

Induction Day Programme: All Part IIs plus organic graduate students

This induction programme is compulsory for **ALL** new Part II and Organic graduate students. The first part is common to all students. The second part is specific to the discipline in which you will be working; you should attend only the programme(s) that are relevant to your area of study. NB Some students will need to attend Friday induction sessions in the CRL and either ICL or PTCL if they will be working across two buildings.

General induction (**ALL Part II and Organic graduate students**): Thursday 24 September, PTCL Lecture Theatre

time	subject	speaker
9.00am	Registration: PTCL entrance hall	
9.15am	Welcome	Professor Steve Davies, Chairman of Chemistry and Colin Ryde, Director of Administration and Finance
9.20am	Safety	Chris Blackwell, Area Safety Officer
10.20am	Fire	University Safety Officer
10.40am	Skills development opportunities and graduate procedures	Dr Nick Green, Director of Studies
11.10am	Analytical services	John Deller
11.30am	Laser safety (compulsory for students working with lasers)	Professor Gus Hancock

PTCL specific induction session: Thursday 24 September

PTCL Lecture Theatre (**ALL physical and theoretical Part II students**)

2.30pm	Welcome to PTCL	Professor Gus Hancock, Head of Physical and Theoretical Chemistry
2.40pm	Technical and administrative facilities, eg mechanical and electronic workshops, media, including any specific procedures, eg thesis submission	Jenni Collins (HR Manager) and Paul Mitchell (Building Manager, PTCL)
3.00pm	Safety, fire and emergency procedures specific to PTCL	Dr Hugh Cartwright, PTCL Safety Officer
3.15pm	CODE OF CONDUCT SIGN-OFF	

Inorganic specific induction session: Thursday 24 September

ICL Lecture Theatre (**ALL inorganic Part II students**)

2.30pm	Welcome to the ICL	Professor Peter Edwards, Head of Inorganic Chemistry
2.40pm	Administrative and technical facilities in the ICL	Stewart Deakin (Financial Controller), Richard Jones (Building and Facilities Manager) and Ashleigh Hewson (Building Supervisor, ICL)
3.10pm	Local safety, fire and emergency procedures	Dr Phil Wiseman, ICL Safety Officer
3.40pm	CODE OF CONDUCT SIGN-OFF	
<i>A lecture/demonstration programme will take place in the week commencing 5 October</i>		

CRL specific induction session: Friday 25 September

Wolfson Seminar Room, CRL (**ALL Part II students working in CRL and ALL organic DPhil students**)

9.30am	Welcome to the CRL	Dr Richard Jones, Building and Facilities Manager
9.40am	Safety, fire and emergency procedures specific to CRL	Dr Malcolm Stewart, CRL/Dyson Perrins Safety Officer
10.10am	Technical and administrative facilities specific to CRL	Dr Richard Jones
10.40am	CODE OF CONDUCT SIGN-OFF	

Organic/Chemical Biology specific induction session: Tuesday 29 September

Wolfson Seminar Room, CRL (**ALL organic Part II students and ALL organic DPhil students**)

9.30am	Welcome to specific academic centre	Professor Tim Donohoe or Professor Hagan Bayley
9.40am	Introduction to NMR facilities	Dr Tim Claridge
10.10am	Introduction to Mass Spectrometry facilities	Dr James McCullagh
10.40am	CODE OF CONDUCT SIGN-OFF	

In addition:

- **selected students** are required to attend a hands-on fire training course – venue and times to be confirmed
- **students** are required to attend an introductory IT lecture and hands-on workshop sessions run by Dr Karl Harrison on the software available
- **biological safety induction** will be held week commencing 5 October

Details of all additional induction sessions to be distributed at the first induction session.