

# Gazette



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# Council and Main Committees

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## Council of the University

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### Changes in Regulations

Council has made the following changes to regulations, to come into effect on **22 December**.

### Renaming of the Nuffield Department of Obstetrics and Gynaecology

#### *Explanatory Note*

The following changes, made on the recommendation of the Medical Sciences Board, reflect the renaming of the Nuffield Department of Obstetrics and Gynaecology as the Nuffield Department of Women's and Reproductive Health. The use of this more modern title better reflects the breadth of the department's activities. The opportunity is also taken to ensure that the gender-neutral term 'chair', rather than 'chairman' is used throughout.

#### *Text of Regulations*

**1** In Council Regulations 17 of 2002, concerning the membership of Divisional Boards, amend regulation 8 (1) as follows (deleted text struck through):

'8. The Humanities Board shall consist of:  
(1) the Head of the Humanities Division, who shall be ~~chairman~~;

**2** *Ibid*, amend regulation 12 as follows (new text underlined, deleted text struck through):

'12. The Medical Sciences Board shall consist of:

- (1) the Head of the Medical Sciences Division, who shall be chair;
- (2) the Regius Professor of Medicine;
- (3) an individual appointed by the South Central Strategic Health Authority or any successor body;
- (4)–(9) six persons from among the members of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of Physiological Sciences and the Faculty of Psychological Studies elected jointly by the members of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of

Physiological Sciences and the Faculty of Psychological Studies of whom there shall be no more than one from each of the following six groups of departments: the Department of Biochemistry and the Nuffield Department of Clinical Medicine; the Nuffield Department of Clinical Neurosciences, the Department of Experimental Psychology, the Department of Pharmacology and the Department of Psychiatry; the Nuffield Department of Women's and Reproductive Health ~~Obstetrics and Gynaecology~~, the Department of Oncology and the Nuffield Department of Surgical Sciences; the Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences and the Sir William Dunn School of Pathology; the Department of Paediatrics, the Nuffield Department of Primary Care Health Sciences and the Nuffield Department of Population Health; the Department of Physiology, Anatomy and Genetics and the Radcliffe Department of Medicine;'

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## Congregation

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4 December

### Degree by Resolution

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

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## Council of the University

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### Register of Congregation

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

**Ashery, O**, Exeter  
**Cao, J**, Saïd Business School  
**Chamberlain, E J M**, Faculty of Law, St Catherine's  
**Gallagher, R D**, St Cross  
**Mills, I G**, Linacre  
**Rodrigues, J N**, Faculty of Clinical Medicine  
**Stevenson, J B**, Campion Hall  
**Xiang, B**, St Hugh's

### Divisional and Faculty Boards

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

# Congregation

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## Congregation

11 December

### Degree by Resolution

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

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## Congregation

16 January

¶ Members of Congregation are reminded that any two members may, not later than **noon on 8 January**, give notice in writing to the Registrar that they wish to oppose or amend the resolution 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 resolution shall be declared carried, and the meeting may be cancelled.

### Voting on a Resolution authorising the use of space in the Robert Hooke building

#### *Explanatory Note*

The Department of Physics occupies the Robert Hooke Building (RHB) under a number of allocations, some of which are due to expire in 2017, and seeks the renewal of its longer-term allocations (approximately 1,170 sqm in total) for five years to allow it to continue its research activity. The department is seeking to consolidate and extend all previous allocations, as well as the allocation of an additional 222 sqm net usable area (NUA).

The RHB basement has been redeveloped to provide accommodation for two new streams of research activity: a mixed-use laboratory space for the Head of the MPLS Division, and a suite of laboratories to house a new thin-film cluster deposition tool, which will be the first of its kind in the

world and will act as a UK national facility. Accommodating this facility has required more of the basement than originally planned and the department therefore now needs approximately 140 sqm NUA of the adjacent space to ensure the facility can continue to function. The remaining 82 sqm NUA results from a number of refurbishment projects across the Robert Hooke Building, that have increased the department's useable space, and a corresponding adjustment to the original allocations is therefore included as part of this resolution.

#### *Text of Resolution*

That approximately 1,392 sqm net usable area (NUA) in the Robert Hooke Building (building number 160) be allocated to the Department of Physics, from 1 October 2017 until 30 September 2022, in the first instance.

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### 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](http://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](mailto: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](mailto:elections.office@admin.ox.ac.uk)).

# Notices

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## Consultative Notices

### Harris Manchester College

#### REVISED STATUTES

The Committee on Statutes before the Privy Council, acting under authority delegated to it by Council, is minded to give consent on behalf of the University to the revised statutes of Harris Manchester College, approved by the Governing Body on 4 October 2017, in so far as such consent is required by section 7(2) of the Universities of Oxford and Cambridge Act, 1923. The consent of the committee to the amendments to the statutes will be effective 15 days after publication unless written notice of a resolution, signed by at least 20 members of Congregation, calling upon Council to withhold that consent, has been given to the Registrar by noon on **Monday, 18 December**.

The effects of the amendments are to remove the provisions regarding the tenure of the Principal's appointment and to specify that those details be contained in the college's bylaws.

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## General Notices

### Gazette publication arrangements

This is the final *Gazette* of Michaelmas term.

The first *Gazette* of Hilary term will be published on 11 January. The usual deadlines will apply.

### Committee on Animal Care and Ethical Review

#### ANNUAL REPORT 2016-17

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 Committee (ACER) 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. The University also employs a number of Veterinary Surgeons, some of whom are designated Named Veterinary Surgeons (NVS) under the Home Office Establishment Licence. The Veterinary Surgeons liaise with animal care staff and researchers and 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 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 which relate to animal health, compliance and promotion of the 3Rs. The Veterinary Team contribute to and assist 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 Home Office Inspectors have visited the animal facilities during the current reporting year and have maintained 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.

### ***The Animal Welfare and Ethical Review Bodies***

There are seven AWERBS<sup>1</sup> 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 that is covered by the European Directive 63/2010 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 Animal Care and Ethical Review (ACER) Committee is the overarching ethical review board and acts in collaboration with the seven 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

<sup>1</sup>This 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.

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 common aim or viewpoint. Participation in the scheme will continue and a meeting is planned in the forthcoming year.

### ***Home Office Licences***

The Home Office computer-based application system, ASPeL, is fully operational and all Personal Licences at Oxford are managed through the online system. Oxford's participation in the early adopter programme to extend the online application process to Project Licences proved successful and the majority of new applications during the reporting period were made online. As paper-based Project Licences are renewed the applications will be made through the online system. 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 Personal Licences held by researchers at Oxford ranged from a minimum of 1,215 to a maximum of 1,298 licences. The Personal Licence authorises the holder to undertake various procedures according to their individual training and supervision qualifications. Each Personal Licence 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 also are 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 222 new Personal Licences were issued to University staff and 240 Personal Licences were revoked for staff and students who ended their courses, completed their research or moved to other establishments.

### Project Licences

There were a maximum of 159 active Project Licences held by researchers at the University during the period of the report compared to 156 active Project Licences during the previous reporting period. Project Licences 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. Project Licence 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 Project Licence 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.

During the reporting period a total of 37 new project applications were considered and approved by the AWERBs compared to 33 applications in 2015-16. A total of 58 amendment requests for existing projects were reviewed and approved compared to 48 amendment requests in the previous year. During the year there were non-compliance issues in relation to two project licences; these were dealt with administratively by the Home Office and the Establishment Licence Holder.

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

Animal Welfare and Ethical Review Body	Total (159) <sup>2</sup>	% PPLs
Animal Care and Ethical Review Committee	33	21
Clinical Medicine	78	49
Department of Physiology, Anatomy and Genetics with Experimental Psychology	19	12
Pathology	12	8
Pharmacology	14	9
Zoology	3	2

Processing time for applications and amendments includes the internal review by the Named Veterinary Surgeon, NACWO, AWERBs, and final granting by the Home Office. During the period of this report the average processing time was 84 working days for original Project Licence applications and 30 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 which 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 2016	Number used in 2015
Mouse	200,157	207,216
Fish (Zebrafish)	14,737	16,051
Rat	2,174	2,363
Frog	226	322
Guinea Pig	81	81
Ferret	29	38
Rabbit	2	2
Non-Human Primates	8	2

The actual severity of procedures reported during 2016, drawn from the Return of Procedures forms sent to the Home Office, were as shown in the diagram below:

University of Oxford Return of Procedures 2016: Severity	
Mild	30%
Sub-threshold	48%
Moderate	19%
Non-recovery	2%
Severe	1%
Total	100%

### Training

A comprehensive range of training courses are provided by BMS for researchers to gain Home Office-accredited qualifications in procedures involving animals. 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 Veterinary 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 run four times a year, either delivering lectures or running practical sessions. The Home Office Liaison Contacts provide guidance on the Ethical Review Process for new Project Licence applicants. The adoption of WebLearn to host training materials has proved successful and students are able to access pre-reading and guidance information prior to attendance at the course. The training courses have achieved accreditation from the Federation of Laboratory Animal Science Associations (FELASA) which provides parity with European training standards and programmes. The lead trainer, the two Named Veterinary Surgeons and a member

<sup>2</sup>Four of the peak figure of 159 licences expired during the reporting period and were not continued.

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. It is intended to extend the range of training provided to include experimental design and statistical analysis in the syllabus.

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 database (OSCR) 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 given 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 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 included 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.

In February 2017 the Medical Sciences Division and BMS hosted the third annual Oxford 3Rs Research Day in the Department of Pharmacology. The research day was attended by some 60 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 Sub-Committee and the Home Office Administration Unit have continued to work during the year with the National Centre on the 3Rs (NC3Rs)<sup>3</sup> to promote best practice and to incorporate the 3Rs principles in animal research projects. The Chairman of the 3Rs Sub-Committee is a panel member for 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.

BMS hosted a visit to the Biomedical Services Building by the Chair and members of the Animals in Science Committee, an advisory non-departmental public body sponsored by the Home Office, which comprises a chair and 12 members drawn

from science, industry, animal welfare organisations and lay persons.

Visits to animal areas of the Biomedical Services Building by family members of staff continues 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.

This year Understanding Animal Research (UAR) produced a 360-degree tour of the primate unit along with interviews regarding the nature of the work and its scientific value. The completed tour along with film of some other establishments may be seen on the internet at [www.labanimaltour.org](http://www.labanimaltour.org).

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### **Appointments**

#### **Mathematical, Physical and Life Sciences**

**Robert Smith**, PhD Camb, Associate Professor of Quantum Information, Department of Physics, and Fellow of Worcester, from 1 April 2018 until 31 March 2023.

#### **Social Sciences**

**Dr Lisa Holmes**, BSc Linc, PhD Lough, has been appointed Senior Research Fellow and Director of the Rees Centre for Research in Fostering and Education from 1 January 2018. Dr Holmes will be a fellow of Green Templeton.

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### **Visiting Professorships**

#### **Mathematical, Physical and Life Sciences**

**Professor Paul Taylor**, PhD Camb, Winthrop Professor and Chair in Ocean Engineering, Western Australia, Visiting Professor in Engineering Science, for a period of 3 years from 27 November 2017

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<sup>3</sup>The 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

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## Electoral Boards

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### Composition of an Electoral Board

The composition of the electoral board to the post below, proceedings to fill which are currently in progress, is as follows:

#### PROFESSORSHIP OF BIBLIOGRAPHY AND MODERN BOOK HISTORY

*Appointed by*

Sir Rick Trainor, PVC, in the chair	The Vice- Chancellor <sup>1</sup>
Sir Nigel Shadbolt, Principal of Jesus	<i>ex officio</i>
Professor Paulina Kewes	Jesus
Professor Henry Woudhuysen	Council
Professor Paul Eggert (Chicago)	Council
Professor Karen O'Brien	Humanities Division
Professor Ros Ballaster	Faculty of English Language and Literature
Professor Leah Price (Harvard)	Faculty of English Language and Literature
Professor Seamus Perry	Faculty of English Language and Literature
Mr Richard Ovenden	Faculty of English Language and Literature

<sup>1</sup>Appointed by the Vice-Chancellor under the provisions of Statute IX, Sect 10 and 11.

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## Examinations for the Degree of Doctor of Philosophy

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


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**Examinations for the Degree of Master of Studies in Legal Research**


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**Changes to Examination Regulations**


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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](http://www.ox.ac.uk/gazette/examinationregulations).

**Humanities Board**

**MST IN GLOBAL AND IMPERIAL HISTORY**  
extension of date range in paper title

**FHS OF CLASSICS AND ENGLISH**  
change of title for Greek History 1

**FHS OF HISTORY AND ENGLISH**  
clarification of permission to take option paper

**FHS OF CLASSICS AND MODERN LANGUAGES**

**FHS OF CLASSICS AND ORIENTAL STUDIES**

**FHS OF LITERAE HUMANIORES**  
change of paper title

**FHS OF MODERN LANGUAGES AND LINGUISTICS**  
new programme

**FHS OF MODERN LANGUAGES**  
removal of obsolete information and references

**PRELIMS IN MODERN LANGUAGES**

- (a) new programme content for certain sole language courses
- (b) removal of obsolete information

**CERT AND DIPL IN THEOLOGICAL AND PASTORAL STUDIES**

- CERT IN THEOLOGY AND CERT FOR THEOLOGY GRADUATES**
- programme closure

**Social Sciences Board****REGULATIONS FOR GRADUATE TAUGHT STUDENTS**

- change to maximum time and suspensions for SBS PGDips

**RESEARCH DEGREES IN ECONOMICS, SOCIAL POLICY AND INTERVENTION, INTERNATIONAL DEVELOPMENT AND SOCIOLOGY I**

- removal of Economics regulations

**RESEARCH DEGREES IN ECONOMICS, SOCIAL POLICY AND INTERVENTION, INTERNATIONAL DEVELOPMENT AND SOCIOLOGY II**

- changes to requirements for integrated theses

**RESEARCH DEGREES IN ECONOMICS RESEARCH DEGREES IN LAW****MSC IN SOCIOLOGY PART-TIME**

- introduction of part-time variant of programme

**MPHIL IN LATIN AMERICAN STUDIES**

- addition of option paper in the second year

**GENERAL REGULATIONS FOR MSC BY COURSEWORK****MSC IN EDUCATIONAL ASSESSMENT**

- introduction of new programme

**MSC IN APPLIED LINGUISTICS AND SECOND LANGUAGE ACQUISITION**

- (a) change to number of taught modules
- (b) removal of part-time

**MSC IN LATIN AMERICAN STUDIES**

- change to assessment title

**MSC IN RUSSIAN AND EAST EUROPEAN STUDIES****MPHIL IN RUSSIAN AND EAST EUROPEAN STUDIES**

- clarification of assessment submission

**MSC IN SOCIOLOGY**

- minor correction to text

**EMBA**

- change to admission route from PGDips

**PGDIP IN FINANCIAL STRATEGY****PGDIP IN GLOBAL BUSINESS****PGDIP IN ORGANISATIONAL LEADERSHIP****PGDIP IN STRATEGY AND INNOVATION**

- change to programme length

# Colleges, Halls and Societies

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**Obituaries**

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**Keble**

**Dr Paul Richard Adams**, 14 August 2017; 1963. Aged 80.

**The Revd William Hugh Bates**, 18 September 2017; 1952. Aged 84.

**Mr John Michael Bigg**, 30 April 2017; 1951. Aged 90.

**Mr Jeffrey Walter Bunting**, 19 June 2017; 1949. Aged 89.

**Mr Michael John Cabell**, 29 May 2017; 1946. Aged 88.

**The Revd Jonathan Graham Cruickshank**, 28 May 2017; 1974. Aged 65.

**Mr Christopher Copeland Cunningham**, 19 August 2017; 1954. Aged 83.

**Mr Maximilian Herbert Despard**, 6 January 2017; 1949. Aged 87.

**The Revd Paul Stanton Duffett**, 19 September 2017; 1952. Aged 83.

**Dr Richard Frederick Green**, 11 November 2017; Faculty Lecturer and College Lecturer, Keble 1960–4 and Trinity 1960–96; Tutorial Fellow 1964–96; Tutor for Admissions 1971–5; Senior Tutor 1976–85; Sub-Warden 1991–6; Emeritus Fellow 1996–2017. Aged 88.

**The Revd Russel Edward Ingham**, 8 May 2017; 1961. Aged 78.

**Mr John Arthur Tom Lohan**, 28 September 2017; 1957. Aged 81.

**Mr Bernard Lunn**, 29 September 2017; 1956. Aged 82.

**Mr Robert Myles Dutton Rowland**, 25 September 2017; 1957. Aged 80.

**Rtd Major John Robert Melvin Setchell**, 13 August 2017; 1956. Aged 81.

**Mr Kenneth Donald Smith**, 2 September 2017; 1949. Aged 88.

**Dr Brian Vincent Street**, 21 June 2017; 1966. Aged 73.

**Mr John Michael Tilbury**, 24 April 2016; 1956. Aged 80.

**Mr Ivar Alastair Watson**, 13 February 2016; 1954. Aged 81.

**Merton**

**Professor John Black**, 7 October 2017; 1956. Aged 86.

**Professor Robert Freedman**, 17 October 2017; 1963. Aged 71.

**Dr Simon Oakeshott**, 17 July 2017; 1951. Aged 86.

**Professor Francis Thompson**, 23 August 2017; 1949. Aged 92.

**St Hilda's**

**Anne Hancock** (*née Protheroe*), 24 July 2017; 1949. Aged 86.

**Worcester**

**Stephen John Rose**, 25 October 2017; 1950. Aged 87.

# Advertisements

## Advertising enquiries

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Web: [www.ox.ac.uk/gazette/classifiedadvertising](http://www.ox.ac.uk/gazette/classifiedadvertising)

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

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

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

Advertisements which are placed only in the online edition of the *Gazette* are reduced to £20 per insertion for commercial advertisers and £10 per insertion for private advertisers for 70-word advertisements (or £40 and £20 respectively for 150-word advertisements).

See our website for examples of whether an advertisement is considered commercial or private: [www.ox.ac.uk/gazette/classifiedadvertising](http://www.ox.ac.uk/gazette/classifiedadvertising).

## Online submission and payment

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

## Terms and conditions of acceptance of advertisements

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

## Miscellaneous

### Gazette publication arrangements

Advertisers are asked to note that this is the final *Gazette* of Michaelmas term. Publication for Hilary term will begin on 11 January. The usual deadline will continue to apply (see above).

## Day of reflection and quiet

**Oxford Centre for Spiritual Growth** will hold a Quiet Day entitled 'Mary: Mother of Tenderness, Ark of God' on Wed, 13 Dec, at St Giles' Church. A day of reflection and quiet in a sacred space led by The Revd Georgie Simpson and The Revd Canon Robin Gibbons. Tea, coffee and biscuits will be provided, but please bring a packed lunch. Register online ([www.ocsg.uk.net](http://www.ocsg.uk.net)), by email ([info@ocsg.uk.net](mailto:info@ocsg.uk.net)) or phone (07803 031977). A booking form will be sent to you.

## Shezan Restaurant

**Mughal Indian cuisine** at Shezan: 1st floor, 135 High St, Oxford. From our kitchen to your table, we bring you fresh herbs, spices, roots, fragrances and the Mughal tradition of passion for good food. Serving as dining rooms since 1915. Open daily noon–3pm and 5.30–11pm. Tel: 01865 251600. Website: [www.shezanoxford.co.uk](http://www.shezanoxford.co.uk).

## Craft Courses

**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](http://www.ardingtonschoolofcrafts.com). Tel: 01235 833433.

## 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](http://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](http://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](http://www.ouh.nhs.uk/ft).

## Research participants sought

**Panic attacks?** Take part in our study and receive cognitive-behavioural therapy. Time and travel reimbursed. Do you keep experiencing very strong physical symptoms such as heart racing, breathlessness or dizziness, even though you are healthy? Are these symptoms related to strong fear of having a heart attack, fainting or suffocating? You could have panic disorder. Contact [andrea.reinecke@psych.ox.ac.uk](mailto:andrea.reinecke@psych.ox.ac.uk).

**Afraid of spiders?** Looking for healthy volunteers to take part in a study. Time and travel reimbursed. Contact [andrea.reinecke@psych.ox.ac.uk](mailto:andrea.reinecke@psych.ox.ac.uk).

**Oxford Biobank Study.** Healthy volunteers aged 30–50 needed 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](http://www.oxfordbiobank.org.uk) or 01865 857284.

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## 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](http://www.newcomers.ox.ac.uk).

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

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## 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.

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## 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@mbeesummertown.co.uk](mailto:staff@mbeesummertown.co.uk). Also at 94 London Rd, Oxford. Tel: 01865 741729. Fax: 01865 742431. Email: [staff@mbeheadington.co.uk](mailto: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](mailto:rob.s.guthrie@gmail.com). Web: [www.rob.guthrie.co.uk](http://www.rob.guthrie.co.uk).

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## Houses to let

**3 bedrooms, 2 reception rooms**, kitchen/ breakfast room with Rangemaster cooker. Garden with terrace. Central location in Grandpont about 1 mile to city centre. Recently renovated Victorian mid-terrace, £1,650 pm, fully furnished. Available end Jan/beg Feb. Contact [kate.kettle@icloud.com](mailto:kate.kettle@icloud.com) to enquire.

**Grandpont - stunning 3-bedroom house** to rent from Jan for 1 year. Perfect for couple/ family. Furnished. Amazing location; 10 mins' walk from centre, close to station and Lido. Beautifully presented throughout. Garden. Stunning open-plan sitting/dining room. Please email [pip439722@gmail.com](mailto:pip439722@gmail.com) for details/photos.

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## Accommodation offered

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

**Attractive 3-bedroom central north Oxford** apartment available. The adjacent apartment is occupied by a retired medical consultant and his wife, both aged 89 and previously active, now requiring care in exchange for reduced rent. Precise terms of relief of rent to be agreed. Would suit medical or academic couple. Email: [gilbert.charlbury@gmail.com](mailto:gilbert.charlbury@gmail.com).

**Room to rent** on a Mon-Fri basis in a newly renovated property. Florence Park. £500 pm. All bills and internet included for single occupancy. Email: [Mimiahmed@hotmail.co.uk](mailto:Mimiahmed@hotmail.co.uk).

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## Self-catering apartments

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

**Looking for 5-star serviced accommodation** right in the heart of the city? Swales 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 Swales Suites 'easy in, easy out' flexible booking arrangements, from 3 days to 6 months, together with good

transport links makes arrival and departure hassle-free. Check out our website at [www.swailessuites.co.uk](http://www.swailessuites.co.uk), contact Debbie on 01865 318547 or email [debbie@nops.co.uk](mailto:debbie@nops.co.uk). Office established more than 25 years in 47 Walton Street, Jericho, OX2 6AD.

**The Tidmarsh:** Visit England rated 5-star, Gold Award. Discounts available in Dec, Jan and Feb for stays of more than 1 week. 1-bedroom apartment in the Oxford Castle Quarter. A quiet, central location suitable for professional short-term lets. A unique self-catering experience: the intimacy of an apartment, the luxury and services of a 5-star hotel. Web: [www.pmcdomus.co.uk](http://www.pmcdomus.co.uk). Email: [pat@pmcdomus.co.uk](mailto:pat@pmcdomus.co.uk). Tel: 01869 277557.

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## Holiday lets

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

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

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## 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: prices from £360,000 for a 2-bedroom apartment and from £595,000 for a 3-bedroom house. Show apartment 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](http://www.ox.ac.uk/feesandfunding).

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### Middle East Centre, St Antony's: Azizeh Sheibani Essay Prize in Iranian and Persian Speaking World Studies

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Middle East Centre, St Antony's; Azizeh Sheibani Essay Prize in Iranian and Persian Speaking World Studies; open to graduate and undergraduate Oxford University students for an unpublished essay in any discipline of the humanities or social sciences; £250 or £125 if 2 winners are chosen; 18 May; [stephanie.cronin@orinst.ox.ac.uk](mailto:stephanie.cronin@orinst.ox.ac.uk) or [www.facebook.com/events/881340002019483](https://www.facebook.com/events/881340002019483)

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### Peterhouse, Cambridge: Graduate Studentships 2018

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Peterhouse, Cambridge; Graduate Studentships 2018; maintenance and fees available subject to status; 5 January; [www.pet.cam.ac.uk](http://www.pet.cam.ac.uk)

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#### Editor:

R S Cuomo, AB Bryn Mawr, MA Massachusetts

## 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](http://www.ox.ac.uk/about_the_university/jobs).

The University is committed to equality and valuing diversity.

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### University of Oxford

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School of Geography and the Environment in association with Mansfield; Associate Professorship in Human Geography; £46,336–£62,219 plus allowances; noon, 8 January; [www.ox.ac.uk/about/jobs/academic/index/ac26167j](http://www.ox.ac.uk/about/jobs/academic/index/ac26167j)

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### Colleges, Halls and Societies

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Linacre; Alumni Relations Officer; £24,983–£26,495; 13 December; [www.linacre.ox.ac.uk/vacancies](http://www.linacre.ox.ac.uk/vacancies)

Mansfield; Academic Administrator; noon, 3 January; [www.mansfield.ox.ac.uk/vacancies](http://www.mansfield.ox.ac.uk/vacancies)

Nuffield, Centre for Experimental Social Sciences; Lab Manager; £34,077; noon, 5 January; [www.nuffield.ox.ac.uk/the-college/jobs-and-vacancies/cess-lab-manager](http://www.nuffield.ox.ac.uk/the-college/jobs-and-vacancies/cess-lab-manager)

Oriel; Casual Food Service Assistant (c2–25 hrs pw); £9.68 ph; [www.oriel.ox.ac.uk/people/vacancies/casual-food-service-assistant](http://www.oriel.ox.ac.uk/people/vacancies/casual-food-service-assistant)

Pembroke; full-time fixed-term Research Assistant for the Quill Project; 11 December; [www.pmb.ox.ac.uk/vacancies](http://www.pmb.ox.ac.uk/vacancies)

Pembroke; part-time fixed-term Administrative Assistant for the Quill Project; 11 December; [www.pmb.ox.ac.uk/vacancies](http://www.pmb.ox.ac.uk/vacancies)

St Catherine's; Senior Development Executive; noon, 8 January; [www.stcatz.ox.ac.uk/seniordevelopmentexecutive](http://www.stcatz.ox.ac.uk/seniordevelopmentexecutive)

St John's; Alumni and Benefactor Relations Officer; 5 January; [www.sjc.ox.ac.uk/discover/vacancies/alumni-and-benefactor-relations-officer](http://www.sjc.ox.ac.uk/discover/vacancies/alumni-and-benefactor-relations-officer)

University College; Lady Wallis Budge Junior Research Fellowship in Egyptology; £24,983 plus benefits; noon, 8 January; [www.univ.ox.ac.uk/content/lady-wallis-budge-junior-research-fellowship-egyptology-0](http://www.univ.ox.ac.uk/content/lady-wallis-budge-junior-research-fellowship-egyptology-0)

*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, 11 January.**

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