resolutions at 1 or the resolution at 2 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 resolutions shall be declared carried, and the meeting may be cancelled.

## (1) Voting on Resolutions approving the conferment of Honorary Degrees

(For explanatory note and text of resolution see *Gazette* No 5266, 13 February 2020, p248)

## (2) Resolution for Phasing-out of the Graduate Application Fee

*Proposer: Benjamin Fernando, Worcester College*

*Seconded by: Michael Cassidy, Department of Earth Sciences*

*We, the undersigned, believe that the graduate application fee prevents Oxford from being a place where anyone, regardless of their background and economic status, can aspire to study.*

*Congregation Notes:*

- That few UK universities charge graduate application fees, and that Oxford's PhD application fee, at £75, is the highest.
- That the graduate application fee has tripled since it was first introduced in 2008 and that these increases have not been justified with publicly available evidence or costing.
- That the income derived from the graduate application fee (approximately £2.2M per year) is not distributed directly to the departments to process applications since departmental income from the central university is not proportional to the number of applications received.
- That in conversations with the Graduate Recruitment office it has been made clear that the main purpose of the graduate application fee is to reduce application numbers and hence lessen the administrative burden of the application process.
- That there is good evidence that the graduate application fee prevents excellent candidates from applying and that this loss of potential high-quality students is detrimental to the University's research.
- That the graduate application fee undermines Oxford's efforts to encourage diversity and access and instead acts as a barrier to improving diversity by discriminating against students from diverse and low income backgrounds.

- That we welcome the recent introduction of fee waivers for those taking part in the UNIQ+ Graduate Access scheme, but given that fewer than 0.3% of graduate applicants in any given year can take part, this cannot reach the large numbers of talented potential students who will still be discouraged by a fee.
- That the fee reinforces public perceptions that Oxford is elitist and inaccessible [Citation: Research Fortnight Magazine, Issue 542, 10 April 2019, Page 6].
- That previous attempts to remove the graduate application fee through the University's committees have been denied.
- That this resolution is supported by over 1,100 people from across our community who have signed a petition to remove the graduate application fee. Not all of them can vote here but they have entrusted you to make the right decision on their behalf

*Congregation therefore resolves:*

- To commit the University to the abolition of the graduate application fee in its entirety by the Academic Year 2024-25 and to prevent further fee increases in the meantime.

*Signatories:*

Douglas Boubert, Magdalen  
 Alexy Karenowska, Magdalen  
 Pedro Ferreira, Physics  
 Felix Hofmann, Trinity  
 David Marshall, St Hugh's  
 Heather Bouman, St John's  
 James Bryson, University  
 Matthew Jarvis, St Cross  
 Benjamin Sheldon, Wolfson  
 Nina Hallowell, Nuffield Department of  
 Population Health  
 Christopher Hollings, Queen's  
 Elizabeth Leach, St Hugh's  
 Martin Bureau, Wadham  
 James Binney, Merton  
 Zhong You, Magdalen  
 Claudio Sillero, Lady Margaret Hall  
 Jorgelina Marino, Zoology  
 Jocelyn Alexander, Linacre  
 Andrei Starinets, St John's

Stephen Faulkner, Keble  
 Christopher Ballentine, St Hugh's  
 Tamsin Mather, University  
 Annette Fayet, Queen's  
 Hauke Marquardt, Worcester  
 Joe Cartwright, Earth Sciences  
 Ruchi Baxi, Nuffield Department of  
 Population Health  
 Axel Kuhn, Christ Church  
 Nicola Smart, Wolfson  
 Alan Cocks, St Anne's  
 John Huber, Oriol  
 Edmund Tarleton, Engineering Science  
 Jin-Chong Tan, Balliol  
 John Gregg, Magdalen  
 Alexander Schekochihin, Merton  
 Felix Flicker, New College  
 Justin Wark, Trinity  
 Anu Dudhia, Physics  
 Subir Sarkar, Linacre  
 Felix Parra Diaz, Worcester  
 Stephen Magorrian, Jesus  
 Rene Banares-Alcantara, New College  
 Joseph Conlon, New College  
 Stephen Davies, Magdalen  
 Jonathan Green, New College  
 Shona Murphy, Sir William Dunn School  
 of Pathology  
 Christopher Norbury, Queen's  
 Ulrike Gruneberg, Keble  
 Elizabeth Bikoff, Sir William Dunn School  
 of Pathology  
 Philip Cobden, Sir William Dunn School  
 of Pathology  
 David Greaves, Hertford  
 Quentin Sattentau, Magdalen  
 Christoph Tang, Exeter  
 Fumiko Esashi, Sir William Dunn School  
 of Pathology  
 Monika Gullerova, Wadham  
 Jordan Raff, Lincoln  
 Elizabeth Jeffers, Zoology  
 Angus Wilkinson, Materials  
 Christopher Williams, Physics  
 Gavin Dalton, St Cross  
 Alfons Weber, Pembroke  
 Boon Kok Tan, Physics  
 Armin Reichold, Balliol  
 Anthony Weidberg, St John's  
 Matthew Brock, Physics  
 Adam Ingram, Physics  
 Samuel Henry, Hertford  
 Christopher Lintott, New College  
 David Pyle, St Anne's

Kate Tunstall, Worcester  
 John Scott Scullion, Worcester  
 Morwena Blewett, Worcester  
 Karolina Sekita, St John's  
 Stephen Payne, Keble  
 Simon Proud, Physics  
 Benjamin Fernando, Worcester  
 Michael Searle, Worcester  
 Jonathan Wade, Earth Sciences  
 Stuart Robinson, St Anne's  
 Michael Cassidy, Earth Sciences  
 Hannah Christensen, Corpus Christi  
 Stuart Conway, St Hugh's  
 Angela Russell, St John's  
 Susan Bull, St Cross  
 Michael Dunn, Nuffield Department of  
 Population Health  
 Ruth Horn, Nuffield Department of  
 Population Health  
 Thomas Nichols, Nuffield Department of  
 Population Health  
 Hannah Lingard, Physics  
 Edward Anderson, Jesus  
 Christopher Schofield, Chemistry  
 Tom Brown, Chemistry  
 Richard Palin, St Cross  
 Gideon Henderson, University  
 Kevin Dorst, Magdalen  
 Marcello Cattaneo, Magdalen  
 Anthony Shillito, Magdalen  
 Bernhard Salow, Magdalen  
 William Allen, Magdalen  
 Annelies Andries, Magdalen

---

**Note on procedures in Congregation**

---

¶ Business in Congregation is conducted in accordance with Congregation Regulations 2 of 2002 (<https://governance.admin.ox.ac.uk/legislation/congregation-regulations-2-of-2002>). A printout of these regulations, or of any statute or other regulations, is available from the Council Secretariat on request. A member of Congregation seeking advice on questions relating to its procedures, other than elections, should contact Mrs R Thomas at the University Offices, Wellington Square (telephone: (2)80317; email [rebecca.thomas@admin.ox.ac.uk](mailto:rebecca.thomas@admin.ox.ac.uk)); questions relating to elections should be directed to the Elections Officer, Ms S L S Mulvihill (telephone: (2)80463; email: [elections.office@admin.ox.ac.uk](mailto:elections.office@admin.ox.ac.uk)).



# Notices

## Consultative Notices

### Call for nominations for Honorary Degrees and for Degrees by Diploma

Honorary degrees are conferred annually at Encaenia. Degrees by diploma are conferred on heads of state and royalty. Members of Congregation are encouraged to nominate individuals on whom such degrees might be conferred. Nominations are welcome all year round - names submitted on or before **2 March 2020** will be considered by the Honorary Degrees Committee for an honorary degree at Encaenia in 2021.

The Honorary Degrees Committee is charged with considering nominations received, consulting Council and making recommendations to Congregation. The committee appreciates the time taken by members of Congregation to bring names to its attention. It will be reconsidering names brought to it in the last three years and hopes to receive a wide and diverse selection of new names to add to those.

When considering possible honorands, the committee will focus on individuals in the following categories:

- 1** those of high academic distinction in the fields of research and scholarship of specific interest to the University of Oxford
- 2** those distinguished in the visual, literary, musical and performing arts
- 3** those distinguished in business and industry
- 4** those who have played a distinguished role in public life, for example in contributing to progress and change in society
- 5** those who have made a significant contribution to the activities of the University of Oxford - such individuals would normally also fall into one of the categories above.

Within the categories above the committee will aim to produce a balanced and diverse list, which takes account of the global dimension that characterises this University's activities.

It has adopted a target that at least half of the final list of names proposed to Congregation for the conferment of honorary degrees will be women and/or minorities. Members of Congregation are therefore encouraged to nominate individuals of conspicuous distinction with particular reference to diversity.

Honorary degrees will not be conferred on anyone who holds, or who has retired from, a resident teaching, research or administrative post within the University or in any college or other society, except in exceptional circumstances such as distinguished service outside the terms of his or her paid service. In these circumstances, a proposal for an honorary MA may be put forward.

Nominations for honorary degrees and for degrees by diploma should be submitted on the approved application form, which requires the name of the nominee and a short supporting paragraph. Further information and copies of the form are available at <https://governance.admin.ox.ac.uk/honorary-degrees-and-degrees-by-diploma> (single sign-on required), or from the Secretary to the Honorary Degrees Committee ([sarah.cowburn@admin.ox.ac.uk](mailto:sarah.cowburn@admin.ox.ac.uk), (2)70193). The completed form should be returned to the Secretary by email under 'Strictly Confidential' cover.

While informal soundings within the University will often be desirable, every effort should be made to ensure that publicity is not at any stage given to any specific proposal for the conferral of an honorary degree. All nominations will be considered in strict confidence by the committee.

The names of people on whom degrees by diploma and honorary degrees have recently been conferred are published in the University Calendar and on the aforementioned website.

### Education Committee

#### REVIEW OF THE LANGUAGE CENTRE

The Education Committee will conduct a review of the Language Centre and its contribution to modern foreign language learning and Academic English provision

at Oxford. The review is scheduled to take place in Trinity term 2020.

The Review Panel's terms of reference are:

#### 1 To consider and review:

- (a) current and predicted future demand for modern foreign language learning beyond that formally required in language degree programmes, among students and staff
- (b) current and predicted future demand for Academic English provision among (i) international students, academic staff and non-academic staff whose first language is not English and (ii) students whose first language is English
- (c) the need for Academic English provision as student numbers grow (or as the demographic of the student population evolves towards more PG and international)
- (d) the scope for and viability of supporting the learning of languages beyond those currently supported by classes at the Language Centre, and the scope for and desirability of offering courses beyond the collegiate University, both as a contribution to the wider community and for revenue raising
- (e) the value of the contribution made by the Language Centre to the collegiate University
- (f) benchmarking against peer UK Language Centres
- (g) the opportunities for fundraising to support Language Centre provision.

#### 2 In the light of the findings and conclusions on 1, to recommend:

- (a) appropriate modes of delivery for language learning provision, and the staffing and facilities needed to support them, including library provision
- (b) appropriate operating, funding and charging models for delivering language learning courses
- (c) appropriate governance arrangements for the Language Centre, and its position within the University (having considered the external review on governance

# Lectures

# Examinations and Boards

arrangements since the last full review in 2007, which has been commissioned as a distinct review).

**3** To submit a report, containing both conclusions and recommendations, to Education Committee in Trinity term 2020.

The Review Panel would welcome written comments on matters falling within its terms of reference, given above. These should be sent to the Secretary of the Review Panel at [edcomms@admin.ox.ac.uk](mailto:edcomms@admin.ox.ac.uk) by **24 April**.

---

## General Notices

### Industrial action

The UCU has notified us that strike action will take place on 20, 21, 24, 25 and 26 February and on 2, 3, 4, 5, 9, 10, 11, 12 and 13 March.

Those members of staff who participate in the strike will have their pay withheld at the rate of 1/365 of annual salary for each day of strike action and must complete a form notifying Payroll of the days of strike action and making a choice regarding maintaining pensionable service for days of strike action. The form can be downloaded from the Finance Division's website at <https://finance.web.ox.ac.uk/payroll-forms#collapse1110926>.

Forms should be returned to Payroll within a week of the last day of strike action taken.

---

## Exhibitions

### St John's

#### LAUDIAN VESTMENTS

St John's collection of medieval vestments will be on display between 2pm and 5pm on 7 March in the Garden Quadrangle Reception Room, alongside an exhibition of repurposed and recycled silver. The exhibition will set the scene for a project to commission new pieces that reflect and engage with St John's in the 21st century. More details: [www.sjc.ox.ac.uk/discover/about-college/history/laudian-vestments](http://www.sjc.ox.ac.uk/discover/about-college/history/laudian-vestments).

---

## Humanities

### Faculty of Medieval and Modern Languages

#### CELEBRATION EVENT

A celebration event for alumni, staff and students will take place at 2pm on 28 February in the Taylor Institution. More information and to register: [www.mod-langs.ox.ac.uk/events/2020/02/28/50-years-spanish-and-portuguese-oxford-celebration-event](http://www.mod-langs.ox.ac.uk/events/2020/02/28/50-years-spanish-and-portuguese-oxford-celebration-event).

*Subject:* '50 years of Spanish and Portuguese at Oxford'

---

## Medical Sciences

### Nuffield Department of Clinical Medicine

#### EXPERIMENTAL MEDICINE DIVISION

##### *Oxford IBD MasterClass*

The Oxford IBD MasterClass 2020 will take place on 14 and 15 September at the Examination Schools. More information and to register: [www.expmedndm.ox.ac.uk/masterclass](http://www.expmedndm.ox.ac.uk/masterclass).

*Subject:* 'Immunology and immunomodulatory therapy in inflammatory bowel disease: bench to bedside'

---

## Institutes, Centres and Museums

### Oriental Institute

Yasin Dutton, Cape Town, will lecture at 5pm on 3 March in the Oriental Institute.

*Subject:* 'Some thoughts on the transmission of Qur'an and Sunna'

---

## Colleges, Halls and Societies

### St Edmund Hall

#### PHILIP GEDDES MEMORIAL LECTURE 2020

Michael Crick, political broadcaster and author, will deliver the Philip Geddes Memorial Lecture at 5.30pm on 6 March in the Examination Schools. Registration required: [seh.ac/geddes](http://seh.ac/geddes).

*Subject:* 'Defending impartiality: the Devil's right of reply'

---

## Examinations for the Degree of Doctor of Philosophy

---

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

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

---

**Examinations for the Degree of Master of Letters**

---

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

---

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

---

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

# Elections

---

## Contested election

5 March

The nomination period for these elections closed at 4pm on Thursday 6 February. The following election will be contested and the result determined by postal ballot of the eligible electorate.

### Other Committees and University Bodies

#### POOL FOR CONSTITUTING PANELS CONVENED UNDER STATUTE XII PARTS B, D AND H (NON-DIVISIONAL)

- One of eight members of Congregation to whom Statute XII applies, not necessarily representing any division and not in any case being nominated in a divisional capacity, elected by members of Congregation, to hold office with immediate effect until MT 2021 [*vice* Professor William Mander, Harris Manchester, Philosophy]

*The following nominations have been received:*

**Linda Pope**, BSc MSc Port, Bodleian Libraries

*Nominated by:*

T P Boyt, Parks College  
J Duxfield, Somerville, Personnel Services  
R Ovenden, Balliol, Faculty of History  
A J Sturgis, Worcester, Gardens, Libraries and Museum

*Candidate statement:*

I stand for election to serve in the Pool for constituting panels convened under Statute XII Parts B, D and H.

I have over 30 years' experience in Human Resources, having worked in the public and private sectors, and latterly as HR Director for Aston University and then the Royal Agricultural University. I joined Oxford University in 2018 and currently lead the HR Shared Service for the Bodleian Libraries and Ashmolean Museum.

I have been a member of the Chartered Institute of Personnel and Development for over 20 years and my MSc is in Human Resource Management (1996).

Having been involved in many such panels such as those convened under Statute XII, both advising the panel and presenting the case, and having also managed cases going before Employment Tribunal, I feel that my experience will make me a useful panel member. I can bring a perspective grounded in the University and academia, but also from other sectors such as policing, Local Government, Further Education and a private/public joint venture.

Approaching my second anniversary at the Bodleian Libraries, I am now keen to have involvement in and contribute to the wider University.

**Sally Vine**, MA Oxf, Department of Physiology, Anatomy, and Genetics

*Nominated by:*

H C Christian, St Anne's, Faculty of Physiological Sciences  
D J Paterson, Merton, Faculty of Physiological Sciences  
C D Price, Medical Sciences Divisional Office  
J C Taylor, St Edmund Hall, Faculty of Clinical Medicine

*No candidate statement received*

---

## Uncontested election

Nominations for these elections closed at 4pm on Thursday, 6 February. As the number of nominations received is no more than sufficient to fill the following vacancies, the candidate nominated below shall be deemed to be duly elected as of Thursday, 6 February 2020 (as per Congregation regulations 2 of 2002, regulations 8.2 (3) and 8.2 (6)). For the purposes of elections, academic standing is as defined in Council Regulations 22 of 2002, Part 2: Academic Precedence and Standing, made by Council on 26 June 2002.

### Other Committees and University Bodies

#### POOL FOR CONSTITUTING PANELS CONVENED UNDER STATUTE XII PARTS B, D AND H (MPLS)

- One of four members of Congregation to whom Statute XII applies to represent the Division of Mathematical, Physical and Life Sciences, elected by members of Congregation, to hold office with immediate effect until HT 2021 [*vice* Ms Rosie Mortimer, Chemistry]

*The following nomination has been received:*

**Professor Aris Katzourakis**, BSc PhD Lond, MA Oxf, Fellow of St Hilda's, Faculty of Zoology

*Nominated by:*

A Aboobaker, Lady Margaret Hall, Faculty of Zoology  
S A Henry, Hertford, Faculty of Physics  
O J E Maroney, Faculty of Philosophy  
A L Smith, St Catherine's, Faculty of Zoology

### Notes:

Nominations in writing for the elections on 5 March, by four members of Congregation other than the candidate, were received by the Elections Office, at the University Offices, Wellington Square, up to 4pm on 6 February.

For further information, please contact the Elections Officer ([shirley.mulvihill@admin.ox.ac.uk](mailto:shirley.mulvihill@admin.ox.ac.uk)).

# Advertisements

## Lapsed vacancy

As no nominations were received, the following vacancy has now lapsed and, in accordance with the regulations, must remain vacant until an appointment is made jointly by the Proctors and the Vice-Chancellor. Any eligible member of Congregation who wishes to be considered for appointment to this vacancy is asked to contact the Elections Office (shirley.mulvihill@admin.ox.ac.uk) by **5 March**.

## Other Committees and University Bodies

### POOL FOR CONSTITUTING PANELS CONVENED UNDER STATUTE XII PARTS B, D AND H (SOCIAL SCIENCES)

- One of four members of Congregation to whom Statute XII applies to represent the Division of Social Sciences, elected by members of Congregation, to hold office with immediate effect until HT 2021 [*vice* Eve Rodgers, Education]

## Advertising enquiries

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

*Telephone:* 01865 (2)80548

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

## Deadline

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

## Charges

Commercial advertisers: £30 per insertion of up to 70 words, or £60 per insertion of 71–150 words.

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

**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](http://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](http://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](mailto:sgsm.benefice.manager@gmail.com).

**Laboratory space sought.** I am carrying out basic research in homeopathy using solvatochromic dyes (DOI: 10.1055/s-0039-1693985; DOI: 10.1055/s-0039-1697000 and references therein). I am currently looking to move from my present laboratory premises to somewhere nearer to Oxford, and would value any suggestions/offers of laboratory space that might be available to use other than the usual science parks. Some sympathy towards homeopathic research would be a benefit. I would also like to hear from anyone who feels they could enter into productive discussions about the results presented so far in the above publications, or even a collaborative venture. Contact Dr Steven Cartwright: 07952 369885.

**Climate crisis talks and workshops:** Think and do. Raising awareness > building community > inspiring action. 7-9pm, Richard Benson Hall, 276 Cowley Road OX4 1UR. Entry free (donations welcome). 7 Apr, Linda Aspey (Extinction Rebellion Spokesperson and Trainer): 'Heading for extinction? The climate crisis and Extinction Rebellion'. 5 May, Jo Hamilton (activist, academic and researcher): 'What we do with how we feel about climate change'. 2 Jun, Chris Church (Friends of the Earth Campaigns Officer): 'Climate change: how do we really make a difference?'. 6 Oct, Margot & Martin Hodson (John Ray Initiative): 'Climate emergency and spiritual wisdom'.

---

## Research participants sought

**Participants needed for a psychological research study:** we are looking for people to take part in a study who have been feeling sad, low or unmotivated (more days than not) for the last couple of weeks and who are not

undergoing psychological therapy. Participants do not need to feel low all of the time, and may have felt this way only recently, or for a long time, or on and off. This study is exploring how a new medication affects emotional decision-making. It involves psychological tasks, taking medication for 7 days, and may include one brain scan using functional Magnetic Resonance Imaging (fMRI). Find out more at [www.restandstudy.co.uk](http://www.restandstudy.co.uk) or [www.restartstudy.co.uk](http://www.restartstudy.co.uk). For information, in confidence, with no obligation to participate, please contact: [perl@psych.ox.ac.uk](mailto:perl@psych.ox.ac.uk). You will be reimbursed for your time and expenses.

---

## 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](http://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](http://www.oxrss.ox.ac.uk); Facebook: <http://fb.me/oxrss>; Twitter: @ResStaffOxford; mailing list: [researchstaff-subscribe@maillist.ox.ac.uk](mailto:researchstaff-subscribe@maillist.ox.ac.uk).

---

## 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](mailto:sales@historybookshop.com).

---

## Antiques bought and sold

**Wanted and for sale** - quality antiques such as furniture, fire guards, grates and related items, silver, pictures, china and objets d'art. Please contact Greenway Antiques of Witney, 90 Corn Street, Witney OX28 6BU on 01993 705026 or 07831 585014 or email [jean.greenway@hotmail.com](mailto: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](mailto:staff@mbesummertown.co.uk). Also at 94 London Rd, Oxford. Tel: 01865 741729. Fax: 01865 742431. Email: [staff@mbeheadington.co.uk](mailto:staff@mbeheadington.co.uk).

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

**Oxford's low-cost packing and shipping experts.** Lowest price rates for University students, staff and departments, discounted boxes and collection for all shipments. Whether clothing, books, computers, musical instruments, fragile laboratory equipment, rowing oars, valuable paintings or other

household items, we specialise in custom packing and worldwide delivery by road, sea and air. Pack & Send, 3 Botley Rd, Oxford, OX2 0AA. Tel: 01865 260610. Email: oxford@packsend.co.uk.

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

---

### Domestic Services

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

---

### Situations Vacant

**Tutors required for summer 2020 in Oxford:** Seminar for Advanced English Studies is a family-run tutorial college specialising in running courses for German students preparing their Abitur exam in English. The courses take place at Ruskin at Easter (4-18 Apr) and at St Hilda's in the summer (27 Jun-5 Sept). We are interested in recruiting graduate and undergraduate students of English or Modern Languages (especially German) or experienced teachers to tutor on our programme. Class sizes are a maximum of 5 students. Full-time tutors can expect to teach 20-30 contact hours to motivated (mostly) and well-behaved (mostly) German students between the ages of 16 and 18 years. The course involves the teaching of essay writing, text analysis, literature and of course the language. Should you find this an attractive proposition please contact the Director of Studies, Nick Johnson, attaching a CV. Email address: [johsonn47@aol.com](mailto:johsonn47@aol.com)

**Mathematics Graduate Assistant,** September 2020. Radley College seeks to appoint a Mathematics Graduate Assistant to work at the school for the academic year 2020-21. The position is designed to give a recent graduate in Mathematics (or in a Maths-related subject) the opportunity to gain experience of teaching Maths to 13-18 year olds. It is extremely likely that a full-time post will be available in September 2021. You will teach a reduced workload: about 12-15 40-minute periods pw. We will give the necessary training and also provide the opportunity for lesson observation. In addition to a salary and an excellent working environment, the College will seek to provide

accommodation; meals during term time are free. More information on the role can be found at [www.radley.org.uk/about-radley/employment](http://www.radley.org.uk/about-radley/employment). Deadline for applications: 2 March.

**Economics Graduate Assistant,** September 2020. Radley College seeks to appoint an Economics Graduate Assistant to work at the school for the academic year 2020-21. The position is designed to give a recent graduate in Economics the opportunity to gain experience of teaching Economics to the Lower Sixth Form pupils. It is very possible that a full-time post will be available in September 2021. You will teach a reduced workload: about 20 40-minute periods pw. We will give the necessary training and also provide the opportunity for lesson observation. In addition to a salary and an excellent working environment, the College will seek to provide accommodation; meals during term time are free. More information on the role can be found at [www.radley.org.uk/about-radley/employment](http://www.radley.org.uk/about-radley/employment). Deadline for applications: 2 March.

---

### Flats to Let

**2-bed flat in central but quiet location,** for rent to member of the University. £2,000 pm. All bills paid. Please contact [joseph.ohara@wolfson.ox.ac.uk](mailto:joseph.ohara@wolfson.ox.ac.uk) for further information.

**Delightful studio flat annexe,** tastefully furnished, to rent in Horspath, 5 miles from city centre. Suitable for 1 professional person. Private entrance. Kitchen facilities include microwave, hob, fridge, sink, washing machine. En-suite private bathroom. Quiet rural location, short walk to Shotover Country Park. Safe off-street parking. £700 pcm inclusive of bills. Bank and personal references required. Please contact: [isabelknowland@gmail.com](mailto:isabelknowland@gmail.com), 01865 806497 or 07788 174785

**3rd-floor fully furnished 1-bedroom flat** on Banbury Rd. Off-street parking. £375 pw, inclusive of all utility bills. Tel 07787 124247 or 01844 237327 for further information.

---

### Accommodation Offered

**Visiting academics welcomed** as paying guests for short or long stays in comfortable home of retired academic couple. Situated in quiet, leafy close in north Oxford within easy distance of main University buildings, town centre, river, shops and restaurants. Rooms have free TV, Wi-Fi, refrigerator, microwave, kettle, tea, coffee, central heating. Linen, cleaning, breakfast all included in the very moderate terms. Email: [DVL23@me.com](mailto: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](http://www.scottfraser.co.uk) for more information or call: Headington sales: 01865 759500;

Summertown sales: 01865 553900; East Oxford sales: 01865 244666; Witney sales: 01993 705507; Headington lettings: 01865 761111; Summertown lettings: 01865 554577; East Oxford and student lettings: 01865 244666; Witney lettings: 01993 777909.

---

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

**Shortlet studios** for singles or couples needing clean, quiet self-catering accommodation for weeks or months. Handy for High St (town, colleges), Cowley Rd (shops, restaurants), University sportsground (gym, pool), Oxford Brookes campuses, buses (London, airports, hospitals). Modern, self-contained, fully furnished including cooking and laundry facilities, en-suite bathroom, Wi-Fi broadband, TV/DVD/CD, central heating, cleaning and fresh linen weekly. Off-road parking for cars and bikes. Taxes and all bills included. Enquiries: [stay@oxfordbythemonth.com](mailto: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](http://www.swailessuites.co.uk), contact Debbie on 01865 318547 or email [debbie@nops.co.uk](mailto:debbie@nops.co.uk). Office established more than 25 years in 47 Walton Street, Jericho, OX2 6AD.

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

**Ashbrook Serviced Apartments** are Oxfordshire's premier serviced apartment provider with a selection of luxury apartments based across Oxford and the surrounding areas. Free off-street parking, high-speed Wi-Fi, all bills, weekly linen and cleaning are included in the price. Please see our website

for further information. Tel: 01865 589039.  
Email: [contact@ashbrooklets.co.uk](mailto:contact@ashbrooklets.co.uk). Website:  
[www.ashbrooklets.co.uk](http://www.ashbrooklets.co.uk).

### 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](mailto:gabriel.amherst@btconnect.com). See: [www.cornwallcornwall.com](http://www.cornwallcornwall.com).

#### Choose from over 11,000 holiday villas

and apartments in Spain with Clickstay. We make it easy for you to make the perfect choice with our verified renter reviews and a dedicated customer services team. You can choose from modern apartments in Mallorca to whitewashed traditional fincas in Tenerife from just £73 pw! Many of our rental properties have private pools, sea views and large gardens with BBQ facilities. See: [www.clickstay.com/spain](http://www.clickstay.com/spain).

#### Lovely Lake District cottage available

from late Feb to end of Apr. Ex-headteacher's house, in great decorative order. Good Airbnb testimonials. 3 bedrooms (2 double), 2 reception, bathroom and shower/utility room. Located in the beautiful Duddon Valley at Ulpha Bridge. Garden and immediate access to Dunnerdale Fells. £250 pw, including utility bills. Contact Ralph: 07767 610671.

**Lake Como apartment.** Lakeside apartment in beautiful village (Brienno), kitchen-dining room, double bedroom, bathroom, terrace directly overlooking the lake. Steamer arrives and returns daily. Famous Italian gardens nearby. £350 pw; £650 per fortnight. See [casellarosmarino.co.uk](http://casellarosmarino.co.uk) for photographs. Email [joss@rareformnewmedia.com](mailto:joss@rareformnewmedia.com) or call Rosemary 01865 761550.

# Notifications of Vacancies

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

The University is committed to equality and valuing diversity.

### University of Oxford

University Administration and Services; Pro-Vice-Chancellor (Development and External Affairs); 17 March; [https://my.corehr.com/pls/uoxrecruit/erq\\_jobspec\\_details\\_form.jobspec?p\\_id=145413](https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=145413)

Department of Statistics; Postdoctoral Researcher; £32,817–£40,322; 3 April; [www.stats.ox.ac.uk/vacancies](http://www.stats.ox.ac.uk/vacancies) or [jobs@stats.ox.ac.uk](mailto:jobs@stats.ox.ac.uk)

Department of Statistics; 2 Postdoctoral Research Assistants in Statistical and Population Genetics; £32,817–£40,322; 19 March; [www.stats.ox.ac.uk/vacancies](http://www.stats.ox.ac.uk/vacancies) or [jobs@stats.ox.ac.uk](mailto:jobs@stats.ox.ac.uk)

Nuffield Department of Surgical Sciences; Professorship of Surgical Sciences; 13 March; [https://my.corehr.com/pls/uoxrecruit/erq\\_jobspec\\_details\\_form.jobspec?p\\_id=144314](https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=144314)

### Colleges, Halls and Societies

Harris Manchester; Assistant Junior Dean; 8 March; [www.hmc.ox.ac.uk/vacancies](http://www.hmc.ox.ac.uk/vacancies)

Lincoln; Chaplain and Student Welfare Support Coordinator; £26,877 plus accommodation and other benefits; 30 March; [www.lincoln.ox.ac.uk/Chaplain-and-Student-Welfare-Coordinator](http://www.lincoln.ox.ac.uk/Chaplain-and-Student-Welfare-Coordinator)

Pembroke; Junior Dean; 5 March; [www.pmb.ox.ac.uk/vacancies](http://www.pmb.ox.ac.uk/vacancies)

St Anne's; fixed-term Dining Hall General Assistant; £17,606 pro rata; noon, 2 March; [www.st-annes.ox.ac.uk/this-is-st-annes/job-opportunities](http://www.st-annes.ox.ac.uk/this-is-st-annes/job-opportunities)

St Peter's; part-time Director of Music; 12 March; [www.spc.ox.ac.uk/vacancies](http://www.spc.ox.ac.uk/vacancies)

Trinity; fixed-term part-time Stipendiary Lecturership in Law; noon, 11 March; [www.trinity.ox.ac.uk/vacancies](http://www.trinity.ox.ac.uk/vacancies)

### External Vacancies

Clare Hall, Cambridge; non-stipendiary Clare Hall Research Fellowships in the Arts and Social Sciences 2020; 13 March; [www.clarehall.cam.ac.uk/research-fellows](http://www.clarehall.cam.ac.uk/research-fellows)

Clare Hall, Cambridge; non-stipendiary Clare Hall Betty Behrens Research Fellowship 2020; 13 March; [www.clarehall.cam.ac.uk/research-fellows](http://www.clarehall.cam.ac.uk/research-fellows)

Sidney Sussex College, Cambridge; 5-year Stanley Elmore Research Fellowship in Biomedical Sciences; £26,715–£28,331; 16 March; [www.sid.cam.ac.uk/aboutus/personnel](http://www.sid.cam.ac.uk/aboutus/personnel)

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

#### Editor:

D.L. Doohar, MA Oxf

*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, 27 February**

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

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

#### Gazette Office

University Offices  
Wellington Square  
Oxford OX1 2JD

tel: Oxford (2)80549

email: [gazette@admin.ox.ac.uk](mailto:gazette@admin.ox.ac.uk)

