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2016 **295-298**

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 **17 March**.

(a) Oxford Kobe Scholarships

Explanatory Note

The proposed amendments reduce the size of the Board of Management for the Oxford Kobe Scholarships from nine to four members to reflect current practice and to remove the requirement for two members to be appointed by the Board of Directors of the Kobe Institute, which is no longer active.

Text of Regulations

In Part 2 of Council Regulations 25 of 2002, concerning trusts, delete existing §274 and substitute (new text underlined, deleted text struck through):

‘§274. Oxford Kobe Scholarships

1. The University accepts with gratitude the sum of £2,000,000 as a munificent benefaction from St Catherine’s College, offered with the approval of the Board of Directors of the Kobe Institute and the Japan Foundation, to be held on trust as a fund the net income of which shall be applied in the funding of scholarships, to be known as the Oxford Kobe Scholarships, for the support of nationals of Japan studying for graduate degrees of the University.

2. The scholarships shall be administered by a board of management consisting of:

(1) the Vice-Chancellor;

(1), (2), (3) two persons appointed by Council;

(4), (5) two persons appointed by the General Board;

(6), (7) two persons appointed by of the Board of Directors of the Kobe Institute;

(8), (9) (3), (4) two persons appointed by the Governing Body of St Catherine’s College.

The members appointed under (2)–(9) (1)–(4) shall serve for three years and shall be re-

eligible for reappointment, provided that if a person appointed by the Board of Directors of the Kobe Institute is unable to attend any meeting of the board of management, an alternate may be nominated by the directors to attend in his or her place.

3. At least one scholarship at any time shall be tenable at St Catherine’s College.

4. Any income not spent in any year shall be carried forward for expenditure in subsequent years.

5. Council shall have power to alter this regulation decree from time to time, provided that the main object of the fund, as defined in regulation clause 1 above, is always kept in view.

(b) Establishment of the Topolski Fund

Explanatory Note

These regulations establish the Topolski Fund, following receipt of a donation, for the purpose of supporting the promotion of participation in the sport of rowing in particular among student members of the University.

Text of Regulations

In Part 2 of Council Regulations 25 of 2002, concerning trusts, insert new §362 as follows, and renumber existing §362 onwards by plus one:

‘§362. The Topolski Fund

1. The University receives with gratitude the initial sum of US\$835,000 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 as either permanent or expendable endowment to be held on the same trusts. The assets so held will be known as The Topolski Fund (“the Fund”).

2. The University shall retain as permanent endowment all of the assets in the Fund (“the Permanent Endowment”) apart from any assets that are contributed on the express understanding that they are to be treated as expendable endowment.

3. The University shall (a) apply the income of the Permanent Endowment; and (b) apply the income and, in its discretion, the

capital of the remainder of the Fund (if any), towards the promotion of participation in the sport of rowing in particular among student members of the University (“the Trust Purpose”). For so long as the Oxford University Rowing Association (“the Association”) exists and continues to have exclusively charitable objects, the University shall advance the Trust Purpose exclusively through the application of funds to the Association.

4. Application of funds pursuant to regulation 3 above may benefit the Association and its component clubs (each, a “Club”) generally, or a specific Club or Clubs in particular, provided that in any given year the aggregate funding applied to women’s Clubs and the aggregate funding applied to men’s Clubs is, in all material respects, equal. For the avoidance of doubt, application of funding that benefits the Association as a whole, or which benefits a mixed Club (if any), shall be disregarded for the purposes of calculating equality of funding between women’s and men’s Clubs.

5. The University shall apply the income of the Fund to the Association on the condition that it is not to be used by the Association or the Clubs to meet any rent, building maintenance costs or insurance costs in relation to the Wallingford Boat House.

6. The administration of the Fund, and the application of its income, shall be the responsibility of a board of management comprised of three individuals appointed by the University after consultation with the Association. There shall be at least one male and one female member of the board of management, at least two such members shall be a current employee of the University, and at least two such members shall be a member of one or more of the University rowing clubs that comprise the Association. Without limiting the University’s discretion to appoint the board of management in accordance with this regulation 6, it shall be presumed that the board of management will comprise the same three individuals who hold the post of “Trustee” of the Association in accordance with the Association’s constitution.

7. The University may in its absolute

discretion in the period ending 24 January 2038, 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.

8. 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 Trust Purpose.

9. 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.

10. Regulations 1–12 shall be deemed to be Trust Regulations under the provisions of Part D of Statute XVI.

11. Subject to regulation 12, 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.

12. Any amendment to regulation 3 or regulation 4 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) Establishment of the Shelagh Heffernan Awards Fund

Explanatory Note

These regulations establish the Shelagh Heffernan Awards Fund, following receipt of a donation from Peter Sinclair, for the purpose of supporting awards to students demonstrating exceptional academic merit and reading for an MPhil in Economics.

Text of Regulations

In Part 2 of Council Regulations 25 of 2002, concerning trusts, insert new §159 as follows, and renumber existing §159 onwards by plus one:

‘§159. Shelagh Heffernan Awards Fund

1. The University receives with gratitude the initial sum of £25,000 from Peter Sinclair 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 as either expendable or permanent endowment to

be held on the same trusts. The assets so held will be known as the Shelagh Heffernan Awards 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 (a) apply the income of the Permanent Endowment; and (b) apply the income and, in its discretion, the capital of the remainder of the Fund, towards awards to students demonstrating exceptional academic merit and reading for an MPhil in Economics at the University (“the Awards”). In order to be eligible for an Award, students must have graduated from one of the following Canadian universities: the University of Toronto; Queen’s University at Kingston; or the University of British Columbia.

4. The administration of the Fund, and the application of its income, shall be the responsibility of the Board of the Department of Economics.

5. The University may in its absolute discretion in the period ending 5 October 2037, 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 Awards.

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.

(d) Establishment of the Contemporary History and Public Policy of Mexico Fund

Explanatory Note

These regulations establish the Contemporary History and Public Policy of Mexico Fund, following receipt of a donation from a decentralised public agency of Mexico’s federal government, towards the salary and expenses of the holder of the position of Post-Doctoral Research Fellow in Contemporary History and Public Policy of Mexico.

Text of Regulations

In Part 2 of Council Regulations 25 of 2002, concerning trusts, insert new §76 as follows, and renumber existing §76 onwards by plus one:

‘§76. Contemporary History and Public Policy of Mexico Fund

1. The University receives with gratitude the sum of £1,180,173 from a donor known to the University (“the Donor”) 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 as either expendable or permanent endowment to be held on the same trusts. The assets so held will be known as the Contemporary History and Public Policy of Mexico 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. Subject to the provisions of this regulation 3, the University shall (a) apply the income of the Permanent Endowment; and (b) apply the income and, in its discretion, the capital of the remainder of the Fund, (together, “the Available Income”) towards the salary and expenses of the holder of the position of Post-Doctoral Research Fellow in Contemporary History and Public Policy of Mexico (“the Fellow”), associated overheads, and all other costs (including, without limitation, research costs) associated with the Fellow. The Fellow shall undertake research and teach in Contemporary History and Public Policy of Mexico. Provided that for so long as the Donor exists its prior

written consent is obtained, the University may apply the Available Income towards all costs associated with one or more different posts or activities in the field of Contemporary History and Public Policy of Mexico in substitution for or in addition to the application of the Available Income in support of the Fellow.

4. The administration of the Fund, and the application of its income, shall be the responsibility of a board of management comprising one member appointed by the Faculty of History, one member appointed by the Latin American Centre, and one member appointed by St Antony's College.

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 matters relating to the Fellow.

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.'

Planning and Resource Allocation Committee of Council

Changes in Regulations

The Planning and Resource Allocation Committee of Council has made the following changes in regulations, to come into effect on **17 March**.

Renaming the Professorship of Public Health

Explanatory Note

The following changes, made on the recommendation of the Planning and Resource Allocation Committee, rename the Professorship of Public Health as the Professorship of Epidemiology.

Text of Regulations

1 In SCHEDULE C of Council Regulations 3 of 2004, concerning statutory professorships, delete 'Professor of Public Health' and substitute 'Professor of Epidemiology'.

2 In Sect III of Council Regulations 24 of 2002, concerning individual professorships, delete existing regulation §297 and substitute (new text underlined, deleted text struck through):

'§297. Professor of Public Health-Epidemiology

1. The Professor of Public Health-Epidemiology shall lecture and give instruction and engage in research in Public Health-Epidemiology.

2. The professor shall be elected by a board of electors consisting of:

- (1) the Vice-Chancellor, or, if the Master of St Cross is Vice-Chancellor, a person appointed by Council ~~on the occurrence of a vacancy to act as an elector on that occasion;~~
- (2) the Master of St Cross College, or if the

Master is unable or unwilling to act, a person appointed by the Governing Body of St Cross College ~~on the occurrence of a vacancy to act as an elector on that occasion;~~

(3) a person appointed by the Governing Body of St Cross College;

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

(6)-(9) four persons appointed by the Medical Sciences Board;

(10) a person appointed by the body or bodies which may issue an honorary clinical contract or contracts to the professor.

~~At least three members of the board, of whom one shall be a professor, shall hold clinical appointments.~~

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

Council of the University

Register of Congregation

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

Kaiserman, A T, Balliol
Patterson, J M, Faculty of Physics
Stewart, A, Harris Manchester
Teixeira de Cerdeira, A S, Somerville

Divisional and Faculty Boards

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

Congregation

Congregation 2 March

Elections

CONTESTED ELECTIONS

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

Details are in 'Elections' section below.

Congregation 7 March

The meeting of Congregation is cancelled. The sole business comprises questions to which no opposition has been notified and in respect of which no request for adjournment has been received, and the Vice-Chancellor will accordingly declare the resolution carried without a meeting under the provisions of Sect 7 (1) of Statute IV.

Voting on a Resolution authorising the use of space at 42 Park End Street

(For explanatory note and text of resolution see *Gazette* No 5159, 16 February 2017, p278.)

Congregation 15 March

Admission of Proctors and Assessor

A Congregation will be held on 15 March in the Sheldonian Theatre for the purpose of admitting to office **Edward Bispham**, MA DPhil Oxf, Fellow of Brasenose, and **Dan Hicks**, MA Oxf, PhD Brist, Fellow of St Cross, as Proctors for the ensuing year, and **Stefan Enchelmaier**, LL.M. Edin, MA Oxf, Dr iur Bonn, habil Munich, Fellow of Lincoln, as Assessor for the ensuing year.

Note on procedures in Congregation

¶ Business in Congregation is conducted in accordance with Congregation Regulations 2 of 2002 (www.admin.ox.ac.uk/statutes/regulations/529-122.shtml). A printout of these regulations, or of any statute or other regulations, is available from the Council Secretariat on request. A member of Congregation seeking advice on questions relating to its procedures, other than elections, should contact Mrs F Burchett at the University Offices, Wellington Square (telephone: (2)80199; email: felicity.burchett@admin.ox.ac.uk); questions relating to elections should be directed to the Elections Officer, Ms S L S Mulvihill (telephone: (2)80463; email: elections.office@admin.ox.ac.uk).

Notices

General Notices

Gazette publication arrangements

The final *Gazettes* of Hilary term will be published on 9, 16 and 23 March.

The first *Gazette* of Trinity term will be published on 20 April, and will include the Trinity term lecture supplement.

DEADLINE CHANGE

Because of the Easter office closures, the deadline for us to receive items for publication in either the 20 April 2017 issue of the *Gazette* or the Trinity term lecture supplement has been brought forward to **noon on Thursday 6 April**.

Appointments

Humanities

CONFERMENT OF TITLE

The Humanities Board has conferred the title of Associate Professor of Music on **David Nicholas Maw**, MA DPhil Oxf, Director of Music, Research Fellow and Lecturer, Oriel, and Lecturer, Christ Church and Trinity, from 1 October 2016.

Mathematical, Physical and Life Sciences

REAPPOINTMENTS

Aziz Aboobaker, PhD Edin; Associate Professor of Genetics, Department of Zoology, from 10 February 2017 until retirement

Justin Benesch, PhD Camb; Associate Professor of Physical Chemistry, from 10 February 2017 until retirement

Professor Paul Jarvis; PhD John Innes Centre, Associate Professor of Plant Cell Biology, from 14 February 2017 until retirement

Philipp Kukura, PhD Berkeley; Associate Professor of Physical Chemistry, from 10 February until retirement

Ivan Martinovic, PhD Kaiserslautern; Associate Professor of Computer Science (Security), from 1 January 2017 until retirement

Michael Moody, PhD South Australia; Associate Professor of Microanalysis of Materials, from 14 February 2017 until retirement

Susan Perkin, DPhil Oxf; Associate Professor of Physical Chemistry, from 10 February until retirement

Andrei Starinets, PhD New York; Associate Professor of Particle Physics Theory, from 10 February 2017 until retirement

Andrew Wells, PhD Camb; Associate Professor of Physical Climate Science, Department of Physics, from 10 February 2017 until retirement

Visiting Professorships

Mathematical, Physical and Life Sciences

The Mathematical, Physical and Life Sciences Board has conferred the title of Visiting Lecturer in Physics upon **Juan Rojo**, PhD Barcelona, for a period of 3 years with effect from 10 February 2017.

Call for Papers

Institute of Population Ageing

An Emerging Researchers Conference will take place 26–28 September to mark the 20th anniversary of the establishment of the institute. Deadline for abstracts: 24 March. Deadline for registration: 31 March. More information: www.ageing.ox.ac.uk.

Subject: 'Demography, ageing and health'

Musical and other Events

Merton

PASSIONTIDE AT MERTON

7–9 Apr: a three-day festival of concerts and services including performances of Bach's *St Matthew Passion*, Vaughan Williams' *Fantasia on a Theme of Thomas Tallis*, Allegri's *Miserere Mei* and a variety of liturgical music. Further information and a detailed programme: www.merton.ox.ac.uk/passiontide or chapel administrator@merton.ox.ac.uk

Pembroke

COLLEGE RECITALS

1.10pm, 9 Mar, Pichette Auditorium: **Rachel Erdos**, violin, and **Kanae Furomoto**, piano: Grieg Sonatas for violin and piano nos 1 and 3. Free admission

Lectures

University Administration and Services

Research Services

Fiona Zammit, Executive Director, Australian Council of Deans and Directors of Graduate Studies, will give a presentation at 11am on 31 March in the 3rd Floor Seminar Room, Radcliffe Humanities. Registration required: edwina.ingrouille@admin.ox.ac.uk.

Subject: 'Research training in Australia – exciting and challenging times'

Institutes, Centres and Museums

Foundation for Law, Justice and Society

LECTURE

Professor Mark Knights, Warwick, will lecture at 5.30pm on 7 March at the Leonard Wolfson Auditorium, Wolfson.

Subject: 'The will of the people? The history of petitioning in Britain and its implications for today'

Oxford Martin School

PUBLIC LECTURES

Professor Veerabhadran Ramanathan, California at San Diego, will lecture in association with the Oxford Climate Research Network at 4pm on 10 March at the Oxford Martin School, corner of Catte and Holywell Streets. All welcome but registration required: www.oxfordmartin.ox.ac.uk/event/2439.

Subject: 'Climate change morphing into an existential problem'

Colleges, Halls and Societies

St Edmund Hall

Joy Hibbins, Founder and CEO, Suicide Crisis, will lecture at 2pm on 25 April in Jarvis Doctorow Hall. More information and to register: www.seh.ox.ac.uk/events/preventing-suicide-tenacious-approach-saving-lives-talk-alumna-joy-hibbins-founder-and-ceo.

Subject: 'Preventing suicide: a tenacious approach to saving lives'

Examinations and Boards

Examinations for the Degree of Doctor of Philosophy

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Changes to Examination Regulations

For the complete text of each regulation listed below and a listing of all changes to regulations for this year to date, please see www.ox.ac.uk/gazette/examinationregulations.

Planning and Resource Allocation and Education Committees

REGULATIONS ON FINANCIAL MATTERS

(I)

to update regulations concerning University fee remissions for overseas scholarships partially funded by Junior Members, to align them with the Reach Oxford Scholarship scheme

REGULATIONS ON FINANCIAL MATTERS

(II)

clarification of fee liability in the event of a student being expelled from the University

Humanities Board

MPHIL IN GREEK AND/OR ROMAN HISTORY

revised submission deadlines

MST IN PHILOSOPHICAL THEOLOGY

- (a) clarification of paper content
- (b) requirement for submitted work to be bound

FHS OF CLASSICS AND MODERN LANGUAGES

HONOUR MODERATIONS IN CLASSICS

extension of rule allowing for use of bilingual dictionaries

FHS OF LITERAE HUMANIORES (I)

clarification of word limit for theses

FHS OF LITERAE HUMANIORES (II)

correction to details of examination format

Elections

Contested Elections

2 March

The following elections will be contested.

Other Committees and University Bodies

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

The statutes approved by Congregation on 31 May 2016 having now been approved by Her Majesty in Council (see Gazette No 5160, 23 February 2017, p289), elections are required to populate the new Pool for Constituting Panels under Statute XII, Parts B, D and H (www.admin.ox.ac.uk/statutes/353-051.shtml) under the associated regulations made by Council on 2 December 2016 (www.admin.ox.ac.uk/statutes/regulations/3-0217.shtml).

Four members of Congregation to whom Statute XII applies to represent the Division of Mathematical, Physical and Life Sciences, elected by members of Congregation

<i>Current/ Retiring Member</i>	<i>To hold office from</i>	<i>To hold office until</i>
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[new positions] with immediate effect HT 2021

The following nominations have been received:

Gwen Booth, MA PhD Camb, Mathematical, Physical and Life Sciences Division

Nominated by:

DD C Bradley, Jesus, Faculty of Physics,
Faculty of Engineering Science
S Bysouth, Personnel Services
M Z Kwiatkowska, Trinity, Faculty of
Computer Science
P Mountford, St Edmund Hall, Faculty of
Chemistry
P D Nellist, Corpus Christi, Faculty of
Materials
S J Shaikh, Mathematical, Physical and
Life Sciences Division

Candidate statement:

I lead the Academic Appointments function in the MPLS Divisional Office, and have previous experience in central university Personnel as part of the Senior Appointments team.

I feel that it is very important that the revised Statute XII and its procedures can enable fair and robust decision making on personnel-related issues in the University whilst making use of more proportionate and timely mechanisms. I also feel that if the new procedures are to work well, the 'pool' of Congregation members from which University Appeal, Staff Employment Review and Redundancy Panel members are to be drawn should encompass a broad range of people, some of whom can bring perspectives from personnel and administrative angles.

My role includes oversight and management of the processes that support academic personnel-related work in MPLS. My work involves helping administrative and academic colleagues in departments to navigate the network of procedures around academic appointments and it includes giving policy and procedural advice, often on complex and sensitive issues, to senior members of the University. It requires the consideration both of complex specifics and of the broader context. I have extensive experience, both outside of the University and within it of working on, with, and as secretary to, a range of committees large and small.

I hope that you will feel that my experience and perspectives can be helpful.

Chris Grovenor, MA DPhil Oxf, Fellow of St Anne's, Faculty of Materials

Nominated by:

P S Grant, St Catherine's, Faculty of Materials
T J Marrow, Mansfield, Faculty of Materials
R I Todd, St Catherine's, Faculty of Materials
A J Wilkinson, St Cross, Faculty of Materials

[No statement submitted]

Veronica McGowan, BSc Lond, PhD Warw, Department of Plant Sciences

Nominated by:

J W Dickson, Personnel Services
L Dolan, Magdalen, Faculty of Plant Sciences
J A Langdale, Queen's, Faculty of Plant Sciences
S J Shaikh, Mathematical, Physical and Life Sciences Division

Candidate statement:

The University of Oxford employs more than 13,000 people, of whom approximately 10,000 are academic or academic-related staff. Statute XII offers protection and fair treatment to the University's academic and academic-related staff throughout their careers in Oxford. It is essential that the processes designed to protect staff are rigorous and implemented efficiently and effectively. I have had wide experience in managing staff and I have an interest in ensuring justice and fairness for all. I have experience of sitting on disciplinary panels and I understand the complexities of performance-related issues. I would be proud to bring my experiences to serve the wider University.

Rosie Mortimer, MA Oxf, Department of Chemistry

Nominated by:

M Brouard, Jesus, Faculty of Chemistry
S R MacKenzie, Magdalen, Faculty of Chemistry
P Mountford, St Edmund Hall, Faculty of Chemistry
S J Shaikh, Mathematical, Physical and Life Sciences Division

Candidate statement:

I am currently the Head of Administration in the Department of Chemistry. This role and previous lead administrator roles in the departments of Social Policy and Intervention, and Mathematics, as well as a Senior Assistant Registrar role in the Medical Sciences Divisional Office, have given me considerable management experience within the University context. I am currently a member of Personnel Committee, and as part of those duties I have, on a number of occasions, chaired the Joint Consultative Committee with Support Staff. Through my work, both as an administrator and member of Personnel Committee, I have had involvement with the University's disciplinary processes both those for academic and academic related staff, and those for support staff, including conducting investigations and chairing an appeal panel. I believe this experience, together with my common sense and balanced approach to issues, qualifies me to be part of the pool for constituting panels convened under Statute XII. If elected I would work hard to bring this cross-divisional, operational knowledge and experience to bear in a constructive and thoughtful manner.

Dr Charlotte Sweeney, BSc Sus, MBA PhD Open, Department of Materials

Nominated by:

S Bysouth, Personnel Services
P S Grant, St Catherine's, Faculty of Materials
S J Shaikh, Mathematical, Physical and Life Sciences Division
K J Willis, Merton, Faculty of Anthropology and Geography, Faculty of Zoology

Candidate statement:

I believe that I am well-qualified for election to the Pool because I have many years of experience of working in Universities both in the UK and Sweden in an administrative and managerial capacity, as well as several years' experience in a commercial environment. I have extensive experience of handling performance management cases, of small and large scale restructures leading to redundancies. I am standing for election because I feel I can contribute lessons learned from my relevant experience and bring objectivity and clarity to cases.

Four members of Congregation to whom Statute XII applies to represent University Administration and Services (UAS), elected by members of Congregation

<i>Current/ Retiring Member</i>	<i>To hold office from</i>	<i>To hold office until</i>
[new positions]	with immediate effect	HT 2021

The following nominations have been received:

Jennifer Makkreel, BASc Ottawa, Estates Services

Nominated by:

N D Hyatt, Estates Services
E D James, Estates Services
E Liddiard, Legal Services Office
L D Ranford, Estates Services

[No statement submitted]

Darrell Moss, Estates Services

Nominated by:

I A Hughes, Estates Services
E A Kitchener, Estates Services
S E Mitchell, Estates Services
P M Sullivan, Estates Services

Candidate statement:

I have been employed by the University of Oxford Security Services for 26 years, the last 10 years in Supervision or Management, more recently appointed as the Deputy Head of Security Services.

A key responsibility for me is the effective and efficient leadership and management of our four patrol teams, now extending to over 57 staff. I have developed a range of processes to undertake this responsibility, including both formal and informal meetings with my supervisory staff, more effective staff communications and the implementation and development of a staff PDR system. I recognise the vital importance of staff training and development and have worked hard to deliver a number of relevant and role related training events. My efforts appear to be greatly appreciated by teams who recognise my contribution in supporting them to deliver a better service.

I have extensive experience in managing 57 people and the HR responsibility that is attributed to their management.

I have previously been a member of disciplinary panels during my employment, I have overseen appeals regarding car parking enforcement, and this has meant making decisions in a fair and reasonable manner using the evidence presented to me.

I feel I would be a valuable member of the pool and believe I am well-fitted to consider the types of issues that will come before these panels.

Victoria Pearson, BA LLB Auckland, Public Affairs Directorate

Nominated by:

A P Brunner-Ellis, Public Affairs Directorate

A N C MacDonald, Vice-Chancellor's and Registrar's Office

M M Ounsley, Public Affairs Directorate

J B Ray, Public Affairs Directorate

Candidate statement:

As a member of the Public Affairs Directorate in University Administration and Services, I wish to be considered for the above pool for constituting panels.

Having obtained a Bachelor of Laws (Hons) and worked in the legal profession in New Zealand for several years, I appreciate the critical role that properly constituted decision-making bodies play in important matters like employment. I believe that my legal background would assist me with understanding legal provisions and University regulations and also gives me an appreciation of the importance of procedural propriety and fairness.

The level of scrutiny to which the University of Oxford is subjected, given its high standing and global reputation, means that even internal procedural matters can attract external attention and comment.

Equally, it is crucial that the University treats, and is seen to treat, its staff fairly and justly in all matters, particularly in relation to fundamental issues like people's livelihoods. As a member of Congregation, and the University community more broadly, I consider it an obligation to offer the skills I have to assist the University in meeting these requirements and upholding its reputation as a fair and just organisation.

Stephen Purbrick, BA York, Finance Division

Nominated by:

N S Anderson, Finance Division

N B Heath, Finance Division

J D Hutchinson, Finance Division

G J Moore, Finance Division

[No statement submitted]

Sara C Smith, MA Oxf, Equality and Diversity Unit

Nominated by:

M Chen-Wishart, Merton, Faculty of Law

T Coe, Equality and Diversity Unit

A L Evans, Student Administration

K M Holmes, Education Policy Support

J S Hoyle, Student Administration

J Hutchings, Mathematical, Physical and Life Sciences

D P Moore, Student Administration

S F Neal, Oxford Learning Institute

J A Tibbert, Student Administration

M Zimba, Equality and Diversity Unit

Candidate statement:

The main reason I am putting myself forward for election as a potential member of a Statute XII Panel is because I want to help ensure that the decisions made there are fair. The Panels will deal with difficult issues of staff discipline and redundancy which have a tremendous impact on people's lives and careers and it is important that the Panel members bring a diversity of experience to their decision-making. I have spent over 25 years at Oxford and have seen the University from several different perspectives: as a student, a college employee, a member of support staff and later as a grade 8 in UAS. I've worked as a PA in a medical department, an administrative officer in Education Policy Support and, for the last five years, as a policy advisor in the Equality and Diversity Unit. I have a good working knowledge of equality and employment law and lead on the Public Sector Equality Duty and equality analysis for the EDU. I'm experienced in policy review and development and have often advised departments and colleges on the potential impact on equality of their policies and decisions.

Working in equality doesn't mean being the 'PC police' but helps give you a more sensitive appreciation of both sides of an issue. I believe this will help me to contribute to objective and fair decision-making that considers the interests both of the individual and of the University.

Clare Wakeham, MA MSc Oxf, Oxford Learning Institute

Nominated by:

T Coe, Equality and Diversity Unit

S F Neal, Oxford Learning Institute

J E Sherwood, Jesus, Language Centre

A E Trefethen, St Cross, Faculty of Computer Science

Candidate statement:

I have worked for the University since 1997 in a number of professional and managerial roles, in departments and in UAS. My experience has brought me into contact in a variety of ways with the matters that the panels would cover. I started as a Departmental Administrator, and was involved in cases of discipline, dismissal and redundancy; working in central Personnel Services I advised on such cases, up to and including Visitation Board, gaining a different perspective. Since working in the Oxford Learning Institute, the contact I have had with people across the collegiate University has greatly broadened my knowledge and strengthened my understanding; I have advised and supported many people who are having to make decisions in difficult situations involving the whole range of management activity, from supporting and developing individual staff to restructuring departments. I believe that my breadth of experience, from many different points of view, has equipped me to make fair and reasonable judgements, taking into account a broad sweep of evidence and balancing principles and individual needs. I would relish the opportunity to put some of this experience and good judgement to use on the Staff Employment Review Panel.

Full details of the Pool's composition and the functions and powers of the Panels can be found in www.admin.ox.ac.uk/statutes/regulations/3-0217.shtml.

Advertisements

General notes:

The nomination period for these elections closed at 4pm on 2 February.

All members of Congregation are entitled to vote in these elections. Ballot papers were dispatched from the University Offices by 14 February, using the address provided in the Register of Congregation. Completed ballot papers must be received by the Elections Office not later than **4pm on 2 March**.

Candidates were invited to include with their nomination forms a written statement of no more than 250 words, setting out his or her reasons for standing and qualifications for the office being sought. These statements are published in this issue of the *Gazette*. Voters may wish to wait until they have read these before returning their ballot papers.

For further information, please contact the Elections Officer (shirley.mulvihill@admin.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 (ie eight days before publication). Advertisements must be submitted online.

Miscellaneous

Gazette publication arrangements

Advertisers are asked to note that the remaining *Gazettes* of Hilary term will be published on 9, 16 and 23 March. Please note, however, that the 23 March issue will be limited to University business only, so will not contain classified advertisements. Publication for Trinity term will begin on 20 April; the deadline for this issue will be noon on 6 April, earlier than usual due to Easter.

UK Brain Bank for Autism and Related Developmental Research, JR

The developing brain is altered in autism but neuroscientists do not know how or why. Research is needed to understand the causes and biological basis of autism, to develop better interventions to improve the lives of those directly affected by it. Such critical research is hindered by the scarcity of donated human brain tissue. Control tissue, donated by people who do not have autism, is needed for comparison just as much as donations by people who do – and the NHS organ donor scheme does not include brain donation. We particularly want younger people to consider making a pledge to donate their brain after death (the further the brain is from its inception, the more difficult it is to understand the process of its development, so we do not take donations from people over 65 not directly affected by autism). See www.brainbankforautism.org.uk for information and to register as a donor.

Restore Garden Café

Spacious café set in award-winning gardens with delicious food and coffees using organic, fair-trade and local produce where possible. Plants, handmade gifts and cards for sale. Open Mon–Sat, 10am–4pm, Manzil Way, Cowley Rd, Oxford OX4 1YH. All proceeds to

Restore, Oxfordshire mental health charity (registered charity number 274222): www.restore.org.uk.

Oxford University Hospitals NHS Trust

Oxford University Hospitals wants you to take part in its future. If you have a contract of employment with the University of Oxford in a department within the Medical Sciences Division, or hold an honorary contract award with OUH for at least 12 months, you can join our staff constituency. University of Oxford staff belonging to other departments can join us as public members. To join us, visit www.ouh.nhs.uk/ft.

Research participants sought

Oxford Biobank Study. Healthy volunteers needed aged 30–50 to attend a 1-hour visit at the Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM), Churchill Hospital, Oxford. Visit includes measurements of blood pressure, body shape and blood sampling for analysis, including blood glucose and cholesterol. We also perform a DEXA scan measuring total and regional body fat. For further information: www.oxfordbiobank.org.uk or 01865 857284.

If you are 18–60 years old and in good health you may be eligible to take part in the Investigating Typhoid Fever Pathogenesis (TYGER) study run by the Oxford Vaccine Group. Reimbursement provided for your time, inconvenience and travel. Total study participation time is 12 months. For information on what the study involves see: <http://trials.ovg.ox.ac.uk/tyger>. Or contact us: 01865 611400; info@ovg.ox.ac.uk.

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 10.30–12 (excluding the Christmas vacation). 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

a book group, informal conversation group, garden group, antiques group, opportunity to explore Oxfordshire and an opportunities in Oxford group. Visit our website: www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

is run by and for Oxford research staff. It provides researchers with social and professional networking opportunities, and a voice in University decisions that affect them. Membership is free and automatic for all research staff employed by the University of Oxford. For more information and to keep up to date, see: web: www.oxrss.ox.ac.uk; Facebook: <http://fb.me/oxrss>; Twitter: @ResStaffOxford; mailing list: researchstaff-subscribe@maillist.ox.ac.uk.

Restoration and conservation of antique furniture

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

Sell your unwanted books

We buy academic and non-academic used books. If you are moving office or home, leaving the University or just need more space, we can help. We are most interested in arts, history and social sciences and also buy classical or jazz CDs. Good prices paid for large or small collections and we collect from anywhere in the Oxford area. Please contact Ross on 07720 288774 or bd@beadledavies.co.uk.

Services offered

Big or small, we ship it all. Plus free pick up anywhere in Oxford. Also full printing services available (both online and serviced), 24-hour photocopying, private mailing addresses, fax bureau, mailing services and much more. Contact or visit Mail Boxes Etc, 266 Banbury Rd, Oxford. Tel: 01865 514655. Fax: 01865 514656. Email: staff@mbesummertown.co.uk. Also at 94 London Rd, Oxford. Tel: 01865 741729. Fax: 01865 742431. Email: staff@mbeheadington.co.uk.

Situations vacant

Small law publishing company is looking for freelance proof readers and copy editors. Please send CV to ltp@lawtext.com.

Flats to let

Fully furnished flat, Hill Top Rd, Oxford: 1.5 miles to city centre near hospitals, schools, parks, golf course and transport including London and Heathrow buses. 2 bedrooms, sitting room, large kitchen-diner

and bathroom. Terrace with lovely views over Oxford; use of garden; off-street parking. Would suit couple; child welcome, no pets. Non-smokers only. £900 pcm. Tel: 01865 351745 or mobile: 07733 400820.

Accommodation offered

scottfraser - market leaders for quality Oxfordshire property. Selling, letting, buying, renting, investing - we are here to help. Visit www.scottfraser.co.uk for more information or call: Headington sales: 01865 759500; Summertown sales: 01865 553900; East Oxford sales: 01865 244666; Witney sales: 01993 705507; Headington lettings: 01865 761111; Summertown lettings: 01865 554577; East Oxford and student lettings: 01865 244666; Witney lettings: 01993 777909.

Academics, parents and business visitors

are assured a warm welcome in our clean, comfortable Victorian home in a quiet residential area of Summertown. 3 stylish double bedrooms, with en-suite/private facilities, delicious full English breakfast and free Wi-Fi. 30 mins' stroll from Oxford city centre or 6 mins by bus. Reasonable rates - discounts for 3+ nights. Top-ranked Oxford B&B on TripAdvisor! Number 36 B&B: www.36bandb.co.uk; 36bandb@gmail.com; 01865 514758.

Single rooms available from beginning of Apr in delightful street in central north Oxford, within easy walking distance of the University, town centre, London buses and trains. Broadband, TV. Breakfast included. Suitable for visiting academics and postdocs. For short or medium stays. Minimum 3 nights. Fair rates. For further enquires email: elphickjericho@gmail.com or tel: 01865 516142.

Self-catering apartments

Visiting Oxford? Studio, 1-, 2- and 3-bed properties conveniently located for various colleges and University departments. Available from 1 week to several months. Apartments are serviced, with linen provided and all bills included. Details, location maps and photos can be found on our website at www.shortletspace.co.uk. Contact us by email on stay@shortletspace.co.uk or call us on 01993 811711.

Sunny north Oxford studio apartment with parking available for short/medium-term lets, ideal for 1 person. Immaculate newly built with French doors opening on to south-facing garden. Wi-Fi/TV provided. Lounge/dining area, fully equipped kitchenette with fridge/freezer/hob/microwave. Separate access with own hallway including washer/dryer, beautiful bathroom with shower. Fresh linen regularly, £60 per night, bills included, minimum 3 nights. £25 surcharge for second person.

Email: enquiries@studioflatnorthoxford.com. Tel: 0044 (0)7764 574700. Web: www.studioflatnorthoxford.com.

Holiday lets

Midhurst. Romantic, primitive, 2-bedroom gamekeeper's cottage up a muddy farm track in national park at the foot of the South Downs. Open fire, polished floor, simple kitchen; dishwasher, washing machine; broadband, no TV, large study. On own 190-acre organic farm - woods, valleys, river, bluebells, deer. Available weekends; discounts for junior academics. Pictures at www.wakehamfarm.com 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, bathing, bird watching. Beautiful beach perfect for bucket and spade family holidays. Short winter breaks available from £250. Tel: 01865 558503 or 07917 864113. Email: gabriel.amherst@btconnect.com. See: www.cornwallcornwall.com.

Choose from over 11,000 holiday villas and apartments in Spain with Clickstay. We make it easy for you to make the perfect choice with our verified renter reviews and a dedicated customer services team. You can choose from modern apartments in Mallorca to whitewashed traditional fincas in Tenerife from just £73 pw! Many of our rental properties have private pools, sea views and large gardens with BBQ facilities. See: www.clickstay.com/spain.

Lovely house to rent in Ste-Suzanne, Pays de Loire. Village classified as 'one of the most beautiful in France'. House next to best boulangerie! Village has open-air swimming pool in summer. Great for walking, relaxing, visiting markets, creative projects all year round. Sleeps 7 comfortably. Price range: £300-£475 pw. Contact penboreham@ntlworld.com, 07799 163333 or <http://ste-suzanne.sitemap.me>.

Konaki tis Pagonas is a traditional town house in the Old Town of Rethymnon, Crete, Greece. It is the ancestral home of local artist Nikos Glynias who has restored this property with many original Venetian features remaining. Sleeps up to 4 people and is ideal for a couple or small families; suitable for winter and summer holidays. Central location, all amenities within walking distance. More information: www.airbnb.com/rooms/10267109. Tel: +306931357785; email: artgli201@gmail.com.

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.

Hertford: Graduate Senior Scholarships

Hertford; 4 Graduate Senior Scholarships; £5,000 pa for 2 years; 17 March; www.hertford.ox.ac.uk/discover-hertford/graduates/graduate-scholarships

History of Art Committee: Laurence Binyon Prize

History of Art Committee; Laurence Binyon Prize 2017; open to all members of the University who have not exceeded 21 terms from their matriculation; for travel to Asia, the Far East or another area outside Europe, not related to course syllabi or subject of academic research, to extend knowledge and appreciation of the visual arts; up to £1,000; 20 March; www.hoa.ox.ac.uk/fileadmin/hoa/documents/Laurence_Binyon_Prize_details_2017.pdf

Oxford Italian Association: Clara Florio Cooper Memorial Bursaries and Grants

Oxford Italian Association; Clara Florio Cooper Memorial Bursaries and Grants; open to graduates researching any aspects of Italian culture; up to a total of £1,500; 30 April; <http://toia.co.uk/resources/bursaries> (enquiries: dante.ceruolo@lang.ox.ac.uk)

Queen's: Laming Junior Fellowship

Queen's; Laming Junior Fellowship; in the field of living foreign languages or modern subjects connected therewith; open to members of Oxford University who are UK or EU citizens normally not entered upon the 25th term from matriculation at the university where they obtained a first degree; for 1 year from 1 October 2017 and may be extended for a further year; £19,485 pa (£20,046 for second year) plus other fees and accommodation if appropriate; 23 March; college.office@queens.ox.ac.uk or www.queens.ox.ac.uk/vacancies

Notifications of Vacancies

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

The University is committed to equality and valuing diversity.

Colleges, Halls and Societies

Blackfriars Hall; part-time Las Casas Administrator (c10 hrs pw, term time only); £23,164 pro rata; noon, 13 March; www.bfriars.ox.ac.uk

Lady Margaret Hall; Gas Safe Engineer/Plumber; 6 March; www.lmh.ox.ac.uk/Vacancies/Gas-Safe-Engineer-Plumber.aspx

Lady Margaret Hall; Head Gardener; 13 March; www.lmh.ox.ac.uk/Vacancies.aspx

Wolfson; Nursery Assistant; £15,797–£17,162; 3 March; www.wolfson.ox.ac.uk/vacancies

Wolfson; part-time lunch-time Assistant; £7.50 ph; 3 March; www.wolfson.ox.ac.uk/vacancies

External Vacancies

University of Cambridge; Professorship of Clinical Microbiology; 27 March; www.hr.admin.cam.ac.uk/professorships

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

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Gazette copy 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, 9 March.

Gazette online: www.ox.ac.uk/gazette

Gazette subscriptions: www.ox.ac.uk/gazette/subs

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