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Degrees and other postnominals

1. The overall order is: civil honours; military honours; QC; degrees; diplomas [see note (i)]; certificates; membership of academic or professional bodies.

Note (i)

(a) ‘Diploma’ when used on its own (i.e. when not part of an abbreviation such as ‘DEA’) should be abbreviated as ‘Dipl’ (but the qualification ‘Vordiplom’ should not be abbreviated).

(b) Diplomas should be placed after degrees, even when the diploma is equivalent to a first degree.

Note (ii)

Postnominals denoting membership of a Roman Catholic religious order (SJ, OP, etc.) should immediately follow the name.

2. Order of degrees.

Degrees should be given in the order: bachelor’s (and/or other first degrees) [see note (ii)]; master’s (or equivalent degrees) [see note (iii)]; doctor’s [see note (iv)]; postdoctoral qualifications [see note (v)].

Individual preference should be followed in using the forms ‘AB’ (instead of ‘BA’) or ‘AM’ (instead of ‘MA’).

In the case of Oxford and Cambridge graduates, ‘BA’ should only be included if the person has not taken the MA. ‘BA MA Oxf’ should not appear.

In the case of incorporated degrees, the original degree and the incorporated degree should be shown: e.g. ‘MA Dub, MA Oxf’.

Note (ii)

(a) Other first degrees are: Laurea (not abbreviated); Licentiate, Licencié and cognate words (all abbreviated as ‘Lic’, except in Licencié ès Lettres, L ès L, and Licencié ès Sciences, L ès Sc – not hyphenated); Candidate (Netherlands) (abbreviated as ‘Cand’). Note also ‘STL’ (Licentiate in Sacred Theology) and PhL (Licentiate in Philosophy) as equivalent to a bachelor’s degree.

(b) Bachelor’s degrees should be included in this position even when the degree is a further degree. An Oxford BCL will *precede* an Oxford MA.

(c) See also note (i) above.

Note (iii)

The following should be placed in the same position as a master’s degree: the Oxford MA status (to be shown as ‘MA status Oxf’); Doctorandus (Netherlands) (abbreviated as ‘Drs’); Magister (not abbreviated); Staatsexamen (not abbreviated).

The ‘European Master’ degree is to be abbreviated as ‘EM’ (e.g. ‘EM Hist Arch’, European Master in History of Architecture). The EM degree is awarded by some universities following successful completion of a course arranged under the Erasmus Mundus programme, and involves study in universities in different countries.

Master’s degrees should follow bachelor’s degrees even when the master’s degree is in fact a first degree.

Note (iv)

(a) It is occasionally necessary to establish an order among doctorates, in which case Doctor of

Divinity (or STD, Doctor of Sacred Theology), Doctor of Civil Law, Doctor of Medicine, Doctor of Letters, Doctor of Science (or Docteur ès Sciences, D ès Sc – not hyphenated), Doctor of Music (in this order) will precede a PhD or DPhil.

(b) The degree of Candidate of Sciences (CSc) is considered equivalent to a PhD.

Note (v)

The Habilitation qualification (abbreviated as ‘Habil’) should be listed after a doctorate.

3. All abbreviations of degrees and other distinctions, whether all upper-case or a mixture of upper- and lower-case, should appear without internal full stops, e.g. BA, BMedSci, MA, PhD, DPhil, FBA, FRCPsych. Internal stops will also not be used in these abbreviations: LLB, LLM, LLD.

4. Every effort should be made to name degrees precisely. Expressions such as ‘Degree in...’ should be avoided if possible.

5. Note: (i) ‘Dottore’ and ‘Dottoressa’ should be abbreviated to ‘Dott’.

(ii) The style used for German doctorates is ‘Dr phil’, ‘Dr theol’.

6. A space (no comma) is used to separate degrees, and a comma is used to separate sets of degrees, e.g. ‘BA BSc Auckland, MSc PhD Edin’.

7. Give the name of the awarding university, not its country – for example ‘MSc Budapest’, not ‘MSc Hungary’.

8. Use the English forms of place-names: Cologne, not Köln; Turin, not Torino; Basle, not Basel.

9. Where there is no risk of confusion the name of a city should be used in place of the full name of a university, e.g. ‘Berlin’ instead of ‘Humboldt University, Berlin’; ‘Munich’ instead of ‘Ludwig Maximilian University, Munich’.

10. Names of British and Irish universities should be abbreviated: see list of abbreviations, below. Names should be given in full for universities not in this list.

11. Where degrees of the same level have been gained from different universities, same-level degrees will be arranged in sets and in alphabetical order of the name of the university, e.g. ‘BA Durh, BA Lond, MPhil Oxf, MA York’, or ‘MA PhD Camb, MA DPhil Oxf’.

12. Where degrees of different levels have been gained from the same university, all of the degrees gained from one university are grouped together, the position of the group of degrees being determined by the lower degree of the group: for example:

(i) BA PhD Lond, MA Oxf [the ordering is by degrees: ‘BA PhD’ precedes ‘MA’]

(ii) BA MA Warw, MA status Oxf, PhD Lond [the ordering is by degrees: ‘BA MA’, ‘MA status’, ‘PhD’]

(iii) MA Aberd, MSc PhD Lond [‘MA’ and ‘MSc PhD’ are on the same level: Aberdeen precedes alphabetically]

13. Federal universities. Please note the following:

Imperial College London

Imperial College London withdrew from the University of London in July 2007, and degrees awarded by it since then should appear as ‘Imp Lond’.

King's College London; London School of Economics; Institute of Education; University College London

These institutions remain part of the University of London, but, from 2007 and 2008, have exercised their own degree awarding powers. For a transitional period, students who began their course before 2007 or 2008 will continue to be awarded University of London degrees, and after this transitional period – from 2010 or 2011 – a small number may continue to receive London degrees. Until 2011, it will be necessary to check whether a degree awarded after study at one of these institutions is awarded by the institution itself or by the University of London. After 2011, it may assumed that a degree has been awarded by the institution, but contributors to the *Calendar* should be aware of the possibility that graduates of these institutions may have been awarded a London degree.

Degrees awarded by these institutions should be shown as:

KCL
LSE
IOE Lond
UCL

Degrees awarded by the following constituent colleges of the University of London should appear as 'Lond':

Birkbeck, University of London
Central School of Speech and Drama
Courtauld Institute of Art
Goldsmiths, University of London
Heythrop College
Institute of Cancer Research
London Business School
London School of Hygiene and Tropical Medicine
Queen Mary, University of London
Royal Academy of Music
Royal Holloway, University of London
Royal Veterinary College
St George's, University of London
School of Oriental and African Studies
School of Pharmacy

Medical degrees awarded by the following should also appear as 'Lond': Barts and The London School of Medicine and Dentistry; St George's Medical School; Royal Free and University College Medical School.

University of Wales and Cardiff University

Degrees awarded by the following institutions of the University of Wales should appear as 'Wales':

Aberystwyth University
Bangor University
North East Wales Institute of Higher Education
Swansea Metropolitan University
Swansea University
Trinity College, Carmarthen
University of Wales Institute, Cardiff (see also below)
University of Wales, Lampeter
University of Wales, Newport

Degrees awarded by the University of Wales Institute, Cardiff, should be shown as ‘Wales’. Non-medical degrees awarded by Cardiff University since August 2004 should be shown as ‘Card’; medical degrees awarded by Cardiff University should continue to be shown as ‘Wales’.

Irish universities

The abbreviation ‘NUI’ should be used for degrees of the following institutions of the National University of Ireland:

University College, Dublin – National University of Ireland, Dublin
University College Cork – National University of Ireland, Cork
National University of Ireland, Galway
National University of Ireland, Maynooth

Degrees awarded by Trinity College, Dublin, should appear as ‘Dub’, and degrees awarded by Dublin City University should appear as ‘Dub City’.

US State universities

For degrees awarded by US state universities, the usual local convention should be followed in identifying the relevant university and campus. Examples are:

Massachusetts at Amherst (the Amherst campus of the University of Massachusetts; ‘Amherst’ alone would identify Amherst College, a different institution)
UCLA (University of California, Los Angeles)
Berkeley (University of California, Berkeley)
Wisconsin–Madison (University of Wisconsin, Madison)

Abbreviations such as ‘UCLA’ should be used only when they are very familiar outside the US. It is usually preferable to give the name in full – for example ‘University of California, San Diego’ and not ‘UCSD’.

14. Lambeth degrees and diplomas. Degrees and diplomas awarded by the Archbishop of Canterbury should be identified as ‘Cantuar’, e.g. ‘DD Cantuar’. This applies to degrees and diplomas awarded after examination, by thesis, or in recognition of service to the church. The Lambeth Diploma of Studentship in Theology should be shown as ‘STh Cantuar’.

15. Medical qualifications. Membership of the Royal Colleges of Physicians and Surgeons should appear as:

F/MRCP (Lond)	[Fellow/Member of the Royal College of Physicians of London]
F/MRCS (Lond)	[Fellow/Member of the Royal College of Surgeons of London]
F/MRCP (Edin)	[Fellow/Member of the Royal College of Physicians of Edinburgh]
F/MRCS (Edin)	[Fellow/Member of the Royal College of Surgeons of Edinburgh]
F/MRCPS (Glas)	[Fellow/Member of the Royal College of Physicians and Surgeons of Glasgow]
F/MRCP (Ireland)	[Fellow/Member of the Royal College of Physicians of Ireland]
F/MRCS (Ireland)	[Fellow/Member of the Royal College of Surgeons of Ireland]

16. Qualifications such as FRS, FBA, and qualifications indicating membership of professional bodies, should be included.

Committee listings

1. Committee listings in the *Calendar* should show the actual current membership, and should not replicate the wording of the regulations establishing the committee – for example wording such as ‘A representative of ...’, or ‘A member of ...’ should not be included: the names of the current members should be given, preceded by the reference for the appropriate Appointing Body.
2. Sub-headings should be used to classify each group of members of a committee. Appropriate sub-headings will often be ‘Ex officio Members’, ‘Elected or appointed Members’, and ‘Co-opted Members’, but committees will have particular needs in this respect (for example ‘Oxford Members’, ‘Area Representatives’).
3. Members elected or appointed by any of the Appointing Bodies should be grouped under the sub-heading ‘Elected or appointed Members’ (for simplicity, this wording is used even if those listed are all either elected or appointed).
4. *Ex officio* members should be shown by name of post only (the name of the current holder not being added) for the following:
 - The Vice-Chancellor
 - Pro-Vice-Chancellors
 - The Proctors and the Assessor
 - The Registrar
 - The Public Orator
 - Bodley’s Librarian
 - Heads of division
 - Director of the Department for Continuing Education
 - Heads of colleges
 - Office-holders in the Conference of Colleges

(The names of the current holders of these positions can readily be found elsewhere in the *Calendar*.)

In the case of other *ex officio* members, including Professors (statutory and other), Readers, and Lecturers, the name of the post should be given, followed by the name of the current holder, in round brackets. If the post is currently vacant, its name should be given, followed by ‘(Vacancy)’.

5. Appointing Body references should be used only for elected or appointed members, not for *ex officio* members. (Occasionally a person may serve on a committee in two capacities, *ex officio* and elected or appointed: this should be explained in a footnote.)
6. Elected or appointed members should be grouped firstly by the terminal date of appointment, then alphabetically within that sub-group; a vacancy should be listed after the named members. Members without a terminal date should be listed after those with a date, alphabetically. For example:

Dr A Jones	MT 2011
Dr K Smith	MT 2011
Dr A Johnson	MT 2012
Dr C Williams	MT 2012
Vacancy	MT 2012
Mrs E Brown	
Dr H Green	

7. Other groups of members whose names are given should be arranged alphabetically.
8. Where a name is given, the format is: title, initials (without full stops), surname, college affiliation if appropriate. Degrees and other postnominals are not included.
9. The chairman should not be listed separately, but in the appropriate place, with the word '*Chairman*' in round brackets after the name, or, in the case of the *ex officio* members listed in 3 above, after the name of the post.
10. Where the Vice-Chancellor is statutorily a member of a committee but has appointed a chairman in his place, he or she should be listed with the *ex officio* members, but within square brackets: '[Vice-Chancellor]'. The chairman should then be listed with the elected or appointed members, with the Appointing Body reference '[1.6]', his or her name followed by '*(Chairman)*'.
11. Similarly if a Proctor has appointed a Pro-Proctor to serve on his or her behalf on a committee, square brackets should be placed around 'Senior Proctor' or 'Junior Proctor' or 'One of the Proctors or the Assessor' (as appropriate) in the list of *ex officio* members; the Pro-Proctor should be included with the elected or appointed members, with the appointing body reference '[1.7]' (for the Senior Proctor), '[1.8]' (for the Junior Proctor), '[1.9]' (for the Proctors acting jointly), or '[1.10]' (for the Proctors and the Assessor together).

Divisional sections

1. Entries should appear as follows:

- (i) Year of appointment.
- (ii) Initials, without full stops.
- (iii) Surname.
- (iv) Degrees and other postnominals, as set out above. Note that honorary degrees are not included.
- (v) Details of college fellowship.
- (vi) Terminal year of appointment (full date should be given if not 30 September in final year). **Note: please ensure that the terminal year is given – failure to do so means that the entry may not be removed from the *Calendar* at the proper time, and, in the case of Professors and Readers, the entry will not be transferred to the Emeritus listings.**

2. In the case of statutory professors and readers, the symbol ‡ ('double dagger') should appear between the year of appointment and the name. (This symbol can be found under the 'Insert/Symbol' menu in Word, and can also be pasted from the file 'symbols.doc' available at www.ox.ac.uk/gazette/calendar/.)

3. Non-statutory professors and readers are included in the lists of Professors and Readers. Where a person who holds a university lecturership is awarded a distinction title, his or her listing should be transferred to the list of Professors or Readers, as appropriate. The year of appointment, at the left of the name, will be the year in which the distinction title is awarded; the terminal date, to the right of the entry, will usually be unchanged.

4. Persons who are not employees of the University, but have been awarded a distinction title, must be included in the appropriate faculty or departmental listing of Professors or Readers.

5. With regard to the transfer of entries to the listings of Professors and Readers Emeritus, please note the following extract from Council Regulations 3 of 2004 (http://www.admin.ox.ac.uk/statutes/regulations/185-084.shtml#_Toc87060904):

'9. The following shall hold the title of Professor Emeritus:

- (1) any person who has retired over the age of 60 from a professorship, including a personal or titular professorship;
- (2) any person who has retired from a professorship and on whom the title has been conferred by resolution of Council.

10. The following shall hold the title of Reader Emeritus:

- (1) any person who has retired over the age of 60 from a readership, including a personal or titular readership;
- (2) any person who has retired from a readership and on whom the title has been conferred by resolution of Council.'

College sections

1. *Form of names*. Names should be entered in inverted form, surname followed by full forenames (not initials).

2. *Royalty*. The current monarch should be shown as ‘HM The Queen’ or ‘HM The King’.

In other cases, where appropriate, the first word of the entry should be the person’s territorial designation, e.g.:

Japan, HIH Crown Prince Naruhito of
Jordan, HRH Prince el-Hassan bin Talal of
Wales, HRH Prince Charles, Prince of

In British usage, ‘His/Her Majesty’ is a style used for the king or queen; ‘His/Her Royal Highness’ is used for princes and princesses. Examples are:

Edward, HRH Prince
Anne, HRH Princess, the Princess Royal

3. *Peers*. The recommended style for life peers is surname, forenames, title, honours, and degrees. For example: Armstrong, Robert Temple, the Rt Hon Lord Armstrong of Ilminster, GCB, CVO, MA Oxf.

For hereditary peers title alone is used.

A royal peer should be listed as:
Edinburgh, HRH Prince Philip, Duke of

4. *Degrees and postnominals*. The rules for these are given above.

Note that more than two honorary degrees should not be included in an entry; if there are more than this, the honorary degrees should be listed in an end-note.

5. *Dates of appointment/election*. For heads of house, and governing body fellows, the date of election to the headship or current fellowship should appear to the left of the name. Some colleges also add the date of appointment or election for other fellows or post-holders.

6. *Symbols: rho; asterisk, paragraph mark, double dagger, section mark*

Note: the following symbols can be found under the ‘Insert/Symbol’ menu in Word, and can also be pasted from the file ‘symbols.doc’ available at www.ox.ac.uk/gazette/calendar/

¶ [rho] The Greek letter rho against a name indicates that the person is a former Rhodes Scholar. This symbol should precede the name.

The following symbols are used, where appropriate, after the name, honours, and degrees. Where the name is followed by the title of the post held, in italics (*Tutor in Mathematics*, for example), the symbols are placed immediately before the title of the post.

* [asterisk] Indicates that a person is entered in the *Calendar* under more than one college. Heads of house, for example, may hold emeritus or honorary fellowships at other colleges; emeritus and honorary

fellows likewise. The user should consult the index for a cross-reference to the other college or colleges.

¶ [paragraph mark] Indicates that a person holds a university post (including CUF appointments) other than a statutory professorship or readership.

‡ [double dagger sign] Indicates that a person holds a statutory professorship or readership in the University; in the divisional lists, such persons will normally have the same symbol following the year of appointment. (The one exception is a person holding a statutory readership in conjunction with the title of professor, whom the faculty or department will have listed as professor without the double dagger symbol.)

The paragraph mark and the double dagger symbol identify someone as holding a university post and direct the user to the index for a cross-reference to the post held. Their omission indicates that a person does not hold a joint or entitled post.

§ [section mark] Indicates that further information will be found in the notes at the end of the entry.

When combined, the asterisk, paragraph mark, double dagger sign, and section mark should appear in this order, for example:

Smith, John Arthur, BA Lond, MA Oxf, PhD Camb * ¶ §

This shows that the person is also listed in another college entry, is the holder of a university post, and that a note will be found at the end of the entry.

7. *Offices held*. Title(s) of offices held are printed in italics, without a preceding comma.

8. *Notes*. The note should be introduced by surname, comma, first name, in bold. More than this is usually unnecessary, as the point is to identify the person to whom the note refers; his or her full name will be given in the main entry.

Notes are used to indicate that a person has held a senior office or academic post in the University or outside it (information of this kind should always be transferred to a note, not placed in the main entry). Dates of appointment should follow details of the office or post, without a comma, e.g. ‘Professor of Physics, Harvard 1980–90’ or (in the case of a continuing post) ‘Lord Justice of Appeal 2000–’. Semi-colons should separate the details of each office or post; full stops should not be used, and the note should *not* end with a full stop.

For honorary degrees, see above.

Abbreviations for British and Irish universities

Note: names are to be given in full for universities not in this list.

Aberdeen	Aberd
Abertay Dundee	Aber Dund
Anglia Ruskin University	Ang Rus
University of the Arts, London	Arts Lond
University of Bedfordshire	Bedf
Belfast (Queen's University)	Belf
Birmingham	Birm
Birmingham City	Birm City
Bournemouth	Bourne
Bradford	Brad
Brighton	Brigh
Bristol	Brist
Brunel	Brun
Buckingham	Buck
Cambridge	Camb
Canterbury Christ Church University	Cant Univ
Cardiff *	Card
Central Lancashire	Cen Lancs
Chester	Ches
Chichester	Chich
City University London	City Lond
Coventry	Cov
Cumbria	Cumb
Cranfield	Cran
De Montfort	De Mont
Dublin (University of) (Trinity College, Dublin) *	Dub
Dublin City *	Dub City
Dundee	Dund
Durham	Durh
East Anglia	East Ang
East London	East Lond
Institute of Education (London) *	IOE Lond
Edinburgh	Edin
Exeter	Exe
Glamorgan	Glam
Glasgow	Glas
Glasgow Caledonian	Glas Cal
Gloucestershire	Glouc
Greenwich	Greenw
Guildhall School of Music and Drama	GSMD
Heriot-Watt	H-W
Hertfordshire	Hertf
Huddersfield	Hudd
Imperial College London *	Imp Lond
Ireland, National University of *	NUI
King's College London *	KCL
Lancaster	Lanc
Leeds Metropolitan	Leeds Met
Leicester	Leic
Lincoln	Linc
Liverpool	Liv
Liverpool Hope	Liv Hope
Liverpool John Moores	Liv J Moores
London *	Lond
London Metropolitan	Lond Met
London School of Economics and Political Science *	LSE
London South Bank	Lond SB

Loughborough
 Manchester
 Manchester Metropolitan
 Middlesex
 Newcastle upon Tyne
 North London
 Northampton
 Northumbria
 Nottingham
 Nottingham Trent
 Oxford
 Oxford Brookes
 Plymouth
 Portsmouth
 Queen Margaret
 Reading
 Robert Gordon
 Roehampton
 Royal College of Art
 Royal College of Music
 Royal Veterinary College
 St Andrews
 Salford
 Sheffield
 Sheffield Hallam
 Southampton
 Southampton Solent
 Staffordshire
 Stirling
 Strathclyde
 Sunderland
 Surrey
 Sussex
 Teesside
 Thames Valley
 University College London *
 Wales, University of *
 Warwick
 West of England, Bristol
 West of Scotland
 Westminster
 Winchester
 Wolverhampton
 Worcester

Lough
 Manc
 Manc Met
 Middx
 Newc
 North Lond
 N' ton
 N' ria
 Nott
 Nott Trent
 Oxf
 Oxf Brookes
 Plym
 Port
 Qu Marg
 R' dg
 Robt Gor
 Roeh
 RCA
 RCM
 RVC
 St And
 Salf
 Sheff
 Sheff Hallam
 S' ton
 S' ton Sol
 Staff
 Stir
 Strath
 Sund
 Sur
 Sus
 Tees
 Thames V
 UCL
 Wales
 Warw
 West Eng
 West Scot
 Westmin
 Winc
 Wolv
 Worc

* See 'Degrees and other postnominals', para. 13, above.

Some abbreviations used in the *University Calendar*

The following is a list of relatively uncommon abbreviations found in the Calendar. Any comments on the list would be welcomed, and should be sent to: gazette@admin.ox.ac.uk

AMP	Advanced Management Programme
ANU	Australian National University
AUB	American University of Beirut
Cand	Candidate/Candidatus
Cantuar	Identifies a 'Lambeth' degree or diploma (awarded by the Archbishop of Canterbury)
CASM	Certificate of Advanced Study in Mathematics
CEA	Commissariat à l'Energie Atomique
CSc	Candidate of Science or Sciences
DCH	Diploma in Child Health
DEA	Diplôme d'études approfondies
DEUG	Diplôme d'études universitaires générales
DEUST	Diplôme d'études universitaires scientifiques et techniques
DIC	Diploma of Membership of Imperial College, London
Dr rer nat	Doctor rerum naturarum (Doctor of Natural Science)
Drs	Doctorandus
EM [Hist Arch]	European Master [of Architectural History]
ETH	Eidgenössische Technische Hochschule
FFARCS	Fellow of the Faculty of Anaesthetists of the Royal College of Surgeons
FISMRRM	Fellow of the International Society for Magnetic Resonance in Medicine
FKC	Fellow of King's College, London
Habil	Habilitation
HDCT	Higher Diploma in Chemical Technology
FMedSci	Fellow of the United Kingdom Academy of Medical Sciences
INSEAD	Institut Européen d'Administration des Affaires
Lic	Licentiate, Licencié, etc.
M/FRCPCH	Member/Fellow of the Royal College of Paediatrics and Child Health
NUI	National University of Ireland
OPM	Owner/President Management Program
RNDr	Rerum Naturarum Doctor (Doctor of Natural Sciences)
TU	Technical University