

# Gazette



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# Council and Main Committees

## General Purposes Committee of Council

### Changes in Regulations

The General Purposes Committee of Council has made the following changes in regulations, to come into effect on **24 July**.

#### (a) Littlemore Fund

##### *Explanatory Note*

This amendment replaces the most recent ex-Vice-Chancellor as a member of the board of Littlemore Trust with the Pro-Vice-Chancellor (Personnel and Equality). The opportunity is also taken to clarify the role of the board as the board of management of the fund and to update out-of-date references.

##### *Text of Regulations*

In Part 2 of Council Regulations 25 of 2002, concerning trusts, amend existing §215 relating to the Littlemore Fund as follows (deleted text struck through, new text underlined):

#### **'§215. Littlemore Trust: Advisory Board to administer Funds**

1. The ~~Curators of the University Chest shall maintain a~~ A separate account of the assets transferred to the University on the determination of the Littlemore Trust shall be maintained and apply the interest thereof applied with accumulations for the purpose of aiding by money grants or pensions, any member, or retired former member, of the staff of the University who may be found in straitened circumstances and deserving of pecuniary assistance or the dependants of any such member after his or her decease who may be found in similar circumstances.

2. All such grants shall be made ~~upon the recommendation of an Advisory~~ by a Board of Management consisting of the Vice-Chancellor ~~and, the Pro Vice-Chancellor (Personnel and Equality) and the Proctors together with the ex-Vice-Chancellor who for the time being has most recently retired from office.'~~

#### **(b) Kirby Memorial Fund**

##### *Explanatory Note*

These changes to the regulations for the Kirby Memorial Fund are put forward to

reflect current practice and to update a number of out-of-date references.

##### *Text of Regulations*

In Part 2 of Council Regulations 25 of 2002, concerning trusts, amend existing §191 relating to the Kirby Memorial Fund as follows (deleted text struck through, new text underlined):

#### **'§191. Kirby Memorial Fund**

1. The fund (founded by friends of the late David R S Kirby, University Lecturer in Zoology and Fellow of St Catherine's College) shall be called the David Kirby Memorial Fund, and shall be managed by a board of management consisting of:

- (1) the Head of the Department of Zoology (or his or her nominee);
- (2) the Master of St Catherine's College (or his or her nominee);
- (3) a person appointed by the ~~Sub-faculty Department~~ Department of Zoology for such period or periods as it shall determine.

2. The income of the fund shall be applied to the establishment of a David Kirby Memorial Bursary and to the payment of expenses in connection with the award thereof.

3. The bursary shall be awarded annually in Trinity Term to the ~~person candidate~~ who, in the opinion of the board of management, submits the most meritorious proposal for a research project to be carried out during the vacation in collaboration with a member of the staff of a university department, research unit, or research group. Preference will be given to projects in the field of reproduction. The bursary shall be open to undergraduate members of the University studying for the Preliminary Examination in Biology Biological Sciences, the Honour School of Natural Science (Zoology) Biological Sciences, the Preliminary Examination in Human Sciences, or the Honour School of Human Sciences.

4. The board of management shall determine the value of the bursary and the form in which applications for the bursary shall be made and shall arrange for an announcement to be made in the *University Gazette*, in colleges, and in the Department of Zoology, not later than the sixth week of Hilary Term.

5. The board of management may in any year withhold the bursary if there is no candidate of sufficient merit. Income not expended in any year shall be carried forward for expenditure in subsequent years and may be used by the board ~~either to award a second bursary or to make grants to~~

~~unsuccessful candidates of merit~~ additional bursaries.

6. Council shall have power to alter this ~~decree~~ regulation from time to time, provided that no change shall be made without the approval of the ~~Sub-faculty Department~~ Department of Zoology and the Master of St Catherine's College.'

#### **(c) Saïd Business School and Business Advisory Council**

##### *Explanatory Note*

The following regulation changes remove the provisions concerning the Peter Moores Foundation as they relate to the appointment of the Peter Moores Dean. The removal of the requirement to consult was agreed with the foundation in anticipation of its being wound up in April 2014.

##### *Text of Regulations*

In Sect III of Council Regulations 25 of 2002, amend existing regulation 3 of §324, concerning the Saïd Business School and Business Advisory Council, as follows (deleted text struck through):

'3. (1) The office of Dean of the School, who shall be called the Peter Moores Dean, shall be held for a period of five years, or such other period as Council may determine from time to time, and may be renewed for such periods thereafter.

(2) The appointment of the Dean shall be made by Council, on the recommendation of the Social Sciences Board, ~~after consultation with the Peter Moores Foundation and with the approval of the Saïd Business School Foundation, such approval not to be unreasonably withheld.'~~

#### **(d) Plachte Memorial Fund**

##### *Explanatory Note*

These changes to the governing terms of the Plachte Memorial Fund address out-of-date references and confirm the Board of Management as the Humanities Board.

##### *Text of Regulations*

In Part 2 of Council Regulations 25 of 2002, concerning trusts, amend existing §290 relating to the Plachte Memorial Fund as follows (deleted text struck through, new text underlined):

'1. The University accepts with gratitude the bequest of Miss Erna Plachte to be used for purposes connected with the teaching of art in the University. The capital as well as the income of the fund may be expended.

# Congregation Notices

2. Expenditure from the fund shall be on such purposes as may be approved from time to time by the General Board of the Faculties Humanities Board.

3. Council shall have power to amend this decree regulation from time to time, provided always that the object of the fund as stated in clause 1 above is observed.'

## Congregation

6 July

### Degree by Resolution

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

## Council of the University

### Register of Congregation

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

**Dyson, M A**, IT Services  
**Goncalves, R**, IT Services  
**Highman, R J**, School of Anthropology and Museum Ethnography  
**Spicer, D A**, Exeter  
**Thomas, N**, IT Services  
**Trevor, J P**, Saïd Business School  
**Winterberg, M**, Centre for Tropical Medicine and Global Health

### Divisional and Faculty Boards

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

## Congregation

13 July

### Degree by Resolution

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

## 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)).

## General Notices

### Gazette publication arrangements

The final *Gazette* of Trinity term will be published on 23 July.

The first *Gazette* of Michaelmas term will be published on 24 September, but will be limited to Council and Congregation business and changes to Examination Regulations. The first full *Gazette* of next term will be published on 1 October.

### Bodleian Libraries

#### DUKE HUMFREY'S LIBRARY TEMPORARY CLOSURE (10–26 JULY)

From Friday, 10 July, until Sunday, 26 July inclusive, Duke Humfrey's Library will be closed. This is to allow the undertaking of necessary electrical works and also to undertake a conservation assessment and clean of all the volumes in the bays (books in Arts End were cleaned in 2013). Once the works are complete the room, including the bays, will be reopened to readers. All material kept in Duke Humfrey's Library will still be available during the closure: staff will fetch open shelf material kept in Selden End to the Upper or Lower reading rooms as required and Special Collections material will be fetched to the Weston Library as usual. Please check [www.bodleian.ox.ac.uk/bodley](http://www.bodleian.ox.ac.uk/bodley) for updates. The Bodleian Libraries apologise for any inconvenience this closure may cause.

## Appointments

### Social Sciences

#### APPOINTMENTS

**Professor Robin Harding**, PhD New York. Associate Professor in Government (Quantitative Methods). Fellow of Lady Margaret Hall. From 1 July 2015.

**Professor Bige Kahraman**, PhD Yale. Associate Professor of Finance, Saïd Business School. Fellow of Kellogg. From 1 July 2015.

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**Visiting Professorships**

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**Medical Sciences**

The Medical Sciences Board has conferred the title of Visiting Professor of Structural Biology on **S Knapp**, PhD, for a period of 3 years from 24 June 2015.

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**Graduate Awards and Prizes**

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# Examinations and Boards

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**Supplications for the Degree of Doctor of Medicine**

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**Examinations for the Degree of Doctor of Philosophy**

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# Lectures

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**Medical Sciences**

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**Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences**

Professor Simon Stebbings, Otago, will lecture at 12.30pm on 30 July in the Botnar Research Centre. Free entry.

*Subject:* 'Spondyloarthritis: where genetics, mucosa and microbiome meet'

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

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## Changes to Examination Regulations

### Planning and Resource Allocation and Education Committees

#### REGULATIONS ON FINANCIAL MATTERS

##### *Fee liability for postgraduate taught courses*

The following changes in regulations have been made **with immediate effect**.

##### *Explanatory Note*

The following changes in regulations, made by PRAC and Education Committee on the recommendation of the Joint Fees and Student Support Advisory Group, after consultation with divisions and the Department for Continuing Education, amend the wording governing the end point of fee liability for postgraduate taught (PGT) students, in order to reflect current practice.

Under current regulations, fee liability for PGT programmes ceases after 'the written examination' is taken. The revised wording provides that fee liability extends until the end of the programme: that is the term in which the published deadline for the final dissertation or thesis or other piece of work is due for submission or the final examination is taken.

This change better reflects the actual range of assessment patterns that PGT students now undertake, which in some cases do not include any written examinations, and provides for students to continue paying fees until they complete the PGT course, whatever the pattern of assessment may be. Where a PGT programme follows the pattern of a written examination in Trinity term followed by a dissertation submitted in September, there would be no change in a student's fee liability, since any exercise submitted during a vacation is deemed for fees purposes to be submitted in the previous term. Where there is no written examination, it is current practice to charge students fees throughout the period that they are working on extended essays or other assessed work, and so the change brings the regulations into line with current practice.

In any case where a PGT student is granted an extension to the deadline for a thesis or dissertation that falls in a later term than the published deadline, it is not proposed to charge fees for the period of the extension; fee liability would still end at the published deadline. This reflects the fact that extensions are granted only in exceptional circumstances including ill health.

The opportunity is taken to update detailed wording relating to fee liability for certain

part-time courses, as follows. For part-time modular courses, programme fees are now known as registration fees and are payable on an annual basis rather than termly. The part-time MSt in International Human Rights Law has been restructured and fees are payable for up to 12 terms; cl 5(d) provides that the normal length of part-time PGT programmes is twice that for full-time programmes, that is 12 terms, and it is not necessary separately to list the fee liability for this programme, nor for the part-time MSc in Education, which also has a standard length of fee liability. The title of the DEng degree, and the level of extension fee for the MSc in Mathematical Finance, are also updated.

##### *Text of Regulations*

**1** In *Examination Regulations*, 2014, delete from p1012, l 33 to p1013, l 36 and substitute (new text underlined, deleted text struck through):

'4. (a) Subject to the provisions of cl 5 below, every member of the University shall pay a University fee at the appropriate annual rate for each term in which he or she is registered as a Probationer Research Student or is working for one of the qualifications listed below, from and including the term in which he or she is first so registered or begins working for such qualification, up to and including the term in which he or she takes the final examination or (in the case of a degree or diploma by thesis only) submits his or her thesis:

[List of PGT courses]

(b) In the case of a degree or diploma that is not by thesis only, the term in which the student takes the final examination is that in which the published submission due date or examination date falls for the final piece of work (which may consist of a dissertation, thesis, essay, other assessed exercise, or written examination). Where the examination comprises a written examination followed by the submission of a dissertation, the relevant term is that in which the written examination is taken, save that the relevant term for a student for the Degree of MTh is that in which his or her dissertation is submitted (subject to the provisions of cl. 5 of this subsection). A thesis or other assessed exercise for which the published due date falls submitted other than during Full Term shall be deemed for the purposes of this clause to have been submitted due for submission during the preceding term.

(c) In the case of a degree or diploma by thesis only, a thesis submitted other than during Full Term shall be deemed for the purposes of this clause to have been submitted during the preceding term.

(ed) Candidates who continue to work for one of the qualifications listed in this clause after attempting an examination shall pay a University fee for each term in which they receive tuition or supervision; but if they receive no further tuition or supervision, they shall pay no further University fees but shall pay the fee prescribed in §7 below when they re-enter. Candidates whose thesis submitted for the degree of MLitt, MSc, or DPhil, has been referred back shall pay no further University fees, but shall pay the fee prescribed in §7 below when they apply for re-examination; and candidates whose dissertation for the degree of MSc in Education did not satisfy the examiners shall pay the fee prescribed in §7 below before a revised or new dissertation for Part II of the examination is examined. For the purposes of this clause, "term" shall include any period of forty-two days' residence reckoned as a term of residence under the Regulations for Residence in the University provided that not more than three University fees shall be payable in the same academic year.

(de) The fee shall be collected in accordance with §3 below.'

**2** Ibid, delete from p1014, l 50 to p1015, l 36 and substitute (new text underlined, deleted text struck through):

'5. (c) The number of termly University fees payable under cl 4 above by those working for any qualification other than the degree of DPhil or DEng shall not exceed six in respect of each qualification, provided that:

(i) Candidates who transfer from the DPhil to the MLitt or MSc by Research may count up to six University fees paid while working towards the DPhil (including fees paid while holding the status Probationer Research Student) towards this figure;

(ii) Candidates receiving tuition or supervision after attempting an examination shall continue to pay University fees for each term in which they receive tuition or supervision;

(iii) Candidates under (iv) and (v)-(vii) below who receive tuition or supervision after failing an examination or who require an



extension of time shall continue to pay University fees for each term in which they receive tuition or supervision;

(iv) ~~Part-time Students for the Degree of Master of Science in Education shall pay not more than twelve University fees (at the half rate);~~

(iv) Students for the Degree of Master of Science in Evidence-Based Health Care, Experimental Therapeutics, Software and System Security, Software Engineering, Surgical Science and Practice, or Sustainable Urban Development shall pay all applicable module fees and not more than four annual registration fees and not fewer than six termly programme fees irrespective of the period for which they are registered for that degree;

(vi) Part-time students for the Degree of Master of Theology shall not pay more than six University fees (at the half rate) while working for Part II of that degree; and

(vii) ~~Students for the Degree of Master of Studies in International Human Rights Law shall pay not more than six University fees; and~~

(viii) Part-time students for the MSc in Mathematical Finance shall pay not more than two tuition fees covering seven terms of study, payable at the start of the first and second years of the course respectively; students requiring an extension of time shall pay a fee of ~~£500~~ £530 for each term in which they continue to receive tuition or supervision.

(d) Fee requirements relating to full-time students undertaking graduate study shall also apply to part-time students holding the same status, save that part-time students shall be required to pay half the applicable full-time fee over twice the applicable length of time for full-time students, except where the fee for the part-time programme is otherwise specified in the regulations, and except where the applicable period is otherwise specified under cl 5(c) above.'

## Social Sciences Board

### MSC IN MIGRATION STUDIES

### MST IN MUSIC

addition of MBA 1+1 regulations

# Advertisements

## Advertising enquiries

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

Telephone: 01865 (2)80548

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

## Deadline

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

## Charges

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

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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

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## Miscellaneous

### Gazette publication arrangements

**Advertisers are asked to note** that the remaining *Gazette* of Trinity term will be published on 23 July. Publication for Michaelmas term will begin on 24 September; however, that issue will be limited to University business only, so will not contain classified advertisements. The first issue of Michaelmas term to carry advertisements will be published on 1 October and the usual deadline will continue to apply (see above).

### Run Oxford Half Marathon for CLIC Sargent

**CLIC Sargent** is the UK's leading cancer charity for children and young people. For just £15 registration fee, you can join our team of runners that will be pounding the streets, taking on the brand new route, on 11 October. In return you will receive training advice, running vest and the loudest of cheers on race day. For more information contact [run@clicsargent.org.uk](mailto:run@clicsargent.org.uk), call 0845 602 4770 or visit [www.clicsargent.org.uk/running](http://www.clicsargent.org.uk/running).

## Research participants sought

**The Jenner Institute** is looking for healthy volunteers to participate in clinical vaccine trials, for which we provide compensation. If you would like to help further vaccine research, contact Natalie, the Volunteer Coordinator, by emailing [vaccinetrials@ndm.ox.ac.uk](mailto:vaccinetrials@ndm.ox.ac.uk), calling 01865 857406 or visiting the [www.jenner.ac.uk/recruiting-trials](http://www.jenner.ac.uk/recruiting-trials).

## Oxford University Newcomers' Club

**The Oxford University Newcomers' Club** at the University Club, 11 Mansfield Rd, OX1 3SZ, welcomes the wives, husbands or partners of visiting scholars, of graduate students and of newly appointed academic members of the University. We offer help, advice, information and the opportunity to meet others socially. Informal coffee mornings are held in the club every 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).

## Antiques bought and sold

**Antiques bought and sold:** we are always looking to purchase - and we also sell - 17th-early-20th-century furniture and objets d'art including silver, pictures, library furniture, fireplace-related items, garden stoneware and seating. Contact us at Greenway Antiques, 90 Corn Street, Witney, Oxon. Open Mon-Fri 9.30-5, Sat 10-5. Tel: 01993 705026. Mobile: 07831 585014. Email: [jean\\_greenway@hotmail.com](mailto:jean_greenway@hotmail.com). Website: [www.greenwayantiques.com](http://www.greenwayantiques.com).

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## Flats to let

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## Accommodation offered

### Graduate Accommodation Office

The Graduate Accommodation Office provides affordable accommodation to full-time graduate students of the University. Please see [www.admin.ox.ac.uk/graduateaccommodation](http://www.admin.ox.ac.uk/graduateaccommodation). Academic visitors, staff and part-time students may wish to register for Student Pad, a website where private landlords advertise for tenants associated with the University: [www.oxfordstudentpad.co.uk](http://www.oxfordstudentpad.co.uk).

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**Affordable accommodation.** Academics, parents, students or anyone just looking for a nice, affordable place to stay in Oxford? Take a look on our website for cosy B&B from £35/night (£220/wk) including breakfast, wireless internet and parking where available. Short-stay to long-stay B&Bs are personally visited to guarantee nice, comfortable and affordable places to stay in and around Oxford. For information visit: [www.abodesofoxford.com](http://www.abodesofoxford.com), email: [info@abodesuk.com](mailto:info@abodesuk.com) or tel: 01865 435229.

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## Self-catering apartments

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

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## Holiday lets

**Midhurst.** Romantic, primitive, 2-bedroom gamekeeper's cottage up a muddy farm track in national park at the foot of the South Downs. Open fire, polished floor, simple kitchen; dishwasher, washing machine; broadband, no TV, large study. On own 190-acre organic farm – woods, valleys, river, bluebells, deer. Available weekends; discounts for junior academics. Pictures at [www.wakehamfarm.com](http://www.wakehamfarm.com) or email [haroldcarter@mac.com](mailto:haroldcarter@mac.com).

**Cornwall,** cottage and restored chapel in quiet hamlet on South-west Coastal Footpath within 100m of the sea and minutes from Caerhays and Heligan. Each property sleeps 6. Comfortably furnished, c/h, wood burner and broadband. Ideal for reading, writing, painting, walking, bathing, bird watching. Beautiful beach perfect for bucket and spade family holidays. Short winter breaks available from £200. Tel: 01865 558503 or 07917 864113. Email: [gabriel.amherst@btconnect.com](mailto:gabriel.amherst@btconnect.com). See: [www.cornwallcornwall.com](http://www.cornwallcornwall.com).

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# 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.

## University of Oxford

### Extended deadline:

Faculty of Oriental Studies; Spalding Professorship of Eastern Religions and Ethics; 31 August; [www.ox.ac.uk/about/jobs/fp](http://www.ox.ac.uk/about/jobs/fp)

## Colleges, Halls and Societies

Green Templeton; part-time Research Assistant; 10 August; [hr@gtc.ox.ac.uk](mailto:hr@gtc.ox.ac.uk)

Jesus; 5-hour stipendiary Lectureship in Biodiversity and Conservation; £10,630–£11,956; noon, 27 July; [www.jesus.ox.ac.uk/fellows-and-staff/vacancies/academic](http://www.jesus.ox.ac.uk/fellows-and-staff/vacancies/academic)

Jesus; Admissions Officer in Academic Office; £27,057–£31,342; noon, 20 July; [www.jesus.ox.ac.uk/fellows-and-staff/vacancies/college](http://www.jesus.ox.ac.uk/fellows-and-staff/vacancies/college)

Mansfield; Academic Registrar; £30,434–£40,847; 27 July; [www.mansfield.ox.ac.uk/about/vacancies.html](http://www.mansfield.ox.ac.uk/about/vacancies.html)

Queen's; Electrician; £13.50 ph (negotiable); noon, 31 July; [www.queens.ox.ac.uk/vacancies](http://www.queens.ox.ac.uk/vacancies)

Queen's; Chef de Partie; £18,000–£21,800; 14 July; [www.queens.ox.ac.uk/vacancies](http://www.queens.ox.ac.uk/vacancies)

Regent's Park; Academic Administrator; £24,000–£26,350, 14 August; [www.rpc.ox.ac.uk/vacancies](http://www.rpc.ox.ac.uk/vacancies)

## External Vacancies

St Edmund's College, Cambridge; G L S Shackle Studentship in Economics and Uncertainty 2016–17; 23 October; [www.st-edmunds.cam.ac.uk/vacancies/gls-shackle-studentship](http://www.st-edmunds.cam.ac.uk/vacancies/gls-shackle-studentship)

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**Next Gazette: Thursday, 23 July.**

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