

May 2011

To: all 2011/12 Part II students and graduate students joining the Department in 2011

Welcome to Oxford Chemistry

Welcome on behalf of all academic and support staff to one of the largest and most exciting Chemistry departments in the world. We are all here to make sure your research in Chemistry is productive, safe and enjoyable. To help achieve this, it is a formal requirement that you:

- Read the enclosed Safety Manual and Induction Pack.
- Attend the following induction sessions as shown on the attached programme:
 - General induction sessions starting at 8.45am on Thursday 22 September for Part II students and Thursday 29 September for graduate students
 - Local induction sessions starting at 2.30pm on Thursday 22 September for Part II students and Thursday 29 September for graduate students.
- Complete the enclosed Departmental Registration Form and hand it in to the reception area of the building in which you will be working.
- Complete the Safety Code of Conduct document (page 6 of the induction pack or copied on the reverse of your Departmental Registration Form) and have it signed at the induction sign off sessions.

The Code of Conduct document is particularly important. You, your supervisor, the Chemistry Safety Officer and the Buildings and Facilities Manager are required to sign it to confirm that you have:

- attended the induction sessions;
- read and are in accord with the safety directions described in the Safety Manual;
- read the Safety Code of Conduct document and accept the obligations set out in it.

Please note that you cannot start work until these forms have been signed and returned to the reception area of the building in which you are working. The reception staff will then activate your University card for use in Chemistry.

You are also required to register on arrival at the initial induction session which takes place from 8.45am in the PTCL Lecture Theatre.

I look forward to meeting you in September.

Professor Tim Softley
Chairman of Chemistry