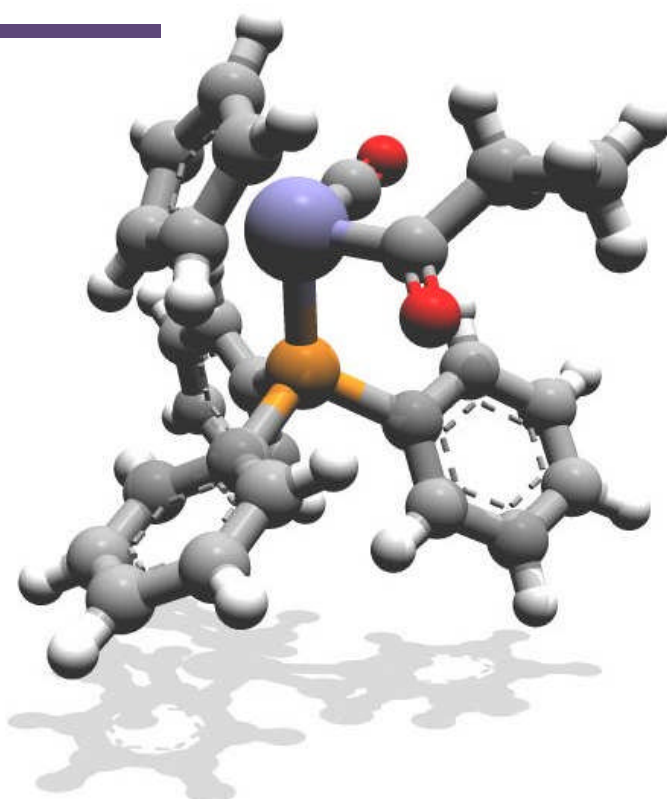

Welcome to Chemistry

Induction pack for students

Version 3.4 – 1 July 2011



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Section A: Welcome and introduction

1 About this induction pack

This induction pack will tell you the main things you need to know, to do and who can help you to make your time in Chemistry safe, productive and enjoyable.

You will find two important documents on the following pages:

- the Departmental Registration Form
- the Safety Code of Conduct document (for those working in laboratories)

Departmental registration form and Safety Code of Conduct document

You **must** complete the Departmental Registration Form on the following page **in advance** of your formal induction. These details will be held on file to make sure that the Department has all the contact information it needs for you. You will not be able to work in the Department until this form has been completed and signed.

If you are working in a laboratory, you **must** attend the relevant safety induction courses and have the Safety Code of Conduct document signed off by your supervisor, Safety Officer and Buildings and Facilities Manager before you can start work.

Further information is available on the Chemistry website and intranet site. Each of the three main buildings which form the Chemistry Department has its own reception and general office/administration area where support staff will help answer any of your questions either directly or by finding people who can.

If you notice any information missing from this pack or would like to make suggestions on useful information to include, please contact the office of the Director of Administration and Finance.

⇒ For contact information for the Director of Administration and Finance office, see appendices



Departmental registration form

Please hand in completed forms at the reception of the building in which you are working

Open Door no:

About you:		
Title:	First (given) name:	Surname (family name):
Gender:	Date of birth:	NI no. (if UK resident):
Nationality:	Home phone no:	
Home address (Oxford):		
		Postcode:
Mobile number:	E-mail address:	
Are you a qualified first aider?	Yes/No	

You and the Department:	
Status: Part II <input type="checkbox"/> / DPhil <input type="checkbox"/> / Visiting student <input type="checkbox"/> / Academic visitor <input type="checkbox"/> / Employee <input type="checkbox"/> / Other <input type="checkbox"/> Specify:.....	
Supervisor:	Lab no:
Start date:	End date:
Lab phone no:	College:
University card barcode number:	Card expiry date:

Emergency contact:	
Next of kin surname (family name):	Next of kin first (given) name:
Relationship to you:	Next of kin phone number:
Next of kin address:	

Signature:	Date:
------------	-------

For office use only: Form input by: Date:.....
 Form passed for filing Graduate studies office Date:.....
 Visitor file Date:.....
 Personnel Date:.....

Safety code of conduct document

Keep a copy of this form for yourself, for your supervisor and deputy supervisor (if you have one)

Research worker:	Supervisor:	Deputy Supervisor:
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Research workers in the Department of Chemistry are required to accept the following obligations as described in detail in *The Safety Manual*:

- To carry out their work so as to avoid danger to themselves or to others in the laboratory(ies) in which they work (see INDIVIDUAL responsibility in the safety manual)
- To ensure that lab coats and safety specs are worn at all times in synthetic and containment laboratories
- To perform, in association with their supervisor(s) and others if appropriate, adequate COSHH/risk assessment in writing **before** beginning any research, demonstrating or teaching activity (see COSHH and Risk Assessment in the safety manual)
- To keep up to date a full account of the experiments they perform in laboratory notebooks that are supplied by, and remain the property of, the Department of Chemistry
- To be registered as a biological and/or radioactive research worker **before** beginning any biological and/or radioactive work

NB if you are working in a Department other than Chemistry, you must abide by the local rules and regulations of the host department

Research workers who will carry out experiments in the Department of Chemistry must have an honours degree or equivalent qualification in chemistry. Research workers who do not have a qualification in chemistry will not be allowed to conduct chemical experiments (as distinct from routine chemical operations after appropriate guidance from their supervisors) without explicit permission in writing from the Departmental or Area Safety Officer.

Pregnancy: Women who become pregnant are *strongly advised* to consult their supervisor as soon as possible so that the risk of possible exposure to teratogens in their work can be assessed and eliminated. Early action is vital because the foetus is most at risk in the first three months of pregnancy.

I have read and am in accord with the safety directions described in the safety manual and have attended the proscribed induction sessions.

I have read this document and accept the obligations set out in it.

	Signature:	Date:
Research worker:		
Supervisor:		
For supervisor's use only	Building access required?	
Safety Officer:		
Building and Facilities Manager:		

2 About the Department

a Academic sections

The Department is organised into three main sections: Physical and Theoretical Chemistry; Inorganic Chemistry; and Organic Chemistry. A further sub-section focuses on research into Chemical Biology. The Department is led by the Chairman of Chemistry, Professor Steve Davies.

Work in the Department is carried out across three main buildings. The Physical and Theoretical Chemistry Laboratory (PTCL) and Inorganic Chemistry Laboratory (ICL) focus on work in physical and inorganic chemistry respectively. However, chemists from all sections also carry out research in the Chemistry Research Laboratory (CRL). This building is the focus of work in organic chemistry and chemical biology. The organic chemistry teaching laboratory is located in the Dyson Perrins building, accessible via South Parks Road.

⇒ For a map of the Chemistry Department and University Science Area, see page 8

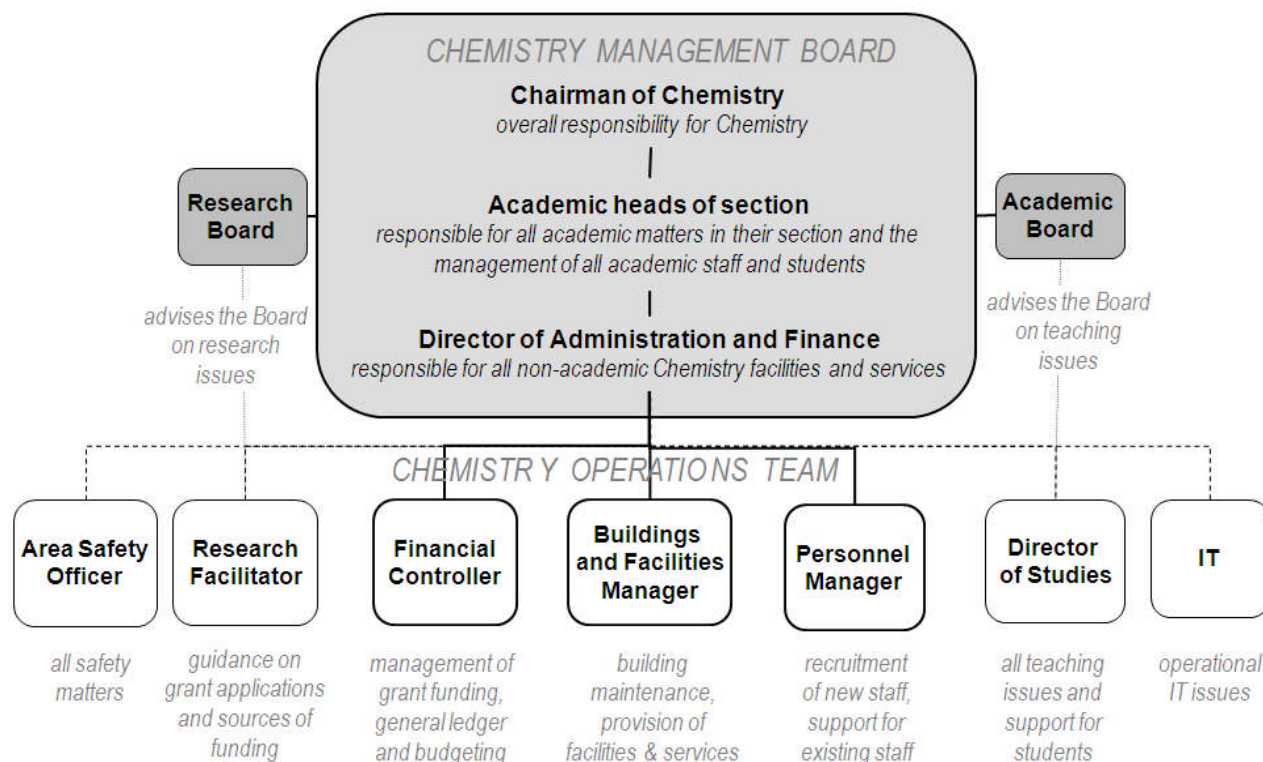
b Administration

Academic work in the Department is supported by an administration team providing services such as finance, building maintenance, stores, workshops, personnel and IT, and guidance on issues such as safety and research funding.

⇒ For organisational charts and contact details of administration staff, see appendices

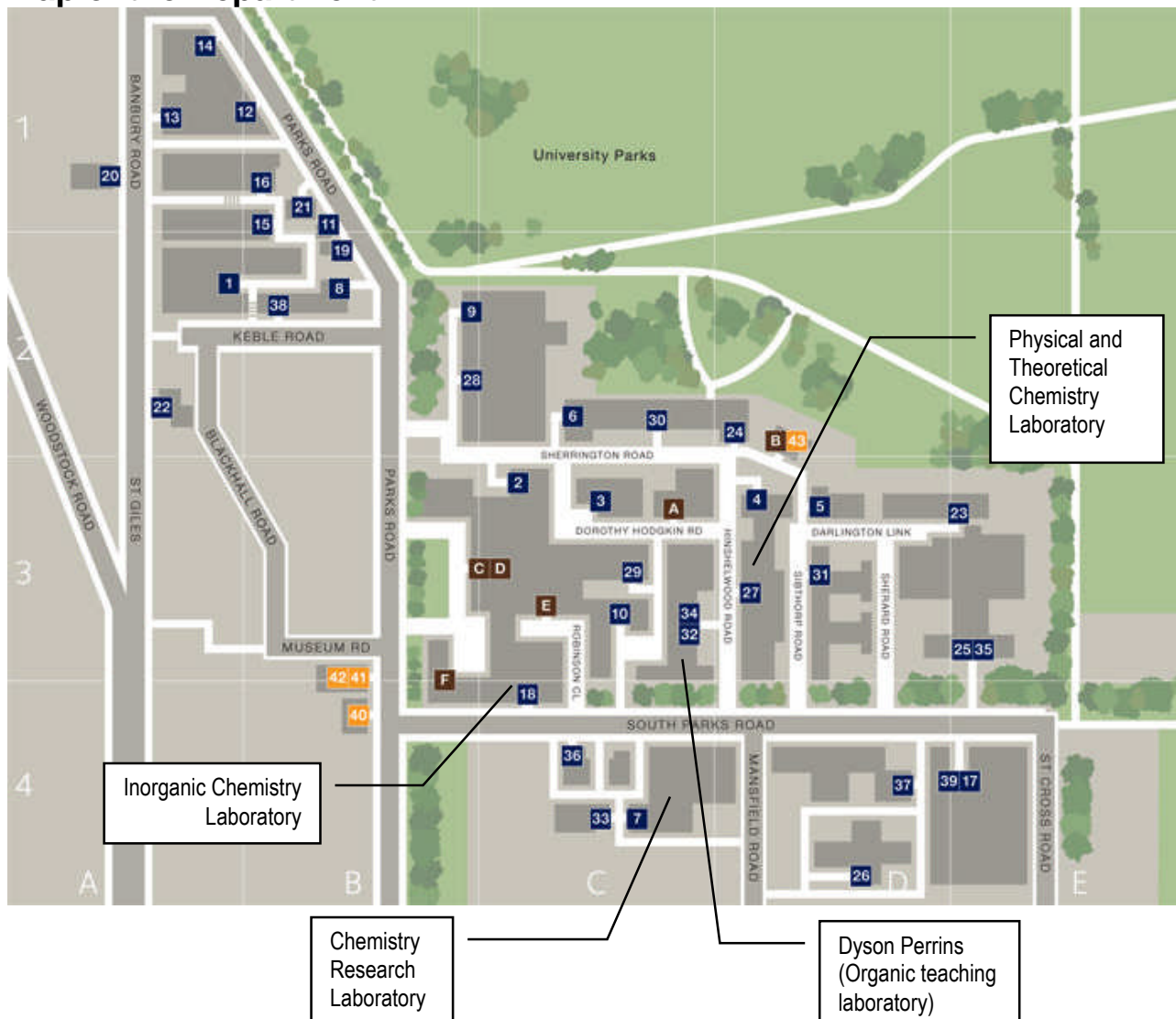
NB the most up to date version of the appendices to this document can be found on the Chemistry intranet

3 Who's who?



⇒ For a full set of organisational charts and contacts, see appendices

4 Map of the Department



5 Addresses and key phone numbers

- Physical and Theoretical Chemistry Laboratory, South Parks Road, Oxford OX1 3QZ. Tel: +44 (0)1865 275400
- Inorganic Chemistry Laboratory, South Parks Road, Oxford OX1 3QR. Tel: +44 (0)1865 272600
- Chemistry Research Laboratory, Mansfield Road, Oxford OX1 3TA. Tel: +44 (0)1865 285000

⇒ For a full list of contacts for staff, facilities and services, see appendices

6 Things you need to find out

Some information that you need to know will be particular to where you are working and can't be covered in this induction pack.

Make sure that you find out the following from your supervisor or your colleagues when you start work:

- a your nearest fire exit and route to the fire assembly point for your building
- b the names of first aiders in your area – so you know who to go to in the event of an accident
- c the nearest first aid boxes to your location

Section B: Emergencies, accidents and fire

Everyone working or studying in the Department should familiarise themselves with the location of fire extinguishers, fire exits, safe escape routes and assembly points in the building in which they are working in case of emergency.

1 Emergency calls

Emergency telephone calls can be made from any telephone on the University network by dialling 9-999

2 Fire

If you discover a fire, activate the nearest alarm. Dial 9-999 to **notify the emergency services and inform them that their assistance is required**. Only tackle a fire, with the appliances provided, if it does not put you at personal risk.

On activating or hearing the fire alarm, leave the building by the shortest route. Do not use lifts. Proceed to the assembly point. Do not re-enter the building until you are told it is safe to do so by the senior fireman in charge or a safety officer.

3 Medical emergencies

In the event of a serious/life threatening accident telephone call 9-999

If the injury is less serious call Oxford (01865) 220224/(01865) 220208 for Accident Service, John Radcliffe Hospital, Headington

If it is an EYE accident: send the injured person to the Eye Hospital and call (01865) 234800 to warn the hospital of their arrival (24-hour service). Please note that the Eye Hospital has now moved from the Radcliffe Infirmary site to the new West Wing at the John Radcliffe Hospital. The Eye Emergency Department operates a booking system, although patients with urgent, painful or sight threatening conditions will be seen promptly, so ensure that you phone ahead. First aiders may, of course, assess that ambulance transport is needed for some injuries.

⇒ For a full list of first aiders, with contact details, see appendices

4 Accidents causing injury

Serious Injury: call for medical help without delay (see above for emergency contact details and appendices for safety officers/first aiders)

Eyes: if a chemical gets into an eye, wash out the substance at once and continue washing for at least ten minutes: **CALL A FIRST AIDER**.

Minor cuts and burns: make sure you know where first aid boxes are kept and where to find a first aider.

Skin contamination: take immediate action to remove the contamination:

DO NOT WAIT FOR PAIN OR OTHER UNPLEASANT SYMPTOMS TO DEVELOP.

Delay can have very serious consequences: some highly toxic substances such as Hydrofluoric acid, aromatic amines and alkyl sulphates are readily absorbed through the skin yet do not cause immediate pain.

If the injured person requires hospital treatment and they can be moved they should be sent by private car to either the Accident and Emergency Department at the John Radcliffe Hospital (tel: 01865 220224/220208) or the Emergency Eye Department in the hospital's West Wing (tel: 01865 234800). If possible, call the hospital to warn them in advance. Ask at your local reception to find an approved departmental driver to take you to the hospital.

⇒ See appendices for details of first aiders

5 Other emergencies

eg security issues, gas or water leaks

During working hours: contact a member of the Facilities Team or a safety officer. Call reception in the building you are working in if you don't know the number or can't get hold of anyone.

Outside working hours: call University Security Services on (01865 2)89999

⇒ See appendices for details of the Facilities Team and Safety Officers

Section C: General information

1 Working environment

Please help to contribute to a safe and clean working environment by keeping your working and laboratory areas tidy. Avoid obvious hazards such as obstructing doorways and passageways, trailing cables and spillages.

All buildings in the Department are no smoking. Food and drinks are not permitted in any of the laboratory areas under any circumstances.

If you feel that you need a display screen assessment to make sure that your immediate working environment is comfortable, please see the Area Safety Officer who can arrange this for you.

The Department will also contribute towards the cost of glasses for VDU work and prescription safety glasses and has an arrangement with a local optician. Please see the Facilities Office Manager to arrange an appointment for an eye test or to order glasses.

Although the Departmental buildings are open 24 hours a day (to those with a University card that is enabled on Chemistry's security system), no-one is permitted to work alone when carrying out experimental work. If you planning to work outside normal working hours, ie after 6pm and before 8am, you must sign the late working book available in the reception area of the building in which you are working. Note that the reception area itself is likely to be unmanned at this time so, if you are planning to work late, make sure you know where the book is kept and that you have your University card with you.

⇒ For staff contact details, see appendices

2 Access and University cards

Staff and students with a University card that has been activated for use within Chemistry can access any of the buildings in the Department at any time of day (please note the restrictions on lone experimental working detailed above).

If you are a student or a research student, your University card will be given to you by your college. If you are a member of staff or a visitor not connected to a college, the Department will apply for a card on your behalf.

Once you have completed a Departmental Registration Form (see page 5) and handed this in at your induction or to the Personnel Team, your University card number will be added to the Chemistry system enabling access to the Department.

Replacement cards should be obtained from either your college (for students/research students) or from the Personnel Team in the Department if you are a member of staff. If you are a visitor and need a replacement card, please check with reception in the building in which you are working. Please note that there is a £10 fee for a replacement card, if it is lost or damaged.

⇒ For contact details for Personnel staff, see appendices

3 Notices and the intranet

Relevant Departmental notices will be displayed in the reception areas of each building and you should check these areas regularly. In addition, information about the Department can be found on the Department of Chemistry intranet, accessible from any computer in the Department. Relevant forms, contact details and details of facilities and services can all be found online. You will need to use your Single Sign On login details, issued by the Oxford University Computing Service (OUCS), to access the Chemistry intranet – this is the same information used to access your University e-mail account.

Section D: Facilities

1 Catering/common rooms

Machines vending drinks and snacks are available in all buildings. Please note that no food or drinks are to be taken into laboratory areas anywhere in the Department.

Staff and visitors can use the Atrium Café in the CRL building (usually open between 8.30am and 4pm), the PTCL common room and the Abbot's Kitchen in ICL.

2 Parking/cycle racks

Parking around the Department is very limited and restricted to permit holders only. A small number of permits are available each year for permanent members of staff and researchers on short-term contracts. Permit applications are considered against a number of 'needs' criteria including disability, childcare responsibilities and unsocial working hours.

Cycle racks are available near to all Chemistry buildings. There is also a secure cycle cage that is accessible with a valid University card registered for use in Chemistry.

A very limited amount of parking is available for visitors to the Department. Check with your local reception regarding availability and bookings. All visitors must use the correct parking permits issued by reception.

3 Meeting rooms

A number of meeting rooms are available throughout the Department for groups to discuss their work or host meetings and events. To find out about rooms and make bookings, see the Chemistry intranet.

4 ICT and media services

Currently there are six members of staff who provide ICT support for the Department of Chemistry. For information on who to contact and receive ICT support please use the Chemistry IT help web page (www.chem.ox.ac.uk/help), on this page there is an online web form where help requests are entered into a shared job tracking system so the ICT staff can respond as a team.

Using any of the computers or network in the department requires you to accept and abide by the University rules and regulations relating to the use of Information Technology Facilities (www.ict.ox.ac.uk/oxford/rules/). The department's local rules and help concerning the connection of non-departmental machines to our network are found on the ICT help page (www.chem.ox.ac.uk/help).

A large number of tailored mailing lists are available to facilitate communication with various categories/groups of personnel within the Department of Chemistry (intranet.chem.ox.ac.uk/mailling-lists.aspx).

The ICT team provide a range of media services and can help with the production of presentations, posters, photographs and illustrations.

At the beginning of the academic year there are a large number of ICT training workshops – covering research discovery using a number of databases; using word processors to write a thesis; presentations and posters; and chemistry computational modelling and illustration software, details of the courses will be advertised at the start of your research projects.

A number of training courses are also run by Oxford University Computing Services (OUCS), many of which are free to University staff. For details of the OUCS IT Learning Programme, visit www.oucs.ox.ac.uk/

⇒ See appendices for contacts for ICT staff

5 Photocopying, mail, couriers and telephones

Photocopiers are available in all buildings for business use and are activated by either a card or a code. Please see your supervisor for these details.

Incoming mail will be placed in pigeon holes in the reception area of the building in which you are working. Please make sure that you check for post regularly as it will only be stored for a short time.

Outgoing mail should be placed in the relevant boxes in reception for internal Oxford University mail (free) and Royal Mail services. Please add your initials and your section or group for all post to be franked – this will be charged to your supervisor.

6 Workshops

A number of workshops in the Department can design and fabricate equipment for use by students and researchers.

Glassblowers

situated in the ICL

This workshop can design and create custom glassware for your experimental work.

Mechanical workshops

in PTCL

Capable of designing and manufacturing a wide range of experimental equipment.

Electrical/electronics workshops

in PTCL and ICL

Work on servicing existing electric/electronic equipment and the design and construction of new items for research groups.

⇒ *For locations and contact details for workshop services, see appendices*

7 Stores

Finance

Your supervisor has a budget for his/her group which covers, among other things, goods obtained from Stores or ordered from external companies. If the group overspends, it may be necessary to cut back or curtail the issue of stores and orders. You should check with your supervisor what arrangements they have in place for ordering goods through Stores, often all orders for the group are placed by a designated individual up to a defined limit.

If you are engaged on work that is supported by grants from outside bodies you must quote the grant reference (as advised by your supervisor) on outside orders or when making withdrawals from Stores. Orders for equipment, rather than supplies, will be accepted only from supervisors.

Purchases

Before making outside purchases, the Stores should be consulted to check whether the item is stocked. If the item needs to be ordered, please use a Purchase Requisition Form, which can be found on the Chemistry Intranet pages.

External orders should be either typed, or completed in block capitals. All orders with single items over £100 must be signed by a supervisor. Most supervisors will ask to see all requisitions before they are sent to Reception/Purchasing. External orders placed by 10am will be processed that same day. Orders are faxed, and copies placed in supervisor's pigeonholes. Any queries about orders should be taken up with either Stores/Reception/Purchasing in the first instance.

Stores operations

All apparatus and supplies for research will be issued from the Stores

⇒ *For details of Stores opening times, please see appendices*

Getting the goods you require

- a Frequently used items are kept in stock and will be issued on demand, provided you can quote a cost centre to be charged. An online stores ordering system is available on the Chemistry intranet. Orders placed before 9.30am will be available for collection after 2pm.
 - b Non-stock items will be ordered for you, if you have the necessary authorisation. Please discuss your requirements with your local Stores supervisor. Special orders, ie for non-stock items, require:
 - details of the cost centre or grant to be charged
 - the approval of a supervisor (or the Financial Controller if Departmental funds are to be used)
 - use of University preferred supplier or two written quotes for items costing between £1,000 and £25,000.
 - tender procedures for items over £25,000 (tenders for items over £100,000 must be managed by the Universities Central Purchasing Department).
 - If these requirements are satisfied, complete a purchase order form (see above)
- No chemicals may be ordered until a full assessment has been made of the hazards associated with their use. In the case of particularly hazardous chemicals the advice of the Departmental Safety Officer must be sought before an order is placed.

Deliveries

Deliveries are usually made to the Stores, where they are checked and put through the goods received procedure. If any item is delivered direct to you, you must ensure that any paperwork relating to the delivery is passed immediately to Stores. If this is not done it can lead to late payment of invoices and possibly loss of the supplier's goodwill.

Returns

- a Chemicals that are surplus to current needs must be returned to Stores.
- b Waste solvents should be returned to Stores for disposal. Contact your local Store for the appropriate process to use.
- c Empty chemical bottles, properly washed, and used glassware for disposal may be left in the container for this purpose.
- d Disposal of waste out-of-date chemicals is the responsibility of individual groups who should contact the Safety Office to arrange disposal (see appendices for contact details)
- e Disposal of electrical and electronic equipment, including PCs, monitors, lamps and batteries, is subject to stringent controls. Please contact your local Facilities team.

Liquid Nitrogen, Gas Cylinders, Dry Ice

Issues of any of the above items differ from site to site. Please contact your stores supervisor/facilities team for advice on the appropriate method.

8 Analytical services

A wide range of analytical services are available in the Department for research purposes, including:

- a Nuclear magnetic resonance (NMR)
- b Mass spectroscopy
- c X-ray diffraction
- d Electron spin resonance (ESR)
- e Surface analysis
- f UV/IR spectroscopy

Speak to your supervisor in the first instance about these techniques and their application to your work.

⇒ *Further details of analytical services, including contact details, is available on the Chemistry intranet.*

9 Repairs and maintenance

A Chemistry-wide building and facilities team is responsible for all repairs and maintenance in the Department, with local teams on hand in each building.

⇒ *For contact details for your local facilities team, please see appendices*

10 Research Facilitator

The Research Facilitator for Chemistry can provide guidance on funding opportunities and grant applications, including funding bodies, criteria, application processes and content.

⇒ *For contact details, please see appendices*

Section E: Part II/graduate student procedures

Part II procedures

Part II is widely considered to be the “jewel in the crown” of the Oxford Chemistry course. It is your opportunity to immerse yourself completely in a research project in a world-class research group. This is a fantastic experience, but for many it can seem a daunting prospect at first.

1 Guidance notes

The department has prepared a brief set of guidance notes about how to approach a Part II project, what is expected of you and what you can expect from your research group. These can be found online at www.chem.ox.ac.uk/teaching/GuidanceforPartII.pdf

2 Thesis

At the end of the year you will be required to report on your project in the form of a thesis. Detailed instructions for producing the thesis will be e-mailed to you by the Chairman of Examiners in Hilary Term. Instructions are available on the departmental web page at www.chem.ox.ac.uk/teaching/partIIInstrtoCand.html, but instructions do vary slightly from year to year. Two copies of the thesis must be submitted to the Examination Schools by **noon on Friday of 7th week**, Trinity term. This deadline is very strict, do not miss it. Unauthorised late submissions attract an automatic fine from the Proctors, and the examiners have the discretion to impose a marks penalty.

3 Viva

You will be required for a *viva voce* examination with at least two examiners. These examinations take place in 10th and 11th weeks, and the timetable is fixed during the Easter vacation.

4 Colloquia

Each section holds weekly colloquia during term and your research group will also hold regular meetings. You are expected to attend these. See www.chem.ox.ac.uk/faculty/colloquia.html

5 Problems

Any formal problems or queries about the examination process, requests for mitigation, late submission, etc need to be made to the Proctors through your College tutorial office. It is not appropriate to approach the Chairman of Examiners directly. If there are any problems you do not wish to discuss with your supervisor you may informally approach (in the strictest confidence) the Head of Laboratory or his deputy, the Director of Studies or the Faculty Office.

6 Continuing research

In due course, you may feel that you would like to continue research and work towards a higher degree (DPhil). The best time to consider this option and to discuss it with your prospective Supervisor is probably early in the New Year (January or February). You can also get advice from the appropriate Director of Graduate Studies, the Head of Section, your College tutor or the Director of Studies.

7 Projects outside the department

If you are doing a project outside the department, you will have a co-supervisor from Chemistry. Please make sure that you meet your co-supervisor periodically to keep them up to date with the progress of your project, and in particular flag up any problems so that we can deal with them quickly.

Graduate procedures

The information in this section summarises and highlights the milestones you need to pass during the course of your degree, and also deals with some other important matters. Procedures differ in detail between the different sections of the Department. You will have received, or should receive shortly (i) a copy of the Mathematical, Physical and Life Sciences (MPLS) Division's *Graduate Handbook*; (ii) a copy of the University's *Examination Regulations 2011* (commonly known as 'The Grey Book'). You will also receive information from your college. You should study these information sources and keep them safely, as you will undoubtedly need to make reference to them.

1 Directors of Graduate Studies

Each section in the Chemistry Department has a Director of Graduate Studies (DGS), who has primary responsibility for graduate affairs within the Section. The DGS formulates policy on graduate studies and exercises daily oversight of graduate business. As well as being involved in the planning of postgraduate lectures and training courses, the Director is responsible for monitoring the progress of individual students, and dealing with any problems as they arise, and for handling the administrative arrangements connected with, for example, supervision, probation, change of status, extensions of time, and the submission of theses.

⇒ For contact details for Directors of Graduate Studies, see appendices

2 Academic advisors

All graduate students in Chemistry have a departmental academic advisor in addition to their supervisor(s) and college academic advisor. The role of an academic advisor is not as an additional supervisor, but to give a point of contact in the department [beyond the supervisor(s)] for discussions of a more general nature, or to whom you can turn if you feel unable to discuss a particular issue with your supervisor(s). For most students the academic advisor will be the DGS or a member of staff working in a related field.

3 Termly reports

Each term you will be invited to access the state of your project and your supervisor will write a report on your progress. The contents of this report will be discussed with you. Copies are sent to the DGS, who is responsible for monitoring your progress, and to your College.

4 Transfer of status

As a new research student you have been admitted as a Probationer Research Student (PRS). Towards the end of your first year your progress will be reviewed and a recommendation will be made to the Mathematics and Physical and Life Sciences (MPLS) Division as to whether you should be permitted to transfer to DPhil (or MPhil as appropriate) status. Application for Transfer of Status is made on form GSO2, which can be downloaded from www.admin.ox.ac.uk/gso/forms/ and must be submitted to the MPLS Division Office. Once the process is complete, Transfer normally takes place during the summer of your first year. You will be contacted in plenty of time and given detailed instructions but you will be expected to write a short report on the research you have done so far, together with a list of colloquia and seminars and any skills training you have attended. You will also be required to attend a short viva, which may include a presentation, with a panel of two assessors. If you do not successfully pass the Transfer of Status process at the first attempt you will receive advice from the DGS or Head of Section and may be permitted to attempt again at a further date.

5 Confirmation of status

All doctoral students are required to apply for Confirmation of DPhil status within nine terms (but no sooner than six) of their admission as a graduate student of the University. The process enables the student to have an assessment of his or her work by one or more assessors other than the supervisor(s). This is taken as an indication that, if the work continues to develop satisfactorily, consideration of submission within the course of two to three further terms would appear to be reasonable.

Confirmation of status requires the submission of a form (GSO14) describing progress so far, plans for thesis submission and a summary of the project. In some sections a short presentation to the department is also required at some point during the third year. The form GSO14 should be submitted to the MPLS Divisional Office once it has been signed by your supervisor and your College. You will receive further information concerning the detailed procedures nearer the time. If you do not successfully pass the Confirmation of Status process at the first attempt you will receive advice from the DGS or Head of Section and may be permitted to attempt again at a further date. In consultation with your supervisor you should agree a DPhil submission date and aim to keep to that date, which should not extend beyond four years from starting.

6 Submission and examination of thesis

Your thesis must be submitted within three terms of confirmation of status. Before submitting the thesis you will need to apply for appointment of examiners. This is done using form GSO3, with the assent of your supervisor and your College. The form and guidance notes can be found at www.admin.ox.ac.uk/gso/forms/. The form must be submitted to the MPLS Divisional Office.

You must submit two bound and printed or typewritten copies of the thesis to the Examination Schools, together with two copies of an abstract with a maximum of 300 words.

The thesis will be examined *viva voce* by two examiners, one of whom will normally be external to the University, and one internal. You must wear full academic dress to the viva (as for all University examinations) and take a copy of the Thesis with you.

Once you have passed the viva and completed all corrections, you will be given leave to supplicate for the degree. At this stage you must submit one bound paper copy of the thesis to the examination schools for deposit in the Bodleian library. This must be accompanied by forms GSO3A and GSO26. You also need to deposit an electronic copy of the thesis. Instructions can be found at www.ouls.ox.ac.uk/ora.

7 UK GRAD schools and transferable skills training.

All EPSRC-sponsored students must attend a one-week Graduate Training Course in either their second or third year, see www.vitae.ac.uk. In addition, it is a requirement that all EPSRC sponsored students complete a total of six weeks of transferable skills training during the course of their DPhil. A wide range of skills development courses is available within the MPLS division. You will receive periodic notifications of these and they are also detailed on the website at www.mpls.ox.ac.uk/skillstraining/index.html. One of these weeks will probably comprise the Graduate Training Course mentioned above; much of the other formal skills training will no doubt be received in the natural course of your doctorate. The department also provides a number of courses in research techniques and IT, your supervisor will advise you in the first instance about which of these courses may be appropriate.

8 Undergraduate teaching by graduate students

It is accepted that undertaking a modest amount of teaching (such as departmental demonstrating or classes, or college teaching) during your DPhil can be a useful aid to academic and personal development. *You may only undertake teaching with the full agreement of your supervisor(s)*. Current guidelines with regard to contact hours are given in the MPLS Division's *Graduate Handbook* and you should discuss with your supervisor(s) what is appropriate in your particular case. You will not be permitted to teach without first receiving adequate training and guidance. Suitable courses are available within the Department.

Training for demonstrators in the teaching labs is organised by Teaching Laboratory Officers.

⇒ For details of Teaching Laboratory Officers, see appendices

9 Appeals and complaints.

In the first instance you may informally approach (in the strictest confidence) either the DGS or the Head of Laboratory or his deputy. Almost all situations can be properly and satisfactorily resolved through informal discussion. However, formal procedures are summarised in the Division's *Graduate Handbook* and given in detail in the *Examination Regulations*. Further information is available at www.chem.ox.ac.uk/graduatestudies/Complaints&Appeals.doc.

10 Graduate studies web site

A graduate web site may be found at www.chem.ox.ac.uk/graduatestudies/ which gives further useful links and information. Suggestions for improving this site are welcome and should be directed to the Chairman of the Chemistry Graduate Studies Committee.

⇒ For contact details for the Chairman of Graduate Studies Committee, see appendices

11 Other procedures

All forms required can be found on the Graduate Studies website at www.admin.ox.ac.uk/gso/forms/. As well as the forms already mentioned, this includes forms to change thesis title, to suspend status, to request an extension, to notify the University of a change of personal details or to withdraw from the programme of study. If you withdraw, suspend status or change programme of study it is your responsibility to submit the relevant forms, otherwise you will be personally liable for any remaining fees due before you can be awarded any research degree.

Section F: Finance

1 Income

The Department's funding comes from two main sources:

- a The Higher Education Funding Council for England (HEFCE), via the central University: this funding is used to support all teaching activity and includes a contribution to the salaries of permanent academic staff, technical and administrative staff and the cost of buildings and services.
- b Funding bodies such as research councils and commercial companies: this funding is used to support the majority of research activity in the Department and grants are awarded to cover the cost of staff working on a particular project, consumables, travel expenses and equipment costs.

2 Expenditure

All expenditure in the Department must be allocated to a relevant cost centre. Cost centres are either grant-specific or Departmental. Purchases made for a specific research project should be charged to the code relevant to that project so that accurate accounts can be kept.

If you are likely to incur costs, eg through ordering goods for your research, photocopying or travel expenses, you should find out from your supervisor the most relevant code for these activities.

3 Purchasing

If you need to order goods for your research or for the office in which you are working, you should first check with the stores in your building to see if they have your required items in stock. An online catalogue is available as part of the ordering system on the Chemistry intranet (for CRL and ICL stores – PTCL to follow).

If not, you will need to complete an order form with full details of your requirements, including goods required and suppliers details. All stores keep catalogues for major chemical and stationery suppliers that will include all the relevant information.

Completed orders should be given to your local finance office who will then send your order to your supplier. When orders are received in the Department, stores will let you know so that you can collect your goods.

Please check any ordered goods carefully on receipt so that any errors can be rectified as soon as possible. Stores staff will chase orders once they have been placed and will let you know of any problems with deliveries.

⇒ For details of your local stores and finance contacts, see appendices

4 Expenses and travel insurance

Any legitimate business expenses should be charged to your relevant cost centre, particularly if part of a research project. Please check with your supervisor about what expenses can be reclaimed before incurring costs that might not be refundable.

An expenses claim form is available on the Department of Chemistry intranet and should be completed, signed and counter-signed by your supervisor. Completed forms should be given to your local finance office. All expenses claims must be supported by receipts.

Limited petty cash is available from your local finance office for legitimate expenses. You will be expected to sign a claim form detailing what the money is needed for and to provide a receipt of your purchases.

A global travel insurance policy is in place for all travel on University business. You will be expected to complete a risk assessment of where you are planning to travel and to provide details of what event you are attending and where you will be staying. Complete a travel insurance form, get it signed by your supervisor, and give to your local finance officer.

5 Deposits

You may be required to pay a deposit for a lab coat, copier card or locker, depending on where you are working. If this is the case, please see your local finance officer.

6 Fraud

If you suspect fraud you must report the matter to the Internal Audit Service (contact Richard Bacon, PricewaterhouseCoopers, tel.: 0121 265 5492, mobile: 07973 198707, e-mail: richard.f.bacon@uk.pwc.com) or the University's [Director of Finance](#), Giles Kerr.

All cases of suspected fraud will be investigated whether they concern the assets of the University or of persons or bodies connected with the University. Any member of staff, regardless of their position or seniority, against whom prima facie evidence of fraud is found, will be subject to disciplinary procedures that may result in dismissal.

Further information regarding the University Anti-Fraud Policy can be found at www.admin.ox.ac.uk/finance/oxonly/assurance/antifraud/

7 Bribery

The University's Bribery Policy is illustrated below:

A. Introduction

1. The University is committed to conducting its business fairly, honestly and openly; to the highest standards of integrity; and in accordance with relevant legislation. The University has no tolerance of **bribery** and **fraud**, and believes that action against **bribery** and **fraud** is in the broader interests of society. As a charity deriving a significant proportion of its income from public funds, benefactions and charitable organisations, the University is concerned to protect its operations and reputation and its funders, donors, staff and students from the detriment associated with bribery and other corrupt activity. It is therefore committed to preventing **bribery** and **fraud** by its staff and any third party acting for or on behalf of the University.

2. This Policy has been adopted by Council and applies throughout all the University apart from Oxford University Press, which has its own, complementary policy and procedures. Words or phrases that appear in bold are defined in schedule 1. The three attached schedules form part of this Policy.

B. Definitions

3. Bribery and fraud are complex legal concepts and the definitions section in schedule 1 provides more detail about what they mean. For the purposes of this Policy, bribery and fraud have been treated as separate offences, but it should be recognised that there are circumstances in which they overlap.

C. The University's Approach to Bribery and Fraud

4. The University will take appropriate action to prevent **bribery** and all forms of **fraud** in the University.

5. No University employee or **associated person** shall seek a financial or other advantage for the University through **bribery**. No University employee or **associated person** shall offer, promise, give, request, agree to receive or accept a **bribe** for any purpose.

6. The payment or acceptance of **facilitation payments** or any other "kickback" by University employees and **associated persons** is unacceptable. The only exceptions are where the employee or

associated person is in a vulnerable position arising from the circumstances in which the payment was demanded (for example where he or she is in personal danger) or the relevant territory specifically permits such payments in its local written law. In such exceptional cases, the payment should be reported in advance, or if that is not possible, as soon as reasonably practicable afterwards, in accordance with the procedure set out in schedule 2.

7. The University has no tolerance of **fraud** within its operations, and University employees and **associated persons** must not engage in any form of **fraud** with regard to activity carried out on behalf of the University.

8. University employees who suspect that **bribery** or **fraud** have occurred are required to report such instances internally, through the channels described in schedule 2. The University will appropriately investigate, record, and report all suspected instances of **bribery** and **fraud** in accordance with the procedures set out in schedule 2.

9. **Bribery** and **fraud** by **University** employees will be treated as a serious disciplinary offence resulting, potentially, in dismissal and legal action.

10. Excessive or lavish gifts or hospitality in relation to business transactions or arrangements with donors might constitute **bribery**. No University employee or **associated person** shall give or receive gifts or hospitality otherwise than in accordance with the Financial Regulations. Gifts and hospitality must not exceed normal business courtesy; all gifts or hospitality given by the University shall be for the purpose of better presenting the University or establishing cordial relations with business partners and supporters and will be for proper charitable and/or business purposes, reasonable, appropriate and in accordance with the Financial Regulations of the University and any other policy approved by Council or made under its delegated authority.

11. The University does not make political donations, and only makes and receives charitable donations in accordance with the Financial Regulations of the University. Any charitable donations received by the University must be requested and received for exclusively charitable purposes and shall not **improperly** influence any decisions made by or on behalf of the University.

12. This Policy should be read together with the University's Policy on Conflicts of Interest, Financial Regulations, Public Interest Disclosure Code of Practice and Procedure, Guidelines on the Acceptance of Donations and any other relevant policies and procedures approved by Council or made under its delegated authority and identified to readers of this Policy by the Registrar, who shall be entitled to amend or add to the list of policies and procedures set out in this Clause from time to time.

13. The University takes measures to prevent **bribery** and **fraud** by agents or other third parties performing services for or on behalf of the University; and will take appropriate action should it discover that they are engaging in **bribery** and **fraud** on behalf of the University.

D. Implementation

14. Responsibility for implementation of this policy lies with the Registrar.

15. The commitment by the University to preventing **bribery** and **fraud** shall be clearly and regularly communicated to staff and **associated persons** by the Registrar or others nominated by the Registrar. For this purpose Council has approved the **Standards** expected of University employees and **associated persons**. These are set out in schedule 3.

16. The nature and extent of the risks relating to **bribery** and **fraud** to which the University is exposed shall be regularly and appropriately assessed and appropriate procedures to prevent **bribery** and **fraud**, including proportionate preventative and detective internal controls, and effective reporting procedures shall be implemented to reflect the outcomes of the risk assessments.

17. Where risk assessments indicate a significant risk that **bribery** and/or **fraud** might occur in relation to a particular transaction, third party or territory, appropriate due diligence shall be conducted prior to proceeding with the relevant transaction.

18. This Policy shall be available to every University employee and the University shall arrange specific training for those deemed most likely to encounter **bribery** and **fraud**.

19. The University's procedures to prevent **bribery** and **fraud** shall be monitored and reviewed and, where appropriate, amended to reflect legal requirements and in the light of any instances of **bribery** and **fraud**.

E. Responsibilities of the Registrar

20. The Registrar shall have the following responsibilities:

20.1. to maintain a register of the incidents of **bribery** and **fraud** that are reported to him or her and to investigate further and to report such incidents in accordance with the procedures set out in schedule 2;

20.2. to compile an annual report for the Audit and Scrutiny Committee on the implementation of this Policy including the outcomes of any relevant risk assessments and due diligence and any incidents of reported **bribery** and **fraud**, thereby contributing to the monitoring and review of this Policy; and to recommend any changes to this Policy which may, from time to time, become appropriate;

20.3. to ensure that any standard University documents and procedures (including procurement terms and procedures, fundraising documentation, and terms and conditions of employment) reflect the requirements of this Policy;

20.4. to coordinate the **University's** response to any investigation or charge under anti-bribery or fraud legislation;

20.5. to ensure that procedures are in place to communicate the **Standards** to all staff and any relevant associated persons and to deliver appropriate training to them;

20.6. to oversee the compilation of specific **bribery** and **fraud** risk assessments and the conduct of appropriate due diligence into significant transactions with a view to assessing **bribery** and **fraud** risks and taking appropriate action to mitigate them; and

20.7. to monitor the effectiveness and review the implementation of this Policy, regularly considering its suitability, adequacy and effectiveness.

The Registrar may delegate these responsibilities to named individuals as he or she sees fit.

Adopted by Council on 27 June 2011

Schedule 1 – Interpretation

Associated person – a person, company or other legal entity that performs services for or on behalf of the University and which may include for example agents, subsidiaries and sub-contractors of the University, recipients of grants from the University, partners in joint ventures or collaborative working arrangements of any kind and suppliers of fundraising, professional or other services to the University.

Bribery – (a) offering, promising, giving, requesting, or accepting a financial or other advantage in circumstances occurring inside or outside the UK which are intended to induce or reward **improper** performance of a function or activity that :
is of a public nature, performed in the course of a person's employment, connected with a business or trade, or performed on behalf of a body of people; and
a reasonable person in the UK would expect to be performed in good faith, impartially or in accordance with a position of trust;

(b) offering, promising or giving a financial or other advantage to a public official outside the UK (or somebody else nominated by that official) intending to influence the official in the performance of their official functions in order to obtain or retain business or a business advantage.

Facilitation payments - payments intended to secure or expedite routine or necessary Government action by a **public official**. A **facilitation payment** includes a payment to a public official to do their job properly as well as payment to do their job improperly.

Fraud - an act or omission, made with the intent of making a financial gain, or causing a financial loss, or exposing another to the risk of a financial loss, in which a person:
dishonestly makes a false representation; or
dishonestly fails to disclose information which he or she is under a legal duty to disclose; or
occupies a position in which he or she is expected to safeguard, or not act against, the interests of another person and;
o dishonestly abuses that position; and
o intends, by means of that abuse of that position to make a gain for himself or herself or another, or to cause loss to another or to expose another to the risk of loss.

Improper - (a) a failure to perform a function or activity in good faith, impartially or in accordance with a position of trust; or (b) not performing the function at all. In deciding whether a function or activity has been performed **improperly** outside the UK, any local custom or practice must be disregarded unless it is permitted or required by the written law of the country in which it is performed.

Public official - someone who holds a legislative, administrative or judicial position of any kind, whether appointed or elected; someone who exercises a "public function" for any country or territory (or any subdivision of such a country or territory); or an official of or agent of a public international organisation (eg UN; EU, World Bank).

Standards - the document attached as schedule 3.

Schedule 2: Investigation, Recording and Reporting of Bribery and Fraud

Making a disclosure

1. Members of staff, or students or other individuals who reasonably suspect bribery or fraud in the University, should report their concerns as soon as possible to the Director of Finance or the Registrar, providing a brief description of the alleged irregularity, the loss or potential loss involved, and any evidence supporting the allegations or irregularity or identifying the individual or individuals responsible.
2. Any report will be treated as a disclosure under the University's Policy and Procedure on Public Interest Disclosure (<http://www.admin.ox.ac.uk/ps/staff/codes/pid.shtml>) and as such will be brought to the attention of the Registrar, who will decide on the procedure to be adopted.
3. Although bribery and fraud can overlap, for clarity references to both offences have been included within this procedure.

Bribery and Fraud Review Group

4. Where concerns are to be taken forward under this policy, they will be considered by a Bribery and Fraud Review Group (BFRG) comprising:
 - 4.1. the Registrar;
 - 4.2. the Director of Finance;
 - 4.3. the Director of Legal Services; and
 - 4.4. the Internal Auditor.
5. In cases which involve or may involve students, the Proctors will be informed by the Director of Finance at the outset of the investigation. If a student is the subject of an allegation of bribery or fraud, this will be dealt with by the Proctors under the disciplinary procedures applicable to students.
6. Bribery and fraud may include behaviour which would also be an offence under the provisions of the Proceeds of Crime Act 2002, or the Terrorism Act 2006 and related anti-terror legislation. If at any point there is a suspicion that the conduct complained of includes unlawful conduct of this nature, the BFRG will take immediate steps to secure appropriate professional advice as to the steps required to fulfil the University's obligations under the relevant legislation before proceeding further.
7. The BFRG will decide on such further steps as are necessary including:
 - 7.1. to investigate the concerns;
 - 7.2. to notify the police and other relevant authorities;
 - 7.3. to minimise further loss;
 - 7.4. to comply with any requirements of the University's insurance cover;
 - 7.5. to establish and secure evidence necessary for criminal and disciplinary action;
 - 7.6. to recover losses;
 - 7.7. to ensure that appropriate action is taken against those responsible; and
 - 7.8. to communicate with internal personnel and outside organisations with a need to know and in particular consider
 - 7.8.1. whether there are issues that should be referred to the appropriate funding body under the terms of any grant to which the allegations relate;
 - 7.8.2. whether the incident should be reported to HEFCE under the terms of the Financial Memorandum; and
 - 7.8.3. whether it should be reported to HMRC and will take steps to ensure that the relevant actions are undertaken as soon as is reasonably practicable.

8. In any case where immediate action is required, the Registrar or Director of Finance may take the necessary steps and in that case will report to the BFRG on the actions taken and the reasons for them as soon as possible thereafter.

9. In any case where an individual with responsibility under this policy is the subject of an investigation under the policy, the Vice-Chancellor, or if he or she is the subject of complaint, a Pro-Vice Chancellor unconnected with the matter in question, will appoint an alternate or alternates to fulfil the role or roles specified under the policy.

10. Investigations will normally be carried out by the Internal Auditor, taking account of appropriate professional practice, and any relevant guidance issued from time to time by HEFCE, the Charity Commission or any other relevant regulatory body.

11. The investigator will keep the BFRG informed as to the progress of the investigation and will complete the investigation in as timely a manner as is reasonably possible.

Suspension

12. Personnel Services must be consulted before any staff member is suspended, and must be consulted throughout on the conduct of the investigation. No one person, acting on his or her own volition, may move to suspend a member of staff suspected of bribery or fraud.

13. Any individual who is suspected of bribery or fraud may be suspended immediately (without deduction of pay) pending a full investigation. In some cases it may also be necessary to suspend other staff in order to conduct a proper investigation. The suspension of a member of staff does not constitute a finding of misconduct against him or her. Any staff suspended as a result of suspected bribery or fraud will be informed of the reason for the suspension.

14. Individuals suspended for suspected of bribery or fraud, and individuals suspended to enable a proper investigation to be carried out, will normally be required to leave University premises immediately and/or will be denied access to the University's IT facilities. During the period of any suspension they will not be permitted to return to the premises, to make contact with staff or witnesses, or to act on behalf of the University, unless given express permission to do so by the relevant University authorities. Any infringement of this requirement may be treated as a disciplinary offence.

Confidentiality

15. All persons concerned with the investigation must treat the information in strict confidence. Where necessary, information will be transmitted in confidence to relevant regulatory bodies.

16. An unwarranted breach of confidence may be the subject of disciplinary action.

Police Involvement

17. In all cases where the police are involved, the University reserves the right, where it would be reasonable to do so, to proceed with its own disciplinary procedures or with civil proceedings.

Insurance

18. In the case of insured claims, the BFRG will ensure that any requirements of the insurance cover are observed.

Interim reporting

19. The BFRG will notify the Vice-Chancellor and the Chairman of the Audit and Scrutiny Committee that a matter has been reported under this policy and will provide such further and confidential interim reports as to the progress of the investigation as are deemed necessary. Such reports may be oral or written as appropriate.

Notifying HEFCE of serious incidents

20. HEFCE's Financial Memorandum requires a report to it of any theft, fraud, loss of charity assets or other irregularity where:

20.1. the sums of money involved are, or potentially are, in excess of £25,000; or

20.2. the particulars of the fraud, theft, loss of charity assets or other irregularity may reveal a systemic weakness of concern beyond the institution, or are novel, unusual or complex; or

20.3. there is likely to be public interest because of the nature of the fraud, theft, loss of charity assets or other irregularity, or the people involved.

Recovery of losses

21. The Internal Auditor will endeavour to quantify the amount of any loss. The Director of Finance will take advice from Legal Services and the Insurance Office and may recommend civil action to recover outstanding losses in those cases where there is a reasonable prospect of success. In cases of substantial loss, consideration may also be given to an application for an order to freeze the suspect's assets pending completion of the investigation.

Final report

22. The Internal Auditor will prepare an investigative report for submission to the BFRG, which will be responsible for considering the findings and making recommendations to the Vice-Chancellor.

23. The final report, which will be provided in strict confidence to the Vice-Chancellor and to the Chairman of the Audit and Scrutiny Committee, will contain:

23.1. a description of the allegations and the steps taken to investigate them;

23.2. a conclusion as to whether the allegations made had substance and if so the extent of any loss and any other adverse impact on the University;

23.3. a description of any steps taken in relation to the individual or individuals concerned together with recommendations as to any disciplinary action;

23.4. the steps taken to mitigate any losses to the University;

23.5. the measures taken to minimise a recurrence; and

23.6. any action needed to strengthen future responses bribery or fraud, which may include provision for a follow up report within a specified time frame.

Records

24. The Registrar shall maintain a register (the „Register“) of all cases of bribery or fraud which are reported within the University (except Oxford University Press, which maintains its own records), including those where there was found to be no case to answer.

25. The Register will be maintained and will be available for inspection, subject to the requirements of the Data Protection Act 1998, and the Freedom of Information Act 2000.

26. The Registrar shall specify the following, in an anonymised form, in relation to each case of bribery or fraud:

26.1. what the suspected or actual incident was;

26.2. whether the incident was suspected or actual;

26.3. when the suspected or actual incident occurred and if actual who was (allegedly) involved;

26.4. what the actual and potential impact of the incident on the University might be;

26.5. what inquiries were made and/or action was taken, including any reports to other regulators or the police;

26.6. how any decision to terminate the investigation of the incident was made, and why;

26.7. what policies and procedures were in place that apply to the incident, whether they were followed, and if not, why; and

26.8. whether policies and procedures need to be introduced or revised, and if so, how and by when.

Communication to the complainant

27. The complainant will be informed in broad terms of the outcome of the investigation, having due regard to the confidentiality of information relating to the individual or individuals accused and others identified in the report.

References for employees or students disciplined or prosecuted for fraud

28. All requests for references for members of staff known to have been disciplined or dismissed for bribery or fraud must be referred to Personnel Services for advice on how to respond in accordance with employment law. In no circumstances must any person provide a reference for a member of staff whom they know to have been dismissed for bribery or fraud, without first consulting Personnel Services.

29. References for Student Members, who have been the subject of disciplinary sanction, must be referred to the Proctors.

Schedule 3 – University Standards

The University is committed to carrying out its activities to the highest standards of integrity and in accordance with relevant legislation.

The University has no tolerance of bribery and fraud, and believes that action against bribery and fraud is in the broader interest of society.

The University will not offer, promise, give, request, agree to receive or accept bribes for any purpose, and will take appropriate action to prevent bribery in the University. The University will not make unlawful facilitation payments.

The University will expect third parties acting on behalf of the University not to commit bribery or fraud; the University will take measures to prevent third parties from taking part in bribery or fraud on its behalf; and the University will take appropriate action should it discover that third parties are involved in bribery or fraud on its behalf.

Any hospitality or gifts the University offers or receives relating in any way to its activities will always be for proper purposes, reasonable, appropriate and in accordance with properly approved policies.

The University will not make political donations; any charitable donations we make will comply with properly approved policies; and any charitable donations received by the University must be requested and received for exclusively charitable purposes and shall not improperly influence any decisions made by or on behalf of the University.

The University will require those employees who suspect bribery and fraud to report such instances internally, and will provide channels for them to do this.

The University will appropriately investigate all suspected instances of bribery and fraud.

Where bribery and fraud are shown to have occurred, the University will take firm action, including, potentially, dismissal and legal action.

The University will seek to understand the risk of bribery and fraud in various contexts; implement policies and procedures to support these standards in view of its understanding of this risk; advise, inform and/or train its people appropriately concerning relevant standards, policies and procedures.

The University has instructed the Registrar to oversee the implementation of these Standards and supporting policies, provide advice as necessary, and monitor and report upon breaches of policy, and the general application of policy.

.....
Professor Andrew Hamilton Vice-Chancellor

⇒ For contact details for finance staff, please see appendices

Appendices

1 Forms you will need

The most important forms, that should be completed before your official induction starts, are the following:

- a Departmental Registration Form (see page 5)
- b (for staff and students working in laboratories) Safety Code of Conduct document (see page 6)

In addition, you might need the following forms in the course of your work:

- a Expenses Claim Form
- b Purchase Order Form
- c Travel Insurance Form
- d Sickness Form

⇒ *All Departmental forms can be found on the Chemistry intranet, accessible from all computers within the Department. Access the intranet from the Department of Chemistry homepage at www.chem.ox.ac.uk*

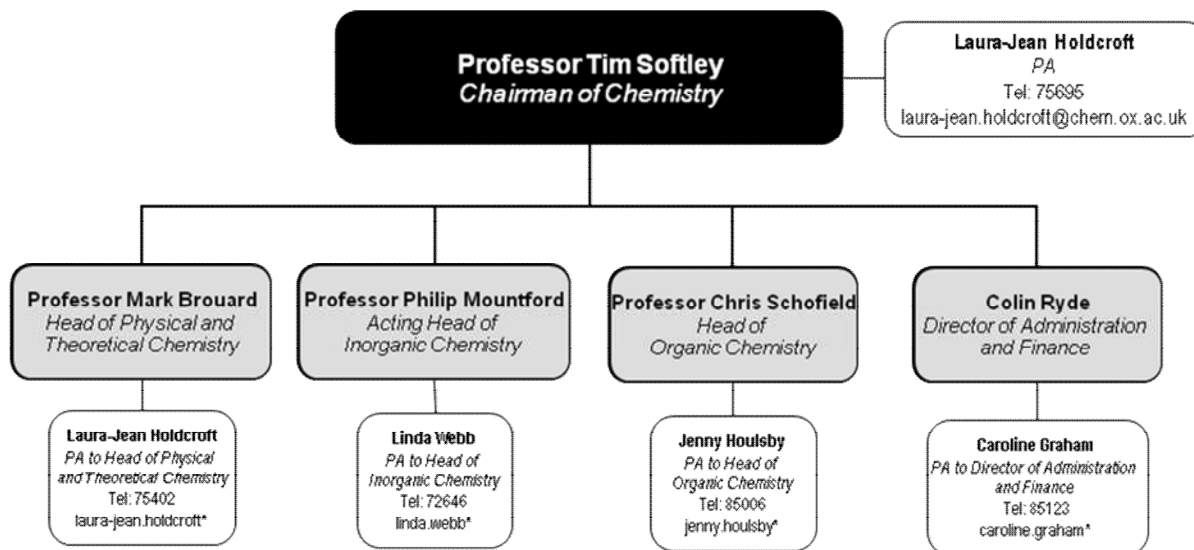
2 First aiders/safety officers/approved first aid drivers

Safety			
Area Safety Officer	Dr Chris Blackwell	chris.blackwell@chem.ox.ac.uk	72687/75928
Building and Facilities Manager	Dr Richard Jones	richard.jones@chem.ox.ac.uk	85004
PTCL Safety Officer	Dr Chris Blackwell	chris.blackwell@chem.ox.ac.uk	75483
ICL Safety Officer	Dr Phil Wiseman	phil.wiseman@chem.ox.ac.uk	72691
CRL/Dyson Perrins Safety Officer	Dr Malcolm Stewart	malcolm.stewart@chem.ox.ac.uk	75663/75926
Biological Safety Officer	Dr Zhihong Zhang	zhihong.zhang@chem.ox.ac.uk	75628
Deputy Biological Safety Officer	Dr Luet Wong	luet.wong@chem.ox.ac.uk	72619
Senior Radiation Protection Supervisors	Professor Chris Schofield	christopher.schofield@chem.ox.ac.uk	75625
Laser Supervisors	Dr David Watkin	david.watkin@chem.ox.ac.uk	85019
	Professor Mark Brouard	mark.brouard@chem.ox.ac.uk	75457
	Dr Christiane Timmel	christiane.timmel@chem.ox.ac.uk	72682/72641

First aid					
Physical and Theoretical Chemistry Laboratory					
Charlie Jones	Workshop	75168	Jin Zhang	LTL	75471
Kevin Valentine	03.06	75442	Nitayaporn Sun	UTL	75419
Charlie Evans	Workshop	75441	Ian Cuttress	30.09	75448
			Thomas Jarrold	28.10	75155
Inorganic Chemistry Laboratory					
Matt Lodge	F5b	72666	Kate Ryan	F21a	72640
Chris Blackwell	F5a	72687	David Royse	F21a	72640
Mike Pitcher	S16	72664			
Chemistry Research Laboratory (B=basement, LG = lower ground, G = ground, F = first, S = second)					
Tim Claridge	NMR (B)	75659	Tom Parsons	Lab G12	75638
Tina Jackson	NMR (B)	75661	Alex Dickens	Lab G8	75714
Andy White	Workshop (B)	75676	James Lee	Lab G8	75662
Robert Jacobs	SAF (B)	85026	Richard Jones	Grd office 1	85004
Barbara Odell	NMR (B)	75620	Jim Thomson	Lab G9	75651
Nick Rees	NMR (B)	85064	Akshat Rathi	Lab F9	75653
Alan Roper	Workshop (B)	75676	Elizabeth Heaviside	Lab F3	75689
Jude Nettleton	Workshop (B)	75676	George Blessley	Lab F9	85114
Amber Thompson	X-ray (B)	85018	Neil Greenham	Lab S7	85146
Adam Hardy	Lab LG2	75677	Simon Picot	Lab S8	85145
Claire Vallance	Grd office 9	75179	Malcolm Stewart	Dyson Perrins	75926

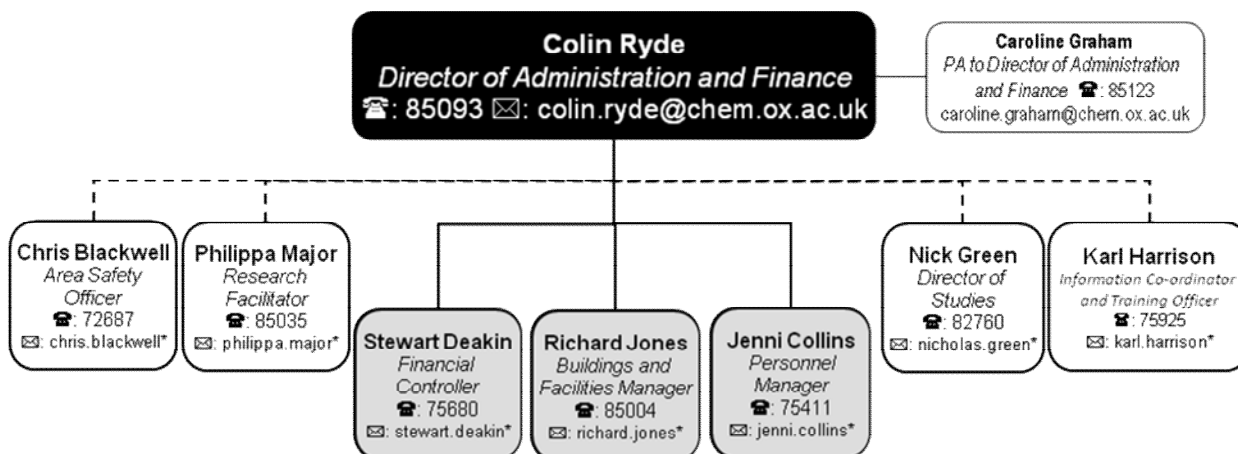
3 Who's who and contact details

Chemistry Management Board:



* all e-mail addresses '@chem.ox.ac.uk'

Chemistry Operations Team:



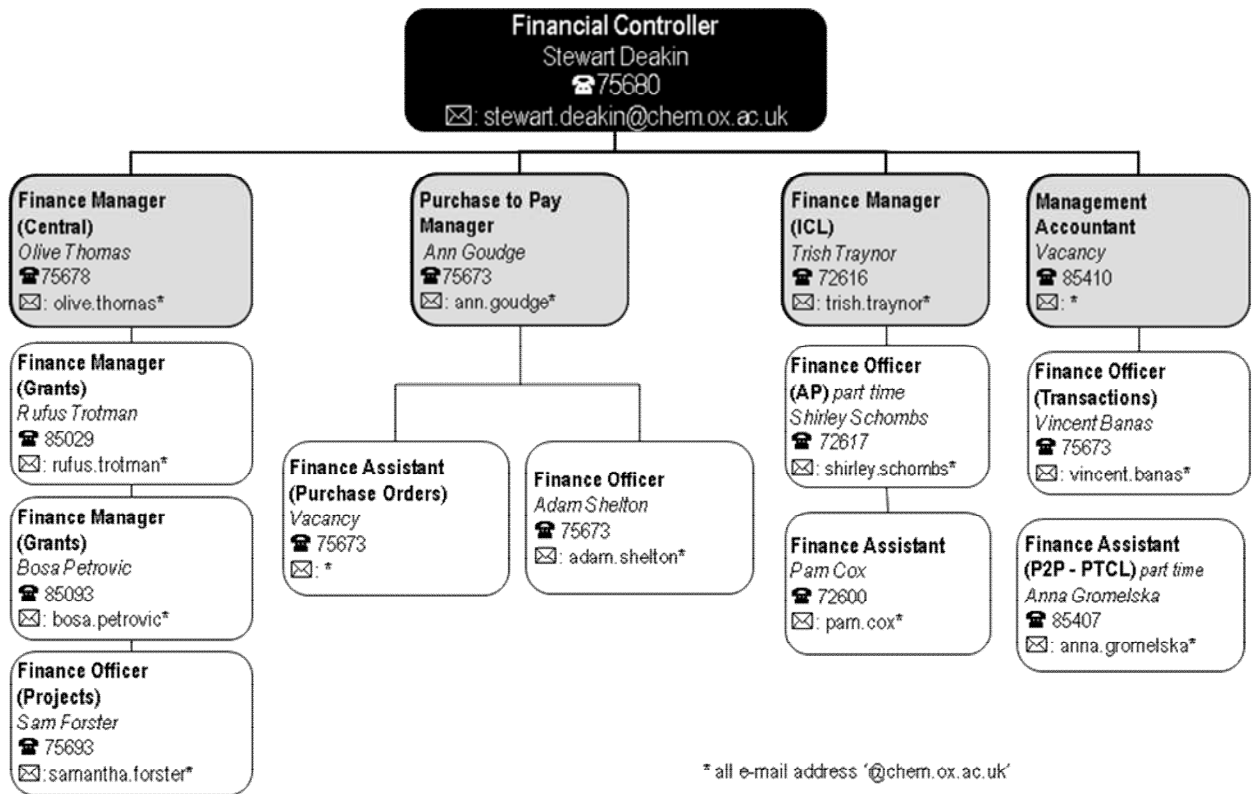
* all e-mail addresses '@chem.ox.ac.uk'

Safety officers/Teaching Laboratory Officers

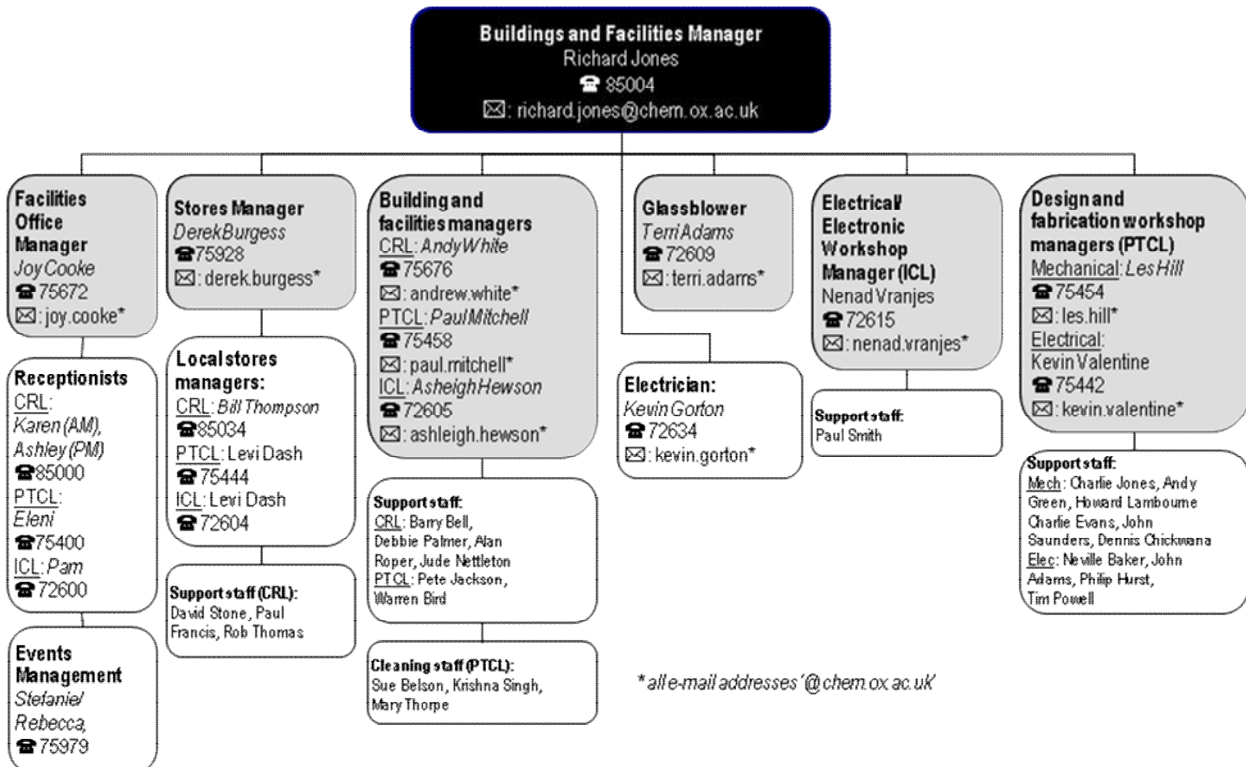
Overall responsibility for safety in the Department lies with the Chairman, Professor Steve Davies. On a day-to-day basis, responsibility for safety is devolved by the Chairman and the Heads of Section to the following safety officers:

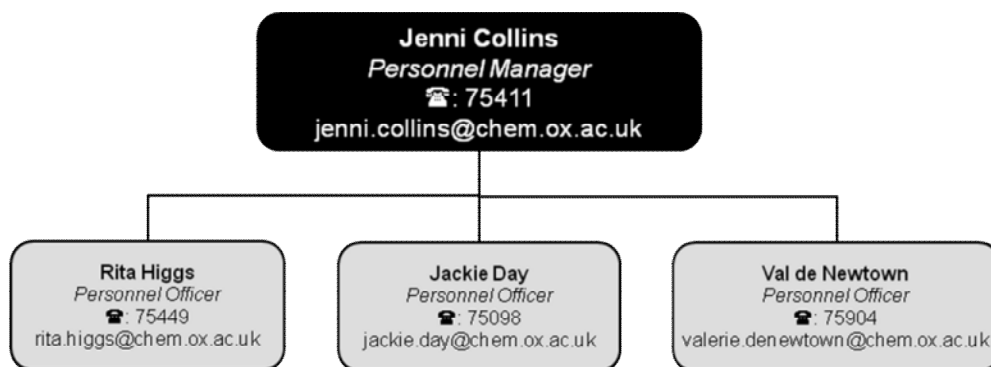
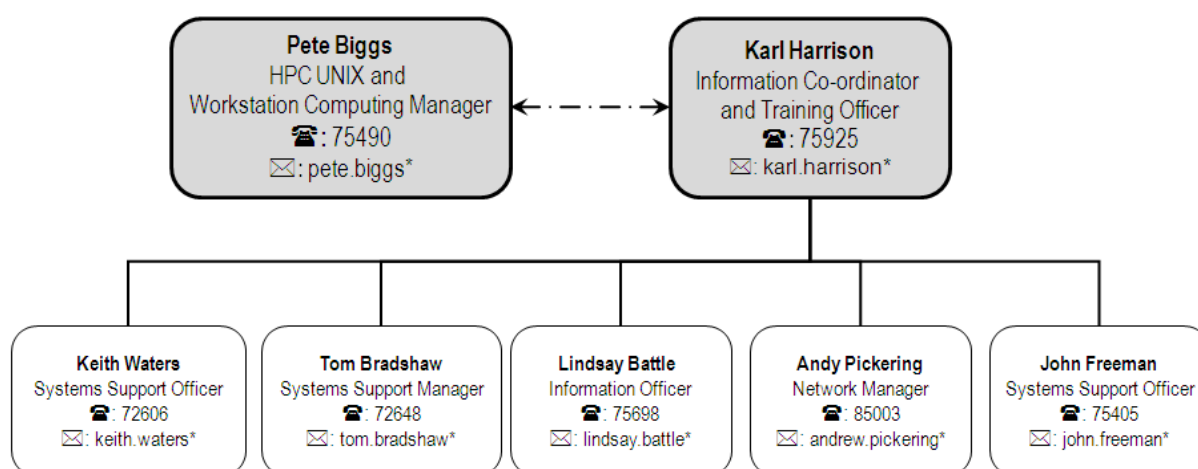
Dr Chris Blackwell	Area Safety Officer	☎: 72687	chris.blackwell@chem.ox.ac.uk
Dr Malcolm Stewart	Safety Officer (CRL/Dyson Perrins)	☎: 75926	malcolm.stewart@chem.ox.ac.uk
Dr Phil Wiseman	Safety Officer (ICL)	☎: 72691	phil.wiseman@chem.ox.ac.uk

Finance Team



Facilities Team:



Personnel Team**IT Team**

* all e-mail addresses '@chem.ox.ac.uk'

Graduate Studies/Faculty Office

Chemistry Director of Studies and Chairman of Graduate Studies Committee:

Dr Nick Green ☎: 82760 nicholas.green@chem.ox.ac.uk

Inorganic: Professor Paul Beer ☎: 85142 paul.beer@chem.ox.ac.uk

Organic and Chemical Biology: Dr Rob Adlington ☎: 75626 robert.adlington@chem.ox.ac.uk

Physical and Theoretical: Professor Mark Brouard ☎: 75457 mark.brouard@chem.ox.ac.uk

Administrative matters for graduate students are handled by the Graduate Studies Administrator, Aga Borkowska, who is based in the Faculty Office on the ground floor of Inorganic Chemistry (tel: 72569 or aga.borkowska@chem.ox.ac.uk). Most University forms must be submitted to the MPLS Division Office, 9 Parks Road, where the two Graduate Studies Assistants are Helen Beauchamp and Lucy Ronaldson.

Administrative matters for undergraduate students are dealt with by Nina Jupp, Faculty Secretary, also based in Inorganic Chemistry (tel: 72568 or nina.jupp@chem.ox.ac.uk)

4 Term dates/closure days

Term dates

	Hilary	Trinity	Michaelmas
2011	16 January – 12 March	1 May – 25 June	9 October – 3 December
2012	15 January – 10 March	22 April – 16 June	7 October – 1 December
2013	13 January – 9 March	21 April – 15 June	13 October – 7 December
2014	19 January – 15 March	27 April – 21 June	12 October – 6 December
2015	18 January – 14 March	26 April – 20 June	11 October – 5 December
2016	17 January – 12 March	24 April – 18 June	

Extended term dates for Part II chemists:

	Hilary	Trinity	Michaelmas
2010	5 January – 31 March	12 April – 10 July	23 September – 21 December
2011	4 January – 20 March	2 May – 16 July	22 September – 20 December
2012	3 January – 4 April	16 April – 7 July	

University closure dates

(All dates are inclusive)

	Easter	Christmas
2011	Friday 22 April – Monday 25 April	Thursday 22 December – Monday 2 January
2012	Friday 6 April – Monday 9 April	Friday 21 December – Tuesday 1 January
2013	Friday 29 March – Monday 1 April	Monday 23 December – Wednesday 1 January

The Department is also closed for the August Bank Holiday.

All Chemistry buildings will be open for business as usual on May and June Bank Holidays although support and admin staff are not available.

5 Opening hours

Reception

	AM	PM
CRL	8.00am	6.00pm
PTCL	8.45am	5.10pm
ICL	8.00am – 1.00pm	Mon-Wed 2.00pm-4.30pm Thurs-Fri 2.00pm-4.00pm

Stores

	AM	PM
CRL	10.00am – 12.00 noon	2.00pm – 4.00pm Mon-Thurs 2.00pm – 3.30pm Fri
PTCL		2.00pm – 4.00pm
ICL	9.30am – 12.00 noon	

6 Useful University contacts

For e-mail and telephone details for University employees, see www.ox.ac.uk/applications/contact_search/

Research Services

Manage grant applications on behalf of Departments and liaise with research councils and other funding bodies.

www.admin.ox.ac.uk/rso

MPLS team based at 9 Parks Road:

- a. Gillian Overend (main contact for Chemistry): 82598
- b. Barbara Murray (Head of Research Services, Science Area): 82585

Finance

See www.admin.ox.ac.uk/finance for details of Central Finance and contact details

Mathematical, Physical and Life Sciences Division

Departments within the University fall under four Divisions. The MPLS oversees the work the of the Department of Chemistry.

Visit 9 Parks Road or see www.mpls.ox.ac.uk/

Graduate Studies Officer: Helen Beauchamp (tel: 82584, e-mail helen.beauchamp@mpls.ox.ac.uk)

Graduate Studies Assistant: Lucy Ronaldson (tel: 82579, lucy.ronaldson@mpls.ox.ac.uk)

Personnel Services

For Central Personnel Services, including University guidance on all personnel issues see www.admin.ox.ac.uk/ps

In the first instance, you should contact your local Chemistry Personnel contacts (see organisational charts above). However, personnel officers within the MPLS divisional offices provide additional support to staff in the Chemistry Department. Contact Cath Chatterton or Colette O'Shaughnessy on 85156.

Occupational Health

Dealing with workplace health, including stress. Please contact the Area Safety Officer in the first instance

10 Parks Road, www.admin.ox.ac.uk/uohs or call 82676

Safety Office

10 Parks Road, www.admin.ox.ac.uk/safety or call 70811

For hazardous waste disposal (which includes most chemicals), contact Frances Russell on 70815 or frances.russell@safety.ox.ac.uk

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