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Council and Main Committees

Council of the University

Nomination of an external member of Council

Under regulation 9.3 of Congregation Regulations 2 of 2002, the nomination below shall be deemed to be approved unless not later than **4pm on 4 January** the Registrar has received from not fewer than 20 members of Congregation a written request for a postal ballot to be taken in respect of that nomination.

Approval of the nomination of Nicholas Kroll as an external member of Council

The nomination by Council, under the provisions of section 4 (7)–(10) of Statute VI, of Nicholas Kroll as an external member of Council, to fill the vacancy left by Lord Paul Drayson, is submitted for approval. The appointment would be from Hilary term 2019 until Hilary term 2023 in the first instance.

Notes on the nominated external member of Council

Nicholas Kroll, CB, has enjoyed a varied career in a number of senior roles in the public sector. He graduated in Classics (Corpus Christi), and began a career in the Civil Service as a graduate trainee.

He later worked at HM Treasury, where he was head of the Banking Policy Branch and Head of the European Community Budget Division. He was appointed to the Department for Culture, Media and Sport (DCMS), where he worked for 12 years in a number of senior roles including Head of Broadcasting Policy, Acting Permanent Secretary and Director of Corporate Services, and was responsible for leading on DCMS's spending reviews, managing its strategic priorities and public appointments. In 2002, he became COO and Deputy Permanent Secretary, a role in which he was a senior member of the Department's Management Board and responsible for the Exchequer and National Lottery funds of £3.5 billion.

In 2005 he became Director of the BBC Trust, where he established new oversight structures and acted as principal liaison

between the governing body and the BBC's executive board and Whitehall.

Outside of his professional life Mr Kroll has been a board member of the Hellenic Society, the National Youth Orchestra and the Chelsea and Westminster Hospital Arts Project. He was made a Companion of the Order of the Bath in the 2002 New Year honours.

Council of the University

Register of Congregation

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

Attree, S L, Lady Margaret Hall
Convey, A J, Primary Care Health Sciences
Duckett, A, Research Services
Fix, J D, Keble
Gray, M J, Estates Services
Harvey, C J, Sir William Dunn School of Pathology
Hawkins, C J R, Estates Services
Kolaniak, E A, IT Services
Krishnan, M, All Souls
Lacerda, B F A, Pembroke
Lafond, F D, Smith School of Enterprise and the Environment
Markham, R, Estates Services
Mortimer, E R, St Anne's
Myers, W, Subdepartment of Inorganic Chemistry
Swiers, G L, Research Services
Thomas Kurien, R, Clinical Trial Service Unit
Tyler, C M, Faculty of Clinical Medicine

Divisional and Faculty Boards

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

Congregation

Congregation

10 December

Degree by Resolution

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

Congregation

15 January

¶ Members of Congregation are reminded that any two members may, not later than **noon on 7 January**, give notice in writing to the Registrar that they wish to oppose or amend the resolutions authorising the use of space at (1)–(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 a Resolution authorising the allocation of a site on the Old Road Campus for the Institute of Developmental and Regenerative Medicine

Explanatory Note

This resolution proposes the allocation of a site on the Old Road Campus in accordance with the University plans to construct a new purpose-built building to accommodate the Institute of Developmental and Regenerative Medicine (IDRM). The institute represents a long-standing capital priority for the Medical Science Division and is included on the Capital Masterplan. The funding for the construction of the building remains reliant in part on securing a £10m grant award from the UK Research

Notices

Partnership Investment Fund (RPIF). A final application has been submitted and it is expected that Research England (which has succeeded HEFCE in overseeing the RPIF process) will announce the outcome in summer of 2019. The allocation of the site is therefore subject to the successful award of the RPIF funding.

Text of Resolution

That approximately 5,700 sqm (plot size) on the Old Road Campus be allocated to the Medical Sciences Division for the construction of a new building of approximately 5,600 sqm gross internal area (GIA) to facilitate research in developmental biology and regenerative medicine. This allocation is subject to the successful award of the RPIF funding.

(2) Voting on a Resolution authorising the allocation of space within the Le Gros Clark Building to the School of Anthropology and Museum Ethnography

Explanatory Note

The School of Anthropology and Museum Ethnography is currently housed across seven buildings along Banbury Road occupying approximately 1,885 sqm NUA. The school is currently at capacity in its existing space and the lack of growth space is constraining the department. In addition to this, the school considers that consolidation onto one site in close proximity to the Pitt Rivers Museum is important to academic development and key to the future of the school. The school has actively been seeking alternative consolidated accommodation since 2011, and has made a number of unsuccessful bids for space. The consolidation of the school into the Le Gros Clark Building would allow for the release of seven properties on Banbury Road.

Text of Resolution

That approximately 1,600 sqm NUA in the Le Gros Clark Building (building number 166) be allocated to the School of Anthropology and Museum Ethnography for an initial period of ten years following relocation of the Department of Physiology, Anatomy and Genetics.

Note on procedures in Congregation

¶ Business in Congregation is conducted in accordance with Congregation Regulations 2 of 2002 (www.admin.ox.ac.uk/statutes/regulations/529-122.shtml). A printout of these regulations, or of any statute or other regulations, is available from the Council Secretariat on request. A member of Congregation seeking advice on questions relating to its procedures, other than elections, should contact Dr N Berry at the University Offices, Wellington Square (telephone: (2)80107; email: nigel.berry@admin.ox.ac.uk); questions relating to elections should be directed to the Elections Officer, Ms S L S Mulvihill (telephone: (2)80463; email: elections.office@admin.ox.ac.uk).

Consultative Notices

Education Committee

REVIEW OF THE DEPARTMENT OF CONTINUING EDUCATION

Corrigendum:

In the 15 November *Gazette*, a notice was posted of the forthcoming departmental review of the Department for Continuing Education (OUDCE). Unfortunately there was an error in the notice, which indicated that only graduate programmes were within the scope of the review. This should have stated that all provision, both postgraduate and undergraduate, is within the scope of the review. Please bear this in mind if you are intending to make a submission to the review.

Submissions can be made to Richard Gill in Education Policy Support (richard.gill@admin.ox.ac.uk) by **20 December**.

Mathematical, Physical and Life Sciences Division/Education Committee

REVIEW OF THE DEPARTMENT OF STATISTICS

The Education Committee and the Board of the Mathematical, Physical and Life Sciences Division is undertaking a review of the Department of Statistics as part of Council's programme of rolling reviews of departments.

Teaching and learning issues will be given preliminary consideration by a 'teaching and learning' sub-panel on 8 February. This panel will be composed of internal members of the review panel and (if available) one external member, and will be chaired by the Associate Head of Division (Academic), Professor Mike Bonsall. The conclusions of this sub-panel will be reported as recommendations to the full review committee, which will meet on 13–14 May and will be chaired by the Head of Division, Professor Donal Bradley.

The review committee would welcome written comments on matters falling within its terms of reference, given below.

These should be sent to Anne Vallins-Hooper (anne.vallins-hooper@mpls.ox.ac.uk). Comments on detailed learning and teaching matters should be sent by **18 January** in advance of the teaching and learning panel. Comments on any other matters should be sent by **19 April**.

The terms of reference of the review are:

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

- international standards of excellence
- action taken since the last review of the department
- planning statements at departmental and divisional levels, and in the context of the University's mission statement and strategic/corporate plan.

In particular:

(a) the quality of the research of the department, including its participation in interdepartmental, interdivisional and interdisciplinary activities, its research profile and strategy, and future challenges and opportunities;

(b) the quality of undergraduate and graduate programmes, and their delivery and related issues, including:

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

(c) the organisation of the department, the management structures and the relationship between the department and the Mathematical, Physical and Life Sciences Division, including such matters as:

- strategic planning (including relationship to the divisional five-year plan and the University's strategic/corporate plan)
- academic and non-academic staffing and recruitment
- student number planning
- terms of appointment for academic staff, including career development and equal opportunities issues
- fundraising;

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

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

General Notices

Gazette publication arrangements

This is the final *Gazette* of Michaelmas term. The first *Gazette* of Hilary term will be published on 10 January. The usual deadlines will apply.

Council self-review

Every three years, Council – the University's executive governing body – undertakes a self-review of its effectiveness in carrying out its responsibilities. As Council completes its 2018 self-review it would like to engage with colleagues across the collegiate University on the matter of information flow, communication and dialogue with Council.

At its Away Day in September, as part of its self-review process, Council identified a number of ways in which the working of Council and its committees could be changed to improve Council's effectiveness. In that discussion, it was agreed by all members of Council that a key area that requires attention is the dialogue between Council and the wider University, including Congregation. It was agreed that it is important to improve the mechanisms that allow an appropriate two-way flow of information.

In order to determine how best to improve these mechanisms a number of workshops will be convened with representative groups including:

- Early-career researchers
- Employees on flexible contracts and teaching-only contracts
- Professional services staff
- Statutory and Associate Professors
- College-only staff

WORKSHOPS FOR IMPROVING TWO-WAY COMMUNICATION

The first two workshops are scheduled for Monday 10 December. Each workshop will be attended by Council members together with a facilitator and colleagues who wish to engage in the discussion. Further dates will be communicated shortly. If the workshops

are successful they may become part of a longer-term solution and a vehicle for engagement in the future.

Workshop 1: Monday 10 December, Radcliffe Observatory Quarter, 10.30am-12.30pm

For professional services staff and employees on flexible contracts and teaching-only contracts

Workshop 2: Monday 10 December, Old Road Campus, 2-4pm

For early-career researchers

Issues for discussion:

- What are the key priorities and concerns for the group(s)?
- How might we ensure that they are recognised in the agenda of University business – and if appropriate on Council's agenda?
- How do you like to receive information and updates on the work of Council and the University's strategic direction? What channels of communication work best for you? (Town Hall events, the University website, email, posters, social media, etc)

Alongside the workshops, any member of the collegiate University who wishes to provide input can do so by emailing council.review@admin.ox.ac.uk.

Get involved:

To register your interest in participating in either of the first two workshops please send an email to council.review@admin.ox.ac.uk. Please state which workshop you would like to join, together with your job title. Council is keen to engage the full diversity of University staff.

Find out more:

For information about Council, its work and its meetings, please visit www.council.ox.ac.uk.

Further background information about the governance of the collegiate University can be found at www.admin.ox.ac.uk/councilsec/governance.

Committee on Animal Care and Ethical Review

ANNUAL REPORT 2017/18

The University's local ethical review process was set up in 1999 to ensure that all aspects of research involving animals conforms to the requirements of the Animals (Scientific Procedures) Act 1986, revised in 2012 and commonly referred to as A(SP)A. The Animal Care and Ethical Review (ACER) Committee is required to report annually

to Council and, through it, to Congregation. The ACER Committee, supported by six Animal Welfare and Ethical Review Boards (AWERBs) at cross-department and faculty level, provides assurance to the Establishment Licence Holder on the ethical treatment and welfare of animals used in conjunction with the medical and zoological research projects that are undertaken in departments across the University. This report summarises the range of work carried out and the support measures in place to ensure compliance with A(SP)A and the requirements of the Home Office Animals in Science Regulation Unit.

A(SP)A requires that all research using animals is properly justified, that any viable alternatives to their use are fully considered, and in all cases where animals are subjected to invasive or non-invasive procedures that any suffering is kept to a minimum. The University's Animal Use Policy requires that everyone whose research includes the use of animals is proactive in pursuing refinement, reduction and replacement (usually referred to as the 3Rs) in procedures involving live animals wherever possible and that they engage fully in the approved ethical process of review and monitoring of animal-based research work. The Animal Use Policy also commits the University to providing standards of accommodation and care that exceed, wherever possible, the minimum standards required by national legislation. The responsibility for provision and maintenance of the accommodation and facilities is devolved to the Director of Biomedical Services (BMS) who, with animal-care staff and researchers, is charged with ensuring that animal facilities are managed and maintained efficiently and to as high a standard as possible.

Veterinary staff

The University also employs a number of veterinary surgeons, two of whom are designated Named Veterinary Surgeons (NVSs) under the Home Office Establishment Licence. The NVSs operate in two primary areas of responsibility: one covers the science area of the University and the other covers the hospital sites where animal research takes place. The veterinary surgeons liaise with Named Animal Care and Welfare Officers and animal-care staff and researchers to ensure that all aspects of animal health and welfare are considered at all stages of research projects. The veterinary surgeons are also closely involved in the local ethical review process for project licence applications. The NVSs are also Named Training and Competence Officers and support the Director of Training

in reviewing competence in research staff to undertake procedures.

The veterinary surgeons continue to engage in a programme of refinement initiatives to promote best practice, integration of new techniques and resources, and a comprehensive process for the retrospective review of project licences. The veterinary surgeons also contribute to Departmental Animal Welfare Meetings and participate in discussion on welfare issues or concerns, and provide timely updates to the research community on various topical and practically relevant issues that relate to animal health, compliance and promotion of the 3Rs. The veterinary team contribute to overseeing and assisting researchers in order to resolve animal health issues related to procedures and clinical disease. During the year the veterinary team have continued to oversee the supply of medicines and surgical equipment, have provided certificates for the transfer of animals that have been moved to or arrived from other establishments, and have participated in training courses, workshops and conferences nationally and overseas. The veterinary surgeons have been invited to join an NC3Rs working group on improving rodent neuroscience and a BBSRC-funded workshop on interdisciplinary welfare assessment to continue to share best practise within and outside Oxford University.

Home Office inspections

The Home Office Inspectors have conducted 18 visits to the animal facilities during the current reporting year and continue to maintain their practice of unannounced visits. During the period of the report there were no issues associated with non-compliance reported in respect of the facilities, or the schedule of premises for the University. The Home Office Inspectors have also participated in AWERB meetings and training courses designed to assist applicants in writing project licence applications.

Animal Welfare and Ethical Review Bodies

There are seven AWERBs¹ that consider applications for new project licences, amendment requests for current project licences, retrospective reports on current project licences and any other welfare and ethical review matters relevant to animal-

based research involving staff working at the University. In addition there is a process for the review of collaborative projects in animal-related research that fall outside of A(SP)A. Research outside the UK that is covered by the European Directive 63/2010² and collaborative ventures involving Oxford-based researchers that take place elsewhere in the world are reviewed and recommendations made to ensure compliance with local ethical and welfare standards. Collaborative research projects that fall outside the jurisdiction of A(SP)A and the EU Directive are required to demonstrate that they meet a similar or acceptable standard of welfare and ethics that apply to research carried out in Oxford.

The ACER Committee is the overarching ethical review board and acts in collaboration with the six AWERBs and a subcommittee that considers the application of the principles of the 3Rs in research. The ACER Committee considers project licence applications that have severe category protocols or employ novel techniques in the type of research undertaken, and any projects that use what are deemed to be sensitive species such as non-human primates. The local or departmental AWERBs review project licence applications that involve mild or moderate protocols in the planned programme of research.

AWERB hub

An initiative by the national Animals in Science Committee (ASC), a non-departmental public body sponsored by the Home Office, to set up a series of AWERB hubs saw Oxford nominated as a hub for nine research establishments in the region. The concept is to provide a discussion forum for sharing best practice, information and collaboration. In practice it has proved difficult to coordinate a range of quite different establishments and organisations, both in terms of size and research facilities, to achieve a meeting, common aim or viewpoint. However, a meeting took place on 14 May 2018 in Oxford attended by representatives of four hub member organisations. It was agreed that communication via email would take place when circulation of information was required. It was also agreed that visits to establishments would be arranged on an ad hoc basis between hub members. Oxford will continue to participate in the scheme during the forthcoming year.

¹This includes ACER. The number of AWERBs was raised from six to seven, following ACER's review of AWERB efficiency, in order to divide the Clinical Medicine AWERBs into the Old Road and John Radcliffe AWERBs to facilitate a better spread of workload.

²Directive 2010/63/EU on the protection of animals used for scientific purposes text with EEA relevance.

Home Office licences

The Home Office computer-based application system, ASPeL, is fully operational and all personal licences (Procedure Individual Licences, or PILs) at Oxford are managed through the online system. All new project licence (Procedure Project Licence, or PPL) applications are made online. As paper-based PPLs are renewed or have to be amended, the applications will be made through the online system. The Home Office Liaison Contacts provide guidance on the Ethical Review Process for new PPL applicants that takes place before applications are submitted for review by the Home Office Inspector. The Home Office Administration Unit (HOAU) in BMS continue to assist applicants as they submit their approved application to the Home Office Inspectors using ASPeL.

Personal licences

During the period of the report the number of PILs held by researchers at Oxford ranged from a minimum of 1,191 to a maximum of 1,272 licences. The PIL authorises the holder to undertake various procedures according to their individual training and supervision qualifications. Each PIL holder is required to qualify at Home Office approved training courses before being permitted to handle or perform surgical procedures on animals. Animal-care staff are also required to undertake training on approved courses run by the Institute of Animal Technology in order to fulfil their duties. Home Office approved training courses are run within the BMS at regular intervals. During the year a total of 174 new PILs were issued to University staff and 182 PILs were revoked for staff and students who ended their courses, completed their research or moved to other establishments.

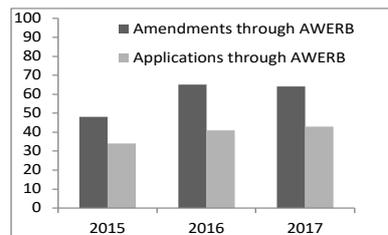
Project licences

There was a maximum of 160 active PPLs held by researchers at the University during the period of the report compared to 159 active PPLs during the previous reporting period. PPLs authorise the holder to undertake a research project that has clearly defined objectives and anticipated outcomes and each is valid for a period of five years. PPL holders are responsible to the Home Secretary for the compliance and conduct of all researchers working under their project and for compliance with the closely defined procedures that may be carried out in pursuit of their research goals. The University's Home Office Liaison Officers in BMS are involved throughout the PPL applications process in their role

as secretary to the AWERBs, and provide guidance to applicants in the initial stages of drafting a new project licence prior to the Vet and Named Animal Care and Welfare Officer (NACWO) review. The Home Office Liaison Officers continue to support applicants after the Ethical Review Committee Process by providing feedback and guidance on the submission process and once licences are granted.

During the reporting period a total of 30 new project applications were approved and granted by the Home Office compared with 37 applications in 2016/17. A total of 54 amendment requests for existing projects were approved compared with 58 amendment requests in the previous year.

Total applications for new project licences or amendments to current project licences during the calendar year were as shown in the graph below.



During 2017 there were 43 new PPL applications reviewed by the AWERBs and 64 PPL amendments were submitted for consideration. This represented a 1.5% decrease in new applications and a 5% increase in amendments on the previous year, 2016, when 41 PPL applications and 65 amendments were reviewed and processed.

During 2015 there were 34 PPL applications reviewed and processed and 48 PPL amendments considered by the AWERBs.

All applications and amendments are subject to full ethical review by the NVS or veterinary surgeons, NACWOs and the Home Office Liaison Contacts/AWERB Secretaries before consideration in committee.

The distribution of active project licences between the AWERBs at the end of the reporting period was as shown in the following table.

Animal Welfare and Ethical Review Body	Total (160)	% PPLs
Animal Care and Ethical Review Committee	37	23
Clinical Medicine	78	49
Department of Physiology, Anatomy and Genetics with Experimental Psychology	18	11
Pathology	11	7
Pharmacology	13	8
Zoology	3	2

Processing time for applications and amendments includes the internal review by the NVS, NACWO, AWERBs and final granting by the Home Office. During the period of this report the average processing time was 98 working days for original project licence applications, and 28 working days for a project licence amendment.

Species used and severity of procedures

Animals are used in research only where there is no viable or satisfactory alternative available. All projects are subject to assessment by internal review within the University and by the Home Office, where the potential benefits are considered against the adverse effects and potential cost to the animals concerned. The University pursues research using a number of non-animal methods such as computer modelling, tissue culture, cell and molecular biology, and research with human subjects. These methods continue to be used and integrated into research projects wherever possible and appropriate, and new technology will be incorporated if it is deemed to offer a useable alternative; however, animal experimentation continues to remain necessary in certain circumstances where technology is currently lacking.

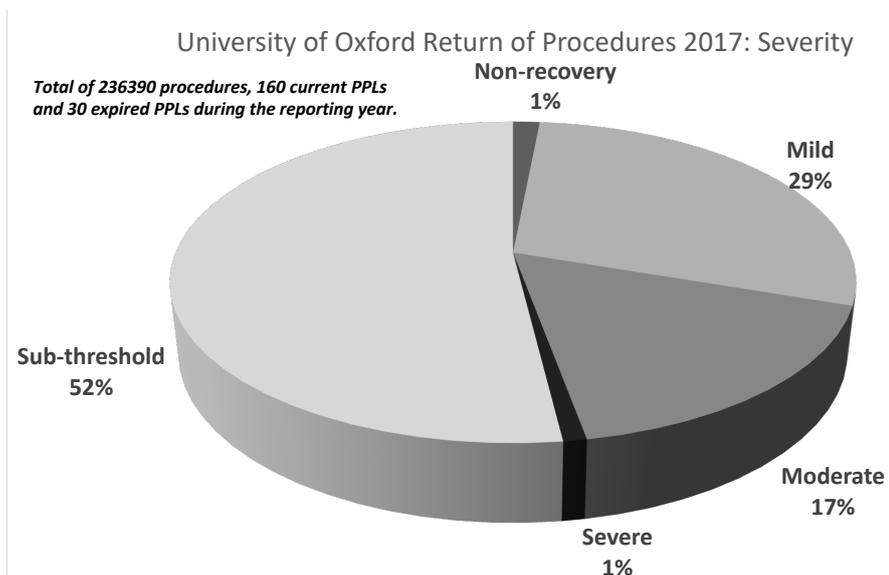
Projects where the use of animals is necessary include research into the prevention and treatment of human diseases (including cancer, HIV, tuberculosis, Parkinson's, diabetes and heart failure); and the study of host-parasite interactions (for example in malaria) continues to be an area where it is necessary to understand the interaction between systems (including the effects that chemical or neural changes may have on the circulation, respiration or other functions). Similarly, where it is necessary to study behaviour or complex brain functions, transplantation and musculoskeletal research, the use of animals is still necessary,

though restricted to the minimum number required. The involvement of a broad range of individuals in the ethical review process, including lay members and animal-care staff, ensures that it remains proactive in pursuing the adoption of best practice, promoting a culture of care and encouraging education and training to enhance staff skills and raise awareness of ethical issues.

A variety of different species of animals are used in research projects at the University, as may be seen from the table below.

Species	Number used in 2017	Number used in 2016
Mouse	229,640	200,157
Fish (Zebrafish)	3,712	14,737
Other Fish	140	0
Rat	2,599	2,174
Frog	155	226
Guinea Pig	80	81
Ferret	29	29
Rabbit	2	2
Non-Human Primates	7	8
Jungle Fowl	21	0
Pig	5	0

The actual severity of procedures reported during 2017, drawn from the Return of Procedures forms sent to the Home Office, were as shown in the diagram below.



The changes in animal numbers used during the year reflect a reduction in some species where alternatives have been identified, for example in terms of different types of fish, or where more *in vitro* research has been undertaken.

Training

The Training Director oversees a comprehensive range of training courses provided through BMS for researchers to gain Home Office accredited qualifications in procedures involving animals and associated skills in animal research. The courses are run at regular intervals throughout the year and are designed to cater for delegates within the University and from other establishments. The BMS team teach the majority of the accredited modular Laboratory Animal Management and Welfare course (successful completion of which is a requirement for new personal licence holders), which runs five times a year, either delivering lectures or running practical sessions.

The training courses have achieved accreditation, and have been successfully audited by the Federation of Laboratory Animal Science Associations (FELASA), which provides parity with European training standards and programmes (Oxford is currently the only UK association to have gained FELASA accreditation for these courses). The lead trainer, the two NVSs and a member of Biomedical Services act as Named Training and Competence Officers under the Home Office Establishment licence, and provide additional support for licence holders and assurance for the

University that appropriate training is undertaken. This year the range of training provided has also extended to include experimental design in preclinical research.

During the year a total of 242 delegates attended and passed the Modular Training Courses for researchers, and 37 delegates attended the Module 5 Course designed for those intending to apply for project licences.

The Oxford Online Supervision and Competency Recording (OSCR) database for all personal licensees continues to be used and records details of the training and levels of competence of project licence holders and personal licence holders who work with animals. Animal-care staff and technicians and veterinary surgeons are included in the record, and an updated report on staff capabilities may be obtained at any time in support of review or compliance matters. There remains in place a programme of regular audits of the information held in the system, and all licence holders have to be endorsed by a competent trainer or supervisor in order to be able to complete any type of procedure and animal-care work.

In addition to training courses and recording of competence, members of the HOAU and veterinary staff within BMS attend the Departmental Animal Welfare Meetings each term to promote best practice, the 3Rs aspects of ongoing research, and to discuss the importance of compliance with A(SP)A. Training and information delivered at the meetings includes a number of topics such as Annual Return of Procedure Guidance, the Refinement Initiative, access to SharePoint and available resources, effective breeding according to the Home Office GAA toolkit, international collaboration on animal research projects and various training and education updates.

Engagement with other organisations

The University of Oxford remains a signatory (one of over 250) to the statement supporting the EU Directive on the protection of animals used for scientific purposes.

The Home Office e-licensing project is to be updated to include the Establishment Licence. BMS have represented Oxford in a series of workshops to ensure that the system is fit for purpose, and have offered to participate in an early user programme for the first roll-out and trial of the system.

In April 2018 the Medical Sciences Division and BMS hosted the fourth annual Oxford 3Rs Research Day in the Department of Pharmacology. The research day was

attended by some 120 delegates including project licence holders, personal licence holders, veterinary surgeons, animal welfare staff and others with an interest in animal-based research. The programme included presentations and discussion sessions on a variety of subjects including replacement technology, the importance of public engagement in animal research, non-invasive methods in animal research, and experimental design. A 3Rs resource on SharePoint is maintained and continues to support the improved engagement of researchers in highlighting advances and developments in the 3Rs.

The 3Rs subcommittee and the Home Office Administration Unit have continued to work during the year with the National Centre on the 3Rs (NC3Rs)³ to promote best practice and to incorporate the 3Rs principles in animal research projects. The Chair of the University's 3Rs subcommittee is a member of the NC3Rs Grant Assessment Panel and has participated in exchange visits and briefings to NC3Rs coordinated projects. Oxford students and researchers are actively encouraged to participate in NC3Rs grant programmes, which culminated in the award of an NC3Rs grant to one Oxford-based researcher this year. The BMS departmental colony manager has been invited by one of the Oxford Home Office Inspectors to give a presentation at how successful the Genetically Altered Animal Efficient Breeding initiative has been in Oxford. This covers two road shows in Birmingham and Newcastle.

In September 2018 BMS hosted a visit from a delegation from Japan who were interested in how Oxford communicates with the general public about their research. The group also visited the animal facilities in the Biomedical Sciences Building. They were impressed by the attention to welfare by animal-care staff and also how much technical support research groups received from BMS staff.

Visits to animal areas of the Biomedical

Services Building by family members of staff continue to be popular and are organised on an ad hoc basis. The option for family members to visit the facility has been extended to researchers engaged in project work at the establishment.

The 360-degree tour of the BMS Non-Human Primate (NHP) facility continues to be applauded and has led to visits from other establishments outside the UK visiting to gain advice and knowledge on how to house NHPs in an environment that is beneficial to their welfare. The completed tour along with film of some other establishments may be seen on the internet at www.labanimaltour.org.

MSc in Neuroscience

HILARY TERM 2019

Approval deadlines

Essay topics must be approved by the appropriate module organiser before the deadlines given below:

Module A1/A2 - Cognitive Neuroscience:
15 March

Module B1 - Motor Systems: 1 March

Module C1 - CNS Development, Plasticity
and Repair: 11 March

Submission deadlines

Essays must be submitted online via WebLearn (or as hard copy to the Examination Schools as stated) by noon (UK time) on the deadlines given below:

Module A1/A2 - Cognitive Neuroscience:
29 March

Module B1 - Motor Systems: 13 March

Module B2 - Computational
Neuroscience (hard copy submission):
8 March

Module C1 - CNS Development, Plasticity
and Repair: 25 March

Appointments

Humanities

PROFESSORSHIP OF BIBLIOGRAPHY AND MODERN BOOK HISTORY

Dirk Van Hulle, PhD Antwerp, Professor of English Literature, Antwerp, has been appointed to the Professorship of Bibliography and Modern Book History in the Faculty of English Language and Literature with effect from 1 October 2019. Professor Van Hulle will be a Fellow of Jesus.

Visiting Professorships

Mathematical, Physical and Life Sciences

Professor Ziyad Hanna, PhD Oxf, Visiting Professor in Computer Science, for a further period of 3 years from 10 January 2019

³The NC3Rs is the UK's national organisation which leads the discovery and application of new technologies and approaches to replace, reduce and refine the use of animals for scientific purposes.

Examinations and Boards

Examinations for the Degree of Doctor of Philosophy

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Colleges, Halls and Societies

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Examinations for the Degree of Master of Philosophy

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Changes to Examination Regulations

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

Humanities Board

FHS IN ORIENTAL STUDIES

restructuring and renaming of subsidiary language

PRELIMS IN PHILOSOPHY AND THEOLOGY

correction of textual error

Mathematical, Physical and Life Sciences Board

MSC BY COURSEWORK IN

MATHEMATICAL SCIENCES

new programme

PRELIMS IN CHEMISTRY

clarifying outcome of failure to complete practical work

Examinations for the Degree of Master of Science

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Memorial Events

Lincoln

A memorial service will be held for **Sir Maurice Shock**, Fellow of University College 1956–77; Rector 1987–94 and Honorary Fellow 1995–2018 of Lincoln, at the University Church of St Mary the Virgin at 11am on Saturday 19 January, followed by refreshments at Lincoln. Please contact Julia Shock if you wish to attend (julia.shock83@gmail.com, 07860 129478).

Obituaries

St Hilda's

Mrs Sylvia Checketts (*née* Schwartz),
November 2018; 1944. Aged 92.

Mrs Phyllis Enid Judge (*née* Hastings),
13 March 2018; 1946. Aged 91.

Miss Joan Williams, 31 March 2018; 1937.
Aged 98.

Worcester

Gregory Walter James Drew,
6 November 2018; 1955. Aged 81.

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Telephone: 01865 (2)80548

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Miscellaneous

Advertisers are asked to note that this is the final *Gazette* of Michaelmas term. Publication for Hilary term will begin on 10 January. The usual deadline will continue to apply (see above).

Join Oxford Bach Choir. Would you like to sing with a respected mixed-voice choir that has a choral tradition going back over 100 years? Meet like-minded musicians and perform the great choral works with leading orchestras and soloists. Prospective members in all voice parts are invited to our open rehearsal on 14 Jan and/or to audition on 12, 14 or 18 Jan. Details at www.oxfordbachchoir.org/join.html or from membership@oxfordbachchoir.org.

Romantic piano music for 2 and 4 hands: Daniel and Joseph Tong. Schubert Sonata in A major, D664 Beethoven Sonata in D major, Op 6 Clara Schumann March in E flat, Schubert Impromptu in G flat, D899 No 3 Schumann Fantasie in C major, Op 17. Wed 12 Dec, 7pm, Somerville College chapel, OX2 7DH. Tickets on the door £15 (students and under 18s, £5). More information: 07952 774339, www.wigmoresworld.co.uk.

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.

Ardington School of Crafts offers short courses with practising craftspeople in beautiful surroundings near Wantage. 200 courses between 1 and 3 days, from stained glass and silver jewellery to textiles and carving, all held in our well-equipped workshops. Unearth your hidden talents and discover why people keep coming back to Ardington School of Crafts. Gift vouchers available. See: www.ardingtonschoolofcrafts.com. Tel: 01235 833433.

Stone Pine Design card publisher specialising in wood engraving, linocuts and Oxfordshire. Beautifully produced, carefully selected designs by internationally renowned artists. Web: www.stonepinedesign.co.uk.

St Giles' Parish Rooms for hire. Ideally located close to the city centre at 10 Woodstock Rd OX2 6HT. There is a main hall and a meeting room that can be hired together or separately, and full kitchen facilities. For enquiries regarding availability and to arrange a site visit, contact Meg Peacock, Benefice Manager: 07776 588712 or sgsm.benefice.manager@gmail.com.

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 <https://grand.tghn.org/autism-brain-bank> for information and to register as a donor.

Restore Garden Café is a spacious café set in award-winning gardens with delicious food and coffees using organic, Fairtrade 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 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.

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

Research participants sought

Healthy men and women aged 30-50 are needed for a research study at the Oxford Biobank. Contribute to research into conditions such as diabetes, heart disease and obesity. For further information please contact obb@ocdem.ox.ac.uk or 01865 857284.

Groups and societies

The Oxford University Newcomers' Club at the University Club, 11 Mansfield Rd, OX1 3SZ, welcomes the wives, husbands or partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University. We offer help, advice, information and the opportunity to meet others socially. Informal coffee mornings are held in the club every Wednesday 10.30am-noon (excluding the Christmas vacation). Newcomers with children (aged 0-4) meet every Fri in term 10.15am-11.45am. We have a large programme of events including tours of colleges, museums and other places of interest. Other term-time activities include a book group, informal conversation group, garden group, antiques group, an opportunity to explore Oxfordshire and an Opportunities in Oxford group. Visit our website: www.newcomers.ox.ac.uk.

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

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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.

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Sell your unwanted books at competitive prices. If you need extra space or are clearing college rooms, a home or an office, we would be keen to quote for books and CDs. Rare items and collections of 75 or more wanted if in VG condition; academic and non-academic subjects. We can view and collect. Contact Graham Nelson at History Bookshop Ltd on 01451 821660 or sales@historybookshop.com.

Antiques bought and sold

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

Services Offered

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

Carpenter/joiner. For bookcases, wardrobes, etc, made on site to your specifications. Portfolio available. Call Rob Guthrie on 01608 677423 (evening) or 07961 444957 (daytime). Email: rob.s.guthrie@gmail.com.

Airport transfer/chauffeur service. If you are looking for a reliable and experienced transfer service I would be happy to discuss your needs. Last year I handled 328 airport transfers successfully and I have over 20 years' experience. Account customers welcome and all major credit cards accepted. Let my comfortable Audi A8 take you to Heathrow for £75! Contact Tim Middleton. Tel: 07751 808763 or email: timothy.middleton2@btopenworld.com.

Independent Pensions and Financial Advice. Austin Chapel Independent Financial Advisers LLP provide bespoke pensions and financial advice to staff working for the University of Oxford. We provide Annual Allowance and Lifetime Allowance pension tax mitigation advice and calculations. In addition, we can provide projections of future pension benefits to ensure your retirement plans are on course to meet your retirement income requirements. We also offer an independent investment review service to help ensure that your investment portfolio still meets your current attitude to risk and is tax efficient. The initial meeting can be held at your workplace, home or our central Oxford offices. There is no cost for the initial meeting. For more information contact Gary O'Neill on 01865 304094 or email gary.oneill@austinchapel.co.uk.

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Houses to Let

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

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

Flats to Let

Flat to let: pleasant 1-bedroom self-contained and compact flat in Kingston Court, Walton Street, Oxford. Fully furnished and redecorated with bedroom, sitting room, kitchen, bathroom and reserved off-street parking. Conveniently located for University and city centre. Rent £875 pcm exclusive of council tax, electricity and water. Available from 15 Dec. For further details phone 01865 820466 or email bagpuize@gmail.com.

Accommodation Offered

Affordable serviced accommodation from £70 a night. Luxury apartments and houses within a short walk to the centre of Oxford suitable for singles, couples, families, professionals. Bills, taxes, internet, linen, housekeeping, self check-in, cooking facilities, TV, heating, private parking (at some locations), private bathroom included. Stays from 2 days upwards with discounts for long-term bookings. Over 40 years of property letting experience. Enquiries: info@sleopardstayoxford.com.

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.

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Accommodation for visiting academics.

Self-contained unit of double en-suite bedroom, sitting/dining room and kitchen (hob, oven, fridge/freezer, washing machine) in striking modern house on western outskirts of Oxford. Television, internet, heating, electricity, bed linen and towels included. Bus service to Oxford centre or scenic walk/cycle across water-meadows. Non-smokers only, maximum let 3 months. Single occupancy, £900 pm; double occupancy, £950. Tel: 01865 721644. Email: richard.gilliane@btinternet.com.

Self-catering Apartments

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

Shortlet studios for singles or couples needing clean, quiet self-catering accommodation for weeks or months. Handy for High St (town, colleges), Cowley Rd (shops, restaurants), University sportsground (gym, pool), Oxford Brookes campuses, buses (London, airports, hospitals). Modern, self-contained, fully furnished including cooking and laundry facilities, en-suite bathroom, Wi-Fi broadband, TV/DVD/CD, central heating, cleaning and fresh linen weekly. Off-road parking for cars and bikes. Taxes and all bills included. Enquiries: stay@oxfordbythemoth.com.

Looking for 5-star serviced accommodation right in the heart of the city? Swailes Suites offer city centre, award-winning maisonettes and apartments providing that 'home from home' feel that will help you get the most out of your stay. The Swailes Suites 'easy in, easy out' flexible booking arrangements, from 3 days to 6 months, together with good transport links make arrival and departure

hassle-free. Check out our website at www.swailessuites.co.uk, contact Debbie on 01865 318547 or email debbie@nops.co.uk. Office established more than 25 years in 47 Walton Street, Jericho, OX2 6AD.

Holiday Lets

Cornwall cottage and restored chapel in quiet hamlet on South West Coast Path within 100m of the sea and minutes from Caerhays and Heligan. Each property sleeps 6. Comfortably furnished, c/h, wood burner and broadband. Ideal for reading, writing, painting, walking, bathing, bird watching. Beautiful beach perfect for bucket and spade family holidays. Short winter breaks available from £250. Tel: 01865 558503 or 07917 864113. Email: gabriel.amherst@btconnect.com. See: www.cornwallcornwall.com.

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.

Property for Sale

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

Notifications of Prizes, Grants and Funding

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

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

Mansfield: Adam von Trott Göttingen Bursary

Mansfield; Adam von Trott Göttingen Bursary; open to graduate students of all disciplines; €1,500; 18 January; www.mansfield.ox.ac.uk/news/adam-von-trott-study-bursaries-oxford-gottingen-universities

Notifications of Vacancies

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

The University is committed to equality and valuing diversity.

University of Oxford

EPA Research Fund, Sir William Dunn School of Pathology; part-time Trust Administrator; Grade 7; 31 December; more information: gillian.helstrom@path.ox.ac.uk

Colleges, Halls and Societies

Corpus Christi; James Legge Memorial Junior Research Fellowship in Comparative Aesthetics and Art History; £31,302; 4 January; www.ccc.ox.ac.uk/Vacancies/v/120

Exeter; Associate Professor in English Literature (1550–1700); £47,263–£63,463 plus housing allowance of £8,897; noon, 17 January; www.exeter.ox.ac.uk/vacancies/associate-professor-or-professor-in-english-literature-1550-1700

Jesus; Visiting Senior Research Fellowship; 15 February; www.jesus.ox.ac.uk

New College; Junior Dean; £1,611 plus free accommodation and SCR meals; 8 January; https://isw.changeworknow.co.uk/new_college_oxford/vms/e/careers/search/new

New College; full- or part-time Café/Bar Barista; £18,720 pro rata; 12 December; <https://goo.gl/oo4aXn>

Pembroke; Changing Character of War Research Centre; fixed-term Post-Doctoral Research Fellow; 10 December; www.pmb.ox.ac.uk/vacancies

Pembroke; Events and Stewardship Coordinator; 19 December; www.pmb.ox.ac.uk/vacancies

Pembroke; Annual Giving Manager; 19 December; www.pmb.ox.ac.uk/vacancies

University College; Junior Research Fellowship in Medieval History; £24,983 plus benefits; noon, 16 January; www.univ.ox.ac.uk/jobs-at-univ-2

External Vacancies

Clare Hall, Cambridge; Spalding Trust Visiting Fellowship in Comparative Religion; £26,000 plus college meals allowance; 4 January; www.spaldingtrust.org.uk/visiting-fellowship

Magdalene College, Cambridge; Mastership; midnight, 15 January; www.magd.cam.ac.uk/about/vacancies

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Next Gazette: Thursday 10 January

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