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Council and Main Committees

Council of the University

Council has made the following changes to regulations, to come into effect on **23 December**.

(a) Income grant from the College Contributions Fund

Explanatory Note

This regulation authorises an income grant which Council has decided to make from the Oxford College Contributions Fund on the recommendations of the College Contributions Committee.

Text of Regulations

A sum of £17,627 shall be paid in the 2016–17 financial year as an income grant to St Hugh's College under the provisions of section 5 of Statute XV. The grant is provided in support of maintenance and refurbishment expenditure.

This sum is a maximum. The payment of this grant shall be dependent on the success with which the college meets certain conditions laid down by Council on the recommendation of the College Contributions Committee.

(b) Committee to Review Donations

Explanatory Note

The following changes bring both donations and research funding under the remit of the Committee to Review Donations. This corresponds to a new framework that is being adopted by the Development Office and Research Services, which draws on existing practices within the teams to provide a consistent approach to the assessment of the acceptability of funding, whether it is a philanthropic donation, a donation for research or research income.

Corresponding changes are made to the Financial Regulations as they relate to the receipt of donations or research funding.

The opportunity is also taken to make some minor amendments to ensure consistency with other regulations.

Text of Regulations

1 Delete existing Part 18 of Council Regulations 15 of 2002, concerning the

Committee to Review Donations, and substitute (new text underlined, deleted text struck through):

Part 18: Committee to Review Donations

18.1. The Committee to Review Donations shall consist of:

(1) a chairman appointed by Council from among members of Council who are

- (a) external members; or
- (b) a Head of House (other than the Chairman of the Conference of Colleges);

(2) an external person appointed by Council who shall bring relevant expertise of business and, preferably, of corporate social responsibility issues to the working of the committee;

(3) Chairman of the Conference of Colleges or, subject to the approval of Council, his or her nominee;

(4)–(6) three members of Congregation appointed by Council who shall bring relevant expertise to the working of the committee (for example, in ethics, public affairs or the law).

18.2. The committee shall:

(1) maintain and keep under review guidelines governing the acceptance of gifts by the University; of:

- (a) donations received by the University for any purpose; and
- (b) funding received for the purpose of conducting research;

(2) consider and take decisions:

- (a) on whether acceptance by the University of any proposed donation or funding referred to it under the framework for the acceptability of donations and research funding may breach any of the guidelines made under paragraph (1);

(a) on whether acceptance of a proposed donation to the University may breach any of the guidelines made under paragraph (1) above in respect of

(i) every proposed donation of £100,000 or more as the committee may;

(ii) cumulative gifts equal to or exceeding, in total, £100,000 which shall be treated as one gift and a decision taken at the point when the threshold of £100,000 is crossed;

(iii) any proposed donation under £100,000 drawn to the committee's attention on the grounds that its acceptance may breach those guidelines;

(b) on cases referred to it under the framework referred to at regulation 18.2 (2) (a) above or otherwise in which information is received about a donor or a donation or funder or funding after a it donation has been made accepted which might or would have made the a donation or funding unacceptable under the guidelines made under paragraph (1);

(c) on whether to approve the proposed nomination of any donor to the Chancellor's Court of Benefactors or the Vice-Chancellor's Circle, assessing whether, if the donation(s) qualifying the donor for consideration for such admission were then about to be made and were referred to the committee, it or they would be unacceptable by reference to the guidelines made under paragraph (1);

(3) advise the General Purposes Committee of Council Committee for Development and Alumni Relations on whether acceptance of a proposed sponsorship, referred to it by the Committee for Development and Alumni Relations the General Purposes Committee of Council or any body acting under the delegated authority of that committee, may breach any of the guidelines made under paragraph (1) above;

(4) consider any matter that raises issues of a reputational, ethical or similar nature referred to it by the Committee for Development and Alumni Relations, Research Committee or Council;

(5) advise a college on whether acceptance of a proposed donation to that college may breach any of the guidelines made under paragraph (1) above if referred to the committee by that college.

18.3. The committee

(1) may refer to Council for final decision any matter considered under under regulation 18.2 (2);

(2) shall refer to the General Purposes Committee of Council any matter which the committee considers raises issues falling outside its terms of reference.

18.4. Subject to the guidelines made under regulation 18.2 (1), a donation shall only be accepted if the identity of the donor is known and acceptable to the Pro-Vice-Chancellor (Development and External Affairs), except in the case of Donor Advised Funds where the sponsor is a well-known reputable institution who confirms to the Pro-Vice-Chancellor (Development and External Affairs) in writing that the donor is known to the institution well enough for it, as part of the written confirmation, to confirm that no ethical questions, of the type set out in the guidelines made under regulation 18.2 (1), arise in relation to the donor.

18.5. The committee shall provide an annual report to Council on its activities.

2 In the Financial Regulations (Council Regulations 1 of 2010), delete existing regulation 2.3 (4) and substitute (new text underlined, deleted text struck through):

'(4) The Gift Registry oversees the management of philanthropic donations, gifts and associated income. Advice should be sought from the Gift Registry where uncertainty exists on the nature of a receipt. All such cash gifts and grants, and all other undertakings to make future payment, must be notified promptly to the Gift Registry. If such a cash gift or grant exceeds £210,000, or involves future payment, no payment should be accepted, conditions agreed or formal receipt provided, without prior reference to the Development Office. All such cash gifts and grants of £210,000 or less (and not involving future payment)

should be sent to the Cashiers' Office with the supporting information prescribed in the Cash Handling and Banking process.'

3 Ibid, delete existing regulation 2.3 (10)-(11) and substitute (new text underlined, deleted text struck through):

'(10) Every proposed donation to the University of £2100,000 or more, and cumulative gifts equal to or exceeding, in total, £2100,000, must be reviewed under the framework for the acceptability of donations and research funding referred to the Committee to Review Donations for a decision on whether its acceptance may breach the guidelines governing the acceptance of gifts by the University (cumulative gifts shall be treated as one gift and a decision taken at the point when the threshold of £2100,000 is crossed). This may involve a referral to the Committee to Review Donations. When it is the judgment of the Pro-Vice-Chancellor (Development and External Affairs) that acceptance of any donation may breach those guidelines he/she must refer the donation to that body for its consideration and decision.

~~(11) The Pro-Vice-Chancellor (Development and External Affairs) shall provide Council with a termly report of all gifts and pledges, including individual details of gifts and pledges of £100,000 or more.'~~

4 Ibid, delete existing regulation 4.1 (2) and substitute (new text underlined):

'(2) All applications to outside bodies for research funds must be submitted via RS. Every application of £20,000 or more will be reviewed under the framework for the acceptability of donations and research funding for a decision on whether its acceptance may breach the guidelines governing the acceptance of gifts by the University (which may involve a referral to the Committee to Review Donations). When it is the judgment of the Pro-Vice-Chancellor (Research and Innovation) that acceptance of any funding may breach those guidelines he/she must refer the funding to that body for its consideration and decision.'

5 These changes in regulations shall be effective from 1 January 2017.

Congregation

5 December

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

Council of the University

Register of Congregation

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

Aquilina, A L, Wolfson
Cowley, S C, Corpus Christi
Cuenca Grau, B, Oriel
Krishnan, S V, Lady Margaret Hall
Marshall, J L, Faculty of Clinical Medicine
Moorehouse, P F, Finance Division
Myers, N E, University College
Van Ede, F L, Worcester
Wolfer, R, New College

Divisional and Faculty Boards

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

Congregation

Congregation

13 December

The meeting of Congregation is cancelled. The sole business comprises questions to which no opposition has been notified and in respect of which no request for adjournment has been received, and the Vice-Chancellor will accordingly declare the resolutions carried without a meeting under the provisions of Sect 7 (1) of Statute IV.

Voting on Legislative Proposal: Consolidation of Small Trust Funds

(For explanatory note and text of legislative proposal see *Gazette* No 5150, 24 November 2016, p153.)

Congregation

17 January

Members of Congregation are reminded that any two members may, not later than **noon on 9 January**, give notice in writing to the Registrar that they intend to oppose or amend the legislative proposal at 1 or the resolution at 2 below (see the note on the conduct of business in Congregation below). If no such notice has been given, and unless Council has declared otherwise or the meeting has been adjourned, the legislative proposal and resolution shall be declared carried, and the meeting may be cancelled.

(1) Voting on Legislative Proposal: Statute XI: University Discipline

Explanatory Note

The following legislative proposal amends the legislation relating to student disciplinary procedures, to ensure that revised terminology, which was agreed in 2011 following the report of the working group to review University disciplinary procedures, is used throughout Statute XI. Changes to associated regulations are also proposed. The opportunity is taken to update cross-references and use the gender-neutral term 'chair'.

WHEREAS it is expedient to amend Statute XI concerning University discipline, THE UNIVERSITY ENACTS AS FOLLOWS.

1 In Statute XI, concerning University Discipline, delete section 10 (1) and substitute (new text underlined, deleted text struck through):

'10. (1) If the Student Disciplinary Panel is satisfied that the student member concerned has committed a breach of sections 2 or 3 of this statute ~~a student member is guilty of the breach with which he or she is charged~~ it may:

(a) impose a fine of such amount as it thinks fit;

(b) order the student member to pay compensation to any person or body suffering injury, damage, or loss as a result of the student member's conduct;

(c) make an order banning the student member from specified premises or facilities for such period or on such terms as it thinks fit;

(d) rusticate the student member for such period as it thinks fit;

(e) expel the student member;

(f) recommend to Council that the student member be deprived of the degree to which the disciplinary proceedings relate.'

2 Ibid, delete section 20 and substitute (new text underlined, deleted text struck through):

'20. If the Panel is of the view that a breach of such seriousness has been committed that the penalties set out in section 19 of this statute are not appropriate, it shall refer the student member to the Student Disciplinary Panel, which, if it is satisfied that the student member has committed a breach of sections 2 or 3 of this statute ~~is guilty of the breach with which they are charged~~, shall have the power to impose any of the penalties set out in section 10 of this statute.'

3 Ibid, delete sections 30–31 and substitute (new text underlined, deleted text struck through):

'30. (1) In any case proceeding before the Student Disciplinary Panel or the Student Appeal Panel, the case for the Proctors may be presented by either of the Proctors or, at their discretion, by any Pro-Proctor or any other member of Congregation.

(2) In appropriate circumstances, following suitable consultations, the case may be presented by a solicitor or barrister who is not a member of Congregation.

(3) In any such proceedings it shall be the duty of the Proctors or their representative to state to the Panel what penalty in the Proctors' opinion would be appropriate if the student member concerned were found to have committed the breach in question ~~person charged were found guilty~~, and to give the Proctors' reasons for that opinion.

31. (1) The Proctors may during the course of an investigation under section 27 of this statute into an alleged breach other than one involving harassment of or serious injury to a person, serious damage to property, or a significant element of dishonesty invite the student member in question to consider whether he or she is prepared to submit this matter for determination by the Proctors.

(2) If the student member agrees to this procedure for considering the matter ~~the disposal of a case under this section~~ it shall be dealt with by the Proctors accordingly and not referred to the Student Disciplinary Panel.

(3) The only penalties which the Proctors may impose upon a student member under this section are:

(a) a fine alone or with compensation not exceeding the sum as prescribed by regulation from time to time under section 32 of this statute; or

(b) a written warning as to his or her future conduct, of which the Proctors shall keep a record.

(4) Further rules relating to the procedures of the Proctors under this section shall be set out in regulations made under section 26 of this statute.'

Changes in Regulations to be made by Council if the Statutes are approved

1 In Council Regulations 2 of 2006, concerning disciplinary investigations by the Proctors, amend regulation 2 as follows (new text underlined, deleted text struck through):

'2. Regulations 1-12 inclusive shall apply to the Proctors in the exercise of their powers and duties under sections sections 21 27, 22, 28, 23 29, 35 42, 38 45 and 41 48.'

2 Ibid, amend regulations 12-15 as follows (new text underlined, deleted text struck through):

'Immediate fines imposed under section 23 29 (2)

12. (1) Where a Proctor or other person duly authorised by the Proctors under section 23 29 (2) proposes to impose an immediate fine he or she shall serve a notice in writing on the student member concerned stating the reason for the imposition of the fine and the amount of the fine, and notifying the student member of his or her right of appeal to the Student Disciplinary Panel.

(2) An immediate fine shall not exceed the maximum permitted under regulation 1 of Council Regulations 6 of 2006 (referring to section 25 31 (3) (a) of Statute XI).

(3) An immediate fine shall be paid to the Clerk to the Proctors within two working days of the date of imposition, whether or not the student member intends to appeal.

(4) If the student member wishes to appeal against the imposition of the fine, or the amount of the fine, he or she shall be entitled to appeal to the Student Disciplinary Panel in accordance with Statute XI and regulations made under that Statute and apply for suspension of payment of the fine in accordance with regulation 14 (12) below.

Exercise of Summary Jurisdiction under section 25 31

13. In any case in which the Proctors consider that it may be appropriate to

exercise their powers under section 25 31, they shall send a notice to the student:

(1) informing him or her of the alleged breach against him or her, identifying by reference to the relevant provision in Statute XI the act or omission alleged to constitute the breach;

(2) giving full particulars of the alleged breach or breaches, including the date or dates or approximate date or dates on which or between which each breach is alleged to have been committed and the place at which the breach is alleged to have taken place;

(3) explaining to him or her the powers of the Proctors under section 26 31, including the penalties available, and the right of appeal;

(4) explaining to him or her the alternative procedures of referral to the Student Disciplinary Panel, the penalties available, and the rights of appeal;

(5) asking the student whether he or she wishes the matter to be dealt with by the Proctors under section 26 31 instead of being referred to the Student Disciplinary Panel;

(6) asking the student to reply to the Proctors in writing within seven days of the sending of the letter;

and the Proctors shall annex to the notice a copy of these regulations unless previously provided by the Proctors.

14. Where a student has agreed in writing to the matter being dealt with under section 25 31, the procedure shall be as follows:

(1) the Proctors shall notify the student in writing of the date of the hearing, giving at least two clear days' notice;

(2) the student shall be entitled to be accompanied or represented by a member of Congregation;

(3) the student may apply for an adjournment of the hearing, which the Proctors may grant if they consider it reasonable to do so;

(4) the Proctors may proceed with a hearing in the absence of the student

except where they consider that his or her absence is due to circumstances beyond his or control;

(5) the Clerk to the Proctors shall read out the details of the alleged breach;

(6) the Proctors shall ask the student whether he or she understands the breach he or she is alleged to have committed;

(7) if the student confirms that he or she understands the charge breach that he or she is alleged to have committed, the Proctors or a person appointed by them shall provide a brief summary of the case and ask the student whether he or she accepts that he or she has committed the breach;

(8) if the student accepts that he or she has committed the breach,

(a) he or she shall be invited to make a statement in mitigation of the breach and may call witnesses relevant to any findings and penalty;

(b) if the student calls witnesses, the Proctors may call evidence in reply;

(9) if the student does not accept that he or she has committed the breach,

(a) the Proctors or a person appointed by them and the student shall be entitled to give evidence at the hearing, to make an opening speech, to call witnesses, and to question any person (including a party) who gives evidence;

(b) the Proctors shall present their case first;

(c) closing statements may be made, with the student being given the opportunity to speak last;

(10) the student shall be asked to withdraw while the Proctors consider their findings and any penalty;

(11) the Proctors shall announce their findings and any penalty;

(12) where a fine and/or compensation is to be imposed, it shall be paid within seven calendar days to the Clerk to the Proctors;

(13) if the student appeals to the Student Disciplinary Panel, he or she may apply to the Proctors or to that Panel under section ~~40~~ 47 (1) for an order suspending or postponing the payment of such a fine;

(14) the Proctors shall be responsible for ensuring that a written record of the proceedings is made;

(15) the Proctors shall send to the student and the Dean of the student's college a written record of their findings and any penalty imposed.

Referral of Charges Alleged Breaches for Consideration by the Student Disciplinary Panel under section 23 29

15. In any other case, proceedings shall be instituted by the Proctors by delivery to the Secretary to the Student Disciplinary Panel of a notice giving details of the alleged breach or breaches which shall include, by reference to the relevant breach of the Disciplinary Code specified in sections 2 or 3: (1) the act or acts or omission or omissions alleged to constitute the breach; (2) the date or dates or approximate date or dates on which or between which each breach is alleged to have been committed; (3) where relevant, the time and place at which each breach is alleged to have been committed; (4) where relevant, the person or property alleged to have been affected by each breach; (5) copies of all statements and any other evidence obtained in the course of their investigation.'

3 In Council Regulations 3 of 2006, concerning the Student Disciplinary Panel, amend regulation 2.1 as follows (new text underlined, deleted text struck through):

'2.1. The Panel shall sit on such days as the Chairman or a Vice-Chairman in consultation with the Secretary deems to be necessary.'

4 Ibid, amend regulation 2.3 as follows (new text underlined, deleted text struck through):

'2.3. The Secretary shall invite three members of the Panel to constitute a sitting for the purpose of these regulations, which members shall include at least one of the Chairman or Vice-Chairmen.'

5 Ibid, amend regulation 3.2 as follows (new text underlined, deleted text struck through):

'3.2. The Secretary shall annex to the notice of hearing:

(1) copies of all statements and any other evidence obtained in the course of the investigation on which the Proctors intend to rely;

(2) a copy of Statute XI and any regulations made under it which are relevant to the alleged breach or breaches charge; and

(3) a copy of these regulations.'

6 Ibid, amend regulations 3.6–3.13 as follows (new text underlined, deleted text struck through):

'3.6. The Proctors or the student may at any time apply in writing to the Secretary for an adjournment of the hearing and the Chairman or a Vice-Chairman may accede to or refuse an adjournment.

3.7. The Chairman or a Vice-Chairman shall have power, if he or she judges it to be advisable, to cancel a proposed hearing at any time before it has begun and substitute alternative arrangements.

3.8. The Chairman or a Vice-Chairman shall have power to strike out proceedings on the grounds of non-prosecution.

3.9. Any hearing shall take place within one month of the date of the notice of hearing referred to in regulation 3.1 above unless the Chairman or a Vice-Chairman is satisfied that there are reasonable grounds for further delay.

3.10. A party who intends to be represented by another person shall as soon as possible inform the Secretary of the name and contact details of the representative appointed. The Secretary shall then pass the information to all other interested parties.

3.11. (1) It shall be open to any party to apply in writing to the Chairman for directions on matters of procedure including:

(a) the provision by the Proctors of further information concerning the alleged breach;

(b) disclosure by the student of the evidence (including, if appropriate, witness statements) on which he or she intends to rely at the hearing; and

(c) amendment of the notice of hearing to add, omit, or vary an alleged breach on such terms as are fair and reasonable in the circumstances.

(2) Any application shall be made in the first instance to the Secretary, and the party applying shall at the same time give notice of it to the other parties.

(3) If there is no objection from the other parties, the Chairman or a Vice-Chairman may make the required order without an oral hearing.

(4) If the application is contested, or if the Chairman or a Vice-Chairman believes that the circumstances justify a hearing, he or she may refer the application to a hearing by the Panel.

3.12. The Panel may direct that allegations against more than one person shall be heard together, due regard being given to the principles of justice and fairness. The students shall be invited to make observations which the Panel shall take into account before proceeding.

3.13. The case against the student or students shall be presented by one of the Proctors or another person as provided in section ~~30~~ 24.'

7 Ibid, amend regulations 3.20–3.25 as follows (new text underlined, deleted text struck through):

'3.20. The Secretary shall ~~a keep~~ keep a sufficient record of the proceedings.

Procedure if the student accepts that they have committed a breach
Admission of guilt

3.21. If the student accepts that he or she has committed the breach of the Disciplinary Code, then

(1) the Proctors shall provide a brief summary of the case including their submission as to the appropriate level of penalty;

(2) the student shall be entitled to call witnesses whose evidence is relevant to penalty and the Proctors may call evidence in reply;

(3) the student shall be entitled to make a statement in mitigation of penalty and the Proctors shall be entitled to reply, following which the student shall have an opportunity to reply; and

(4) the Panel shall adjourn to determine the appropriate penalty by reference to its powers under section 10 H and announce the penalty at the hearing.

**Procedure if the student does not accept that they have committed a breach
Denial of guilt**

3.22. If the student does not accept that he or she has committed the breach the procedure adopted shall be as follows.

3.23. (1) The parties to the proceedings shall be entitled to give evidence at the hearing, to make an opening speech, to call witnesses and to question any person (including a party) who gives evidence.

(2) The case for the Proctors shall be presented first.

(3) Unless the Panel otherwise permits:

(a) the Proctors shall not be entitled to call any witness whose evidence has not been previously disclosed to the student; and

(b) if the Panel has made an order under regulation 3.11 (1) (b) above, the student may not present evidence beyond the scope of the evidence disclosed as a result of that order.

(4) Closing statements may be made, with the student being given the opportunity to speak last.

(5) The Panel may proceed with a hearing in the absence of the Proctors or the student except where, in the case of the student, it considers that his or her absence is due to circumstances beyond his or her control.

(6) The Panel may at any stage during the hearing, if it is just to do so, permit the

Proctors to amend the notice of hearing by adding, omitting, or varying the terms of an alleged breach as it considers to be fair and reasonable.

3.24. At the conclusion of the hearing the Panel or the parties shall withdraw while the Panel considers its findings.

3.25. Where the case is found proved, the Panel shall announce its decision and then

(1) invite the Proctors to make a submission as to the appropriate level of penalty;

(2) the student shall be entitled to call witnesses whose evidence is relevant to penalty and make a statement in mitigation of penalty;

(3) if the student calls witnesses, the Proctors may call evidence in reply; and

(4) the Panel shall adjourn to determine the appropriate penalty by reference to its powers under section 10 H and announce the penalty at the hearing.'

8 Ibid, amend regulation 3.30 as follows (new text underlined, deleted text struck through):

'3.30. The ~~Chairman~~ may, by an appropriate certificate in writing, correct any accidental errors in documents recording decisions of the Panel.'

9 Ibid, amend Parts 4 and 5 as follows (new text underlined, deleted text struck through):

Determination of Appeals to the Panel under section 33

4.1. Unless the ~~Chairman~~ or a Vice-Chairman otherwise permits, an appeal against a decision of the Proctors under section 33 shall be made in writing to the Secretary within seven clear days after the announcement of the decision.

4.2 (1) When, under Statute XI, Part C, section 29 (3), the appeal relates to the imposition of an "immediate fine", permission to appeal must first be sought, in writing and through the Secretary, from the ~~Chairman~~ or a Vice-Chairman of the Student Disciplinary

Panel within seven days of the imposition of the fine.

(2) The Secretary shall then refer the Application for Permission to Appeal to the Proctors within three working days.

(3) The Proctors must then make any response to the Application to the Secretary within seven days.

(4) The Secretary shall then refer both the Application and the Proctors' response to it to the Student Disciplinary Panel Chairman or a Vice-Chairman within three working days.

(5) The Student Disciplinary Panel Chairman or a Vice-Chairman may request the applicant and/or the Proctors to provide any further information relevant to the proposed appeal which he or she may require in determining whether permission to appeal should be granted.

(6) The application shall be determined without a hearing on the basis of the documents submitted unless the Student Disciplinary Panel Chairman or a Vice-Chairman considers that, in the interests of justice, a hearing should take place.

(7) (i) The relevant Student Disciplinary Panel Chairman or Vice-Chairman shall, following receipt of all relevant papers, make a decision as to whether the application will be allowed or not allowed, unless he or she decides in accordance with (6) above that a hearing should take place.

(ii) If the Student Disciplinary Panel Chairman or Vice-Chairman decides that a hearing should take place he or she will communicate that decision to the Secretary who will inform the applicant and the Proctors of the date and time when and the place in Oxford at which the application will be heard.

(iii) The application will be heard by the Student Disciplinary Panel Chairman or Vice-Chairman sitting alone.

(8) In deciding whether to give permission to appeal the Student Disciplinary Panel Chairman or Vice-Chairman shall have regard to all the circumstances of the case including:

- (i) the importance of the case to the appellant; and
- (ii) whether the proposed appeal has reasonable prospects of success.

(9) The Student Disciplinary Panel Chairman or Vice-Chairman shall within seven days of receipt of all papers or of any hearing, if later, send his or her decision with reasons in writing to the applicant and the Proctors via the Secretary of the Student Disciplinary Panel.

(10) If the Permission to Appeal is granted, then the Secretary shall convene a hearing of the Student Disciplinary Panel in accordance with Part 3 4 of these regulations.

(11) If the Permission to Appeal is refused, then the applicant shall have the right to make an Application for Permission to Appeal to the Student Appeal Panel, in accordance with Part 9 8 of these regulations.

4.3. The appeal shall state whether it is made against the finding of proof of the breach offence or breaches offences or against the penalty or against both proof and penalty and shall set out the grounds of the appeal.

4.4. Within three days of receiving the appeal the Secretary shall deliver a copy of it to the Proctors.

4.5. Within seven days of receiving notice of the appeal the Proctors shall deliver to the Secretary:

- (1) all documents previously served on the student by the Proctors; and
- (2) a written statement of their reasons for their decision.

4.6. The procedure for the conduct and hearing of the appeal shall be as set out in Part 3 of these regulations so far as is applicable.

4.7. Pending the determination of an appeal under this Part, the Panel may on the application of the appellant suspend or defer the payment of a fine and/or compensation.

Part 5

Appeals made under section ~~41 34 (2)~~, ~~43 36 (2)~~ or section ~~48 (3) (c)~~ ~~41 (5)~~

5.1. Any appeal made to the Panel under section ~~41 34 (2)~~, ~~section 43 (2)~~ or section ~~48 (3) (c)~~ ~~41 (5)~~ shall be made in writing to the Secretary setting out the reasons for the appeal.

5.2. (1) Within three days of receiving the appeal the Secretary shall deliver a copy of it to the Proctors.

(2) If the appeal is made under section ~~41 34 (2)~~, the Secretary shall also deliver a copy of it to the head of the student member's college and shall invite the college to make a written submission within five days of receiving notice of the appeal.

5.3. Within seven days of receiving notice of the appeal or ten days if the appeal is made under section ~~41 34 (2)~~ the Proctors shall deliver to the Secretary their response to the appeal which shall include:

- (1) all documents previously served on the student by the Proctors;
- (2) where applicable, a written statement of the reasons for their action; and
- (3) any other evidence on which the Proctors intend to rely in support of their response.

5.4. The Secretary shall set a date and time for the hearing as expeditiously as possible, but giving not less than seven clear days' notice of the date and time to the student concerned and to the Proctors.

5.5 The Secretary shall send to the student member not less than seven days before the hearing a copy of the Proctors' response to the appeal under regulation 5.3 and the submission made by the college under regulation 5.2 (2) as may be applicable.

5.6. The procedure for the conduct and hearing of any appeal under this Part shall be as set out below.

5.7. (1) The parties to the proceedings shall be entitled to give evidence at the hearing, to make an opening speech, to call witnesses, and to question any witness.

(2) The case for the Proctors shall be presented first.

(3) Closing statements may be made, the student concerned being given the opportunity to speak last.

5.8. The Secretary shall keep a sufficient record of the proceedings.

5.9. At the conclusion of the hearing the Panel or the parties shall withdraw while the Panel considers its decision.

5.10. The Panel may adjourn any proceedings from time to time, if it is just to do so, on such terms as it thinks fit.

5.11. (1) The Panel shall announce its decision at the hearing and shall supply reasons for its decision in writing, normally within two weeks of the conclusion of the hearing.

(2) The Secretary shall provide copies of the decision to the Proctors and to the student concerned.

5.12. The Chairman or Vice-Chairman may, by an appropriate certificate in writing, correct any accidental errors in the documents recording decisions of the Panel.'

10 Ibid, amend regulation 8.3 as follows (new text underlined, deleted text struck through):

'8.3. The procedure for considering the matter shall be the procedure set out in Part 3 of these regulations so far as applicable and, if the Panel finds the complaint proved, it shall have the powers referred to in section ~~46 39 (2)~~.'

11 Ibid, amend regulation 9.1 as follows (new text underlined):

'9.1. Written notice of any application for permission to appeal to the Student Appeal Panel against any decision of the Student Disciplinary Panel under the provisions of Statute XI shall clearly set out the grounds for appeal and (unless the Student Appeal Panel otherwise permits) be lodged with the secretary of the Student Appeal Panel

Notices

not later than 14 days from the date of the Student Disciplinary Panel's written decision or reasons for its decision.'

12 In ICTC Regulations 1 of 2002, concerning the use of IT facilities, delete existing regulation 14 (2) and substitute (new text underlined):

'14. (2) Access to facilities may be withdrawn under section 48 or 49 of Statute XI pending a determination, or may be made subject to such conditions as the Proctors or the Registrar or other decision-maker (as the case may be) shall think proper in the circumstances.'

(2) Voting on a Resolution approving the conferment of an Honorary Degree

Explanatory Note

Colin Harris joined the Bodleian Library in 1967. He worked in the Duke Humfrey Reading Room (from 1968) and then the Modern Papers Reading Room in the New Bodleian (from 1980), before being appointed as Superintendent of the Special Collections Reading Rooms. He will retire in September 2017 having given 50 years' continuous and exemplary service to the Bodleian. The outstanding feature of his career has been his truly dedicated service to all types of library reader - from senior academics to masters' students, professional writers to amateur historians - whom he has advised with expertise and unflinching patience.

Text of Resolution

That the conferment of the Degree of Master of Arts, *honoris causa*, upon **Colin Harris** be approved.

If the resolution is approved, the degree will be conferred at a ceremony on a date to be confirmed.

Congregation

2 March

Elections

Board of the Faculty of Law

Details are in 'Elections' section below.

Note on procedures in Congregation

¶ Business in Congregation is conducted in accordance with Congregation Regulations 2 of 2002 (www.admin.ox.ac.uk/statutes/regulations/529-122.shtml). A printout of these regulations, or of any statute or other regulations, is available from the Council Secretariat on request. A member of Congregation seeking advice on questions relating to its procedures, other than elections, should contact Mrs F Burchett at the University Offices, Wellington Square (telephone: (2)80199; email: felicity.burchett@admin.ox.ac.uk); questions relating to elections should be directed to the Elections Officer, Ms S L S Mulvihill (telephone: (2)80463; email: elections.office@admin.ox.ac.uk).

Consultative Notices

Mathematical, Physical and Life Sciences Division/Education Committee

REVIEW OF THE DEPARTMENTS OF PLANT SCIENCES AND ZOOLOGY

Education Committee and the Board of the Mathematical, Physical, and Life Sciences Division are undertaking a review of the Departments of Plant Sciences and Zoology as part of Council's programme of rolling reviews of departments.

Teaching and learning issues will be given preliminary consideration by a 'teaching and learning' sub-panel on 23 January. This panel will be composed of internal members of the review panel, and (if available) one external, and will be chaired by the Associate Head of Division (Academic), Professor Robert Taylor. The conclusions of this sub-panel will be reported as recommendations to the full review committee, which will meet 3-5 May and will be chaired by the Head of Division, Professor Donal Bradley.

The Review Committee would welcome written comments on matters falling within its terms of reference given below. These should be sent to Jared Hutchings (email: jared.hutchings@mpls.ox.ac.uk). Comments on detailed learning and teaching matters should be sent by **13 January** in advance of the teaching and learning panel. Comments on any other matters should be sent by **7 April**.

The terms of reference of the review are:

1 To review the quality of academic activities in the two departments, by reference to:

- international standards of excellence;
- action taken since the last review of the departments;
- planning statements at department and divisional levels, and in the context of the University's mission statement and strategic/corporate plan.

In particular:

- (a) the quality of the research of the departments, including their participation in interdepartmental,

interdivisional and interdisciplinary activities, their research profile and strategy, and future challenges and opportunities;

(b) the quality of undergraduate and graduate programmes, and their delivery and related issues, including:

- access and admissions
- curriculum design and programme structure
- teaching, learning and assessment
- the relationship between teaching and research
- academic and pastoral support and guidance
- the provision and use of learning resources (including staff resources)
- specific arrangements for the pursuit of graduate studies
- relationships with colleges
- quality assurance mechanisms;

(c) the organisation of the departments, their management structure and the relationship between the departments and the Mathematical, Physical and Life Sciences Division, including such matters as:

- strategic planning (including relationship to the divisional five-year plan and the University's strategic/corporate plan)
- academic and non-academic staffing and recruitment
- student number planning
- terms of appointment for academic staff, including career development and equal opportunities issue
- fundraising;

(d) the relationship (structural and operational) between units within the departments, and between the departments and cognate subject areas and colleges to which they are linked in teaching and research.

2 To consider the current and long-term financial position of, and funding arrangements for, the departments, and its financial strategy.

General Notices

Gazette publication arrangements

This is the final *Gazette* of Michaelmas term.

The first *Gazette* of Hilary term will be published on 12 January. The usual deadlines will apply.

The Prevent duty

Following the approval of the resolution on 31 May (see *Gazette* No 5136, 9 June 2016, p613), the University's Prevent Steering Group has published a draft training plan on the University's Prevent website (www.ox.ac.uk/staff/working_at_oxford/policies_procedures/prevent-duty). Members of Congregation are invited to send comments on the draft plan to prevent@admin.ox.ac.uk by **15 December**.

Committee on Animal Care and Ethical Review

ANNUAL REPORT 2015-16

The University's local ethical review process was set up in 1999 to ensure that all aspects of research involving animals conform to the requirements of the Animals (Scientific Procedures) Act 1986, revised in 2012 and commonly referred to as A(SP)A. The Animal Care and Ethical Review Committee (ACER) is required to report annually to Council and, through it, to Congregation. ACER provides assurance to the Establishment Licence Holder on the ethical treatment and welfare of animals used in conjunction with the medical and zoological research projects that are undertaken in departments across the University. This report summarises the range of work carried out and the support measures in place to ensure compliance with A(SP)A and the requirements of the Home Office Animals in Science Regulation Unit.

A(SP)A requires that research using animals is properly justified, that any viable alternatives to their use are fully considered, and in all cases where animals are subjected to invasive or non-invasive procedures that any and all suffering is kept to a minimum. The University's Animal Use Policy requires that everyone whose research includes the use of animals is

proactive in pursuing the refinement, reduction and replacement (usually referred to as the 3Rs) in procedures involving live animals wherever possible and that they engage fully in the ethical review process of review and monitoring of animal work. The Animal Use Policy also commits the University to providing standards of accommodation and care that exceed, wherever possible, the minimum standards required by legislation. The responsibility for provision and maintenance of the accommodation and facilities is devolved to the Director of Biomedical Services who works with animal care staff and researchers to ensure that animal facilities are managed and maintained as efficiently and to as high a standard as possible. The Biomedical Sciences Building, which was completed in 2008/9, has raised standards of animal welfare through the provision of world-class facilities for animals in the University's Science Area. The University also employs a number of Veterinary Surgeons, some of whom are designated Named Veterinary Surgeons under the Home Office Licence for the Establishment. The Veterinary Surgeons liaise with animal care staff and researchers and ensure that all aspects of animal health and welfare are considered at all stages of research projects. The Veterinary Surgeons are also involved in the local ethical review process.

The Veterinary Surgeons have put in place a Refinement Initiative to promote best practice, integration of new techniques and resources, and a comprehensive process for the retrospective review of Project Licences. The Veterinary Team also contributes to Departmental Animal Welfare Meetings to provide timely updates to the research community on various topical and practically relevant issues which relate to animal welfare, compliance and the 3Rs. The Veterinary Team continue to assist researchers to resolve animal health issues related to procedures and clinical disease. In the past year the team also provided certificates for animals that were exported, supplied a range of drugs and medicines and attended and presented at various workshops and conferences related to the use of animals in research.

The Home Office Inspectors made around 24 visits to the 7 separate animal facilities during the current reporting year, all of which were unannounced. During the period of the report there were no issues associated with non-compliance reported in respect of the facilities, or the schedule of premises for the University.

The Animal Welfare and Ethical Review Bodies

There are currently six Animal Welfare and Ethical Review Bodies (AWERBs) that consider applications for new project licences, amendment requests for current project licences, retrospective reports on current project licences and any other welfare and ethical review matters relevant to animal-based research involving staff working at the University. The review process also includes the promotion of the 3Rs and review and discussion of any animal-related research that falls outside of A(SP)A but is covered by the European Directive 63/2010, and any collaborative or joint ventures involving Oxford-based researchers that takes place elsewhere in the world. Collaborative research projects that fall outside the jurisdiction of A(SP)A and the EU Directive are required to demonstrate that they meet a similar standard of welfare and ethics that apply to research carried out in Oxford.

The Animal Care and Ethical Review Committee is the overarching ethical review board and acts in collaboration with the five Departmental AWERBs and a sub-committee that considers the application of the principles of the 3Rs in research. The ACER Committee considers project licence applications that have severe category protocols or employ novel techniques in the type of research undertaken, and any projects that use sensitive species. The Local or Departmental AWERBs review project licence applications that involve mild or moderate protocols in the planned research. In 2015 it was proposed that AWERB Committees should adopt a paperless strategy to reduce paper use and save time in the preparation and circulation of review documentation. This year the paperless initiative for committees has proved very effective and most committee members

now use electronic format papers for review and at meetings. The proposal to utilise the Sharepoint system to process committee papers and applications is still under review at the time of the report. In the meantime the Sharepoint site is used to provide online access to a series of guidance documents and information to assist researchers and applicants with preparation of Personal and Project Licences and participation in the review process, committee dates and deadline information.

AWERB Hub

An initiative by the national Animals in Science Committee (ASC), a non-departmental public body sponsored by the Home Office, to set up a series of AWERB Hubs saw Oxford nominated as a hub for nine research establishments in the region. The concept is to provide a discussion forum for sharing best practice, information and collaboration. To date the scheme is in the early stages and further guidance from the ASC is awaited.

Home Office Licences

The Home Office online application system, ASPeL, is fully operational and all Personal Licences at Oxford are managed through the online system. The Home Office invited Oxford to participate in the early adopter programme to extend the online application process to Project Licences. In early 2016 the Home Office Administration Unit in BMS began supervising Project Licence applicants as they submitted their application to the Inspectors, following approval under the University's Ethical Review Process.

Personal Licences

During the period of the report there were a total of 1,318 Personal Licences held by researchers at the University of Oxford. The Personal Licence authorises the holder to undertake various procedures according to their individual training and supervision qualifications. Each Personal Licence Holder is required to qualify at Home Office approved training courses before being permitted to handle or perform surgical procedures on animals. Animal care staff also are required to undertake training on

approved courses run by the Institute of Animal Technology in order to fulfil their duties. Home Office approved training courses are run within the Biomedical Services Department at regular intervals during the year. During the year a total of 209 new Personal Licences were issued to University staff and 201 Personal Licences were revoked for staff and students who ended their courses, completed their research or moved to other establishments.

Project Licences

The Home Office extended the ASPeL online licensing process to Project Licences during the year. Project Licence applications are only submitted to the Home Office once they have successfully completed the University Ethical Review Process. To date 12 new Project Applications have been submitted online instead of in paper format. As current licences expire or require substantial amendment these will be submitted online.

There were a total of 156 active Project Licences held by researchers at the University during the period of the report compared to 152 active Project Licences during the previous reporting period. Project Licences authorise the holder to undertake a research project that has clearly defined objectives and anticipated outcomes and each is valid for a period of five years. Project Licence Holders are responsible to the Home Secretary for the compliance and conduct of all researchers working under their project and for compliance with the closely defined procedures that may be carried out in pursuit of their research goals. The University's Home Office Liaison Officers in Biomedical Services are involved throughout the Project Licence applications process in their role as secretary to the AWERBs and provide guidance to applicants in the initial stages of drafting a new project licence in terms of layout and content prior to the Veterinary Surgeon and Named Animal Care and Welfare Officer (NACWO) review. During the year, a total of 33 new project applications were considered and approved by the AWERBs compared to 15 applications in 2014-15, and a total of 48 amendment requests for existing projects were reviewed and approved

compared to 44 amendment requests in the previous year. During the year there were non-compliance issues in relation to three project licences; these were dealt with administratively by the Home Office and the Establishment Licence Holder.

The distribution of active project licences between the AWERBs at the end of the reporting period was as shown in the table below.

Animal Welfare and Ethical Review Body	Total (152)¹	% PPLs
Animal Care and Ethical Review Committee	31	23
Clinical Medicine	75	49
Department of Physiology, Anatomy and Genetics with Experimental Psychology	18	12
Pathology	10	7
Pharmacology	15	10
Zoology	3	2

Processing time for applications and amendments includes the internal review by the Named Veterinary Surgeon, NACWO, AWERBs and final granting by the Home Office. During the period of this report the average processing time was 150 working days for original Project Licence applications and 100 working days for a Project Licence amendment.

A review of the efficiency of the AWERBs was reported to ACER in July 2016. The recommendations included some changes to the current number and constitution of the AWERBs across the University. The recommendations are in the process of review and implementation.

Species Used and Severity of Procedures

Animals are used in research only where there is no viable or satisfactory alternative available. All projects are subject to assessment by internal review within the University and by the Home Office where the potential benefits are considered against the adverse effects and potential cost to the animals concerned. The University pursues research using a number of non-animal methods such as computer modelling, tissue culture, cell and molecular biology, and research with human subjects. These methods continue to be used and integrated into research projects wherever possible and appropriate and new technology will be incorporated if it is deemed to offer a useable alternative; however, animal experimentation continues to remain necessary in certain circumstances where technology is currently lacking.

Projects where the use of animals is necessary include research into the prevention and treatment of human diseases (including cancer, HIV, tuberculosis, Parkinson's, diabetes and heart failure); and the study of host-parasite interactions (for example in malaria) continues to be an area where it is necessary to understand the interaction between systems (including the effects which chemical or neural changes may have on the circulation, respiration or other functions). Similarly, where it is necessary to study behaviour or complex brain functions, transplantation and musculoskeletal research, the use of animals is still necessary though restricted to the minimum number required. The involvement of a broad range of individuals in the ethical review process, including lay members and animal care staff, ensures that it remains proactive in pursuing the adoption of best practice, promoting a culture of care and encouraging education and training to enhance staff skills and raise awareness of ethical issues.

A variety of different species of animals are used in research projects at the University as may be seen from the table below:

Species	Number used in 2015-16	Number used in 2014-15
Mouse	207,216	208,905
Fish (Zebrafish)	16,051	13,136
Rat	2,363	3,880
Frog	322	280
Guinea pig	81	81
Ferret	38	27
Rabbit	2	2
Non-human primates	2	5

The actual severity of procedures reported during 2015-16, drawn from the Return of Procedures forms sent to the Home Office, were as shown in the table below:

University of Oxford Return of Procedures 2015: Severity	
Mild	53%
Sub-threshold	29%
Moderate	14%
Non-recovery	3%
Severe	1%
Total	100%

Training

A series of training courses is run by Biomedical Services for researchers to gain Home Office accredited qualifications in procedures involving animals. The courses are run at regular intervals throughout the year and are designed to cater for delegates from within the University and other establishments. The veterinary team teach the majority of the accredited modular Laboratory Animal Management and Welfare course (successful completion of which is a requirement for new personal licence holders), which run four times a year, either delivering lectures or running practical sessions. The adoption of WebLearn to host training materials has proved successful and students are able to access pre-reading and guidance information prior to attendance at the

¹ Four of the peak figure of 156 licences expired during the reporting period.

course. The training courses have achieved accreditation from the Federation of Laboratory Animal Science Associations (FELASA) which provides parity with European training standards and programmes for those who complete the courses. The lead trainer, the two Named Veterinary Surgeons and a member of Biomedical Services act as Named Training and Competence Officers under the Home Office Establishment licence, and provide additional support for licence holders and assurance for the University that appropriate training is undertaken. This year the lead trainer received an RSPCA award for outstanding contributions to the understanding of laboratory rodent behaviour and reducing the numbers of animals used in experiments through better design and statistical analysis.

During the year a total of 208 delegates attended and passed the Modular Training Courses for researchers and 41 delegates attended the Module 5 Course designed for those intending to apply for Project Licences.

The Oxford Online Supervision and Competency Recording database (OSCR) for all Personal Licensees has now been fully populated with details of the training and levels of competence of Project Licence Holders and Personal Licence Holders who work with animals. Animal care staff and technicians and Veterinary Surgeons are included in the record and an updated report on staff capabilities may be obtained at any given time in support of review or compliance matters. There remains in place a programme of regular audits of the information held in the system and all licence holders have to be endorsed by a competent trainer or supervisor in order to be able to complete any type of procedure and animal care work.

In addition to training courses and recording of competence, members of the Home Office Administration Unit (HOAU) within Biomedical Services attend the Departmental Animal Welfare Meetings each term to promote best practice, the 3Rs aspects of ongoing research and to discuss the importance of compliance with A(SP)A. HOAU staff attended 13 Animal

Welfare Meeting groups across the medical and scientific departments during the year. Training and information delivered at the meetings included a number of topics such as Annual Return of Procedure Guidance, the Refinement Initiative, access to SharePoint and available resources, Effective Breeding according to the Home Office GAA toolkit, and various training and education updates.

Engagement with other Organisations

The University of Oxford remains a signatory (one of over 250) to the statement supporting the EU Directive on the protection of animals used for scientific purposes.

In February 2016 Medical Sciences Division and Department of Biomedical Sciences hosted the second annual Oxford 3Rs Research Day² in the Department of Pharmacology. The Research Day was attended by some 60 delegates including Project Licence Holders, Personal Licence Holders, Veterinary Surgeons, Animal Welfare Staff and others with an interest in animal-based research. The programme included presentations and discussion sessions on a variety of subjects including replacement technology, the importance of public engagement in animal research, non-invasive reporting methods on animals in longitudinal studies, experimental design and the importance of appropriate reporting on animal studies. In addition to the talks the University's 3Rs Resource on SharePoint was launched with the aim to improve the ways in which the University fulfils some of its commitments to the 3Rs, improve engagement of researchers with adopting advances and developments in the 3Rs.

In June 2016 Biomedical Services hosted a review of the implementation of the Home Office Guidance on Efficient Breeding of Genetically Modified Animals. The review team comprised four Home Office Inspectors who conducted a table top review and also visited the principal

breeding unit. The review found the University's implementation of the guidance to be exemplary with only four minor recommendations. The main recommendation was that the use of the Mouse Colony Management System (MCMS) should become mandatory for all Project Licence Holders. Full implementation is expected by the end of 2016.

There have been no official external lay visitors to the BSB in the current reporting year. However, the visits to animal areas by members of staff families continues to be popular with around six taking place each year. The option for family members to visit the facility is being extended to researchers engaged in project work at the establishment.

BMS and the non-human primate research groups are currently working with Understanding Animal Research (UAR) to produce a 360-degree tour of the primate unit along with interviews regarding the nature of the work and its scientific value. Once complete the project will see the tour footage and interviews published on the UAR public-facing website.

The 3Rs Sub-Committee and the Home Office Administration Unit have continued to work during the year with the National Centre on the 3Rs (NC3Rs) to promote best practice and to incorporate the 3Rs principles in animal research projects. The Chairman of the 3Rs Sub-Committee continues to liaise with the NC3Rs as a panel member for the NC3Rs Grant Assessment Panel and has participated in exchange visits and briefings to NC3Rs coordinated projects. Oxford students and researchers are actively encouraged to participate in NC3Rs grant programmes and an annual 3Rs Research Day is coordinated by the Home Office Administration Unit within BMS.

² The Oxford 3Rs Day featured in a UAR blog with video interviews with Oxford researchers details of which may be seen at <http://www.understandinganimalresearch.org.uk/news/animal-welfare-alternatives/animal-welfare-at-oxford-university>.

Lectures

Visiting Professorships

Humanities

The Humanities Board has conferred the title of Visiting Professor of Greek History on **Professor Irad Malkin**, BA Tel Aviv, MA PhD Pennsylvania, Professor of Ancient Greek History, Tel Aviv, from 1 October 2016 until 30 September 2019.

Medical Sciences

The Medical Sciences Board has conferred the title of Visiting Professor of Sarcoma Pathology on **P C W Hogendoorn**, PhD, MD, for a further period of 3 years from 1 November 2016.

The Medical Sciences Board has conferred the title of Visiting Professor of Musculoskeletal Sciences on **M Kjaer**, MD DMedSci Copenhagen, for a period of 3 years from 1 January 2017.

Selection Committees

Composition of Selection Committees

The composition of the selection committees to the posts below, proceedings to fill which are currently in progress, is as follows:

PRO-VICE-CHANCELLOR (DEVELOPMENT AND EXTERNAL AFFAIRS)

	<i>Appointed by</i>
Vice-Chancellor, in the chair	<i>ex officio</i>
Rector of Exeter College	<i>ex officio</i>
Professor S Foot	Humanities Division
Professor R Goodman	Social Sciences Division
Professor P Grant	Mathematical, Physical and Life Sciences Division
Professor Dame Kay Davies	Medical Sciences Division
Warden of Keble	Vice-Chancellor

HEAD OF THE SOCIAL SCIENCES DIVISION

	<i>Appointed by</i>
Vice-Chancellor	<i>ex officio</i>
Master of University College	Council
Professor G Marshall	Council
Professor P Tufano	Council
Professor C Adam	Social Sciences Division
Professor M Stevens	Social Sciences Division
Professor N Woods	Social Sciences Division

Electoral Boards

Revised composition of an Electoral Board

The revised composition of the electoral board to the post below, proceedings to fill which are currently in progress, is as follows:

KING ALFONSO XIII PROFESSORSHIP OF SPANISH STUDIES

	<i>Appointed by</i>
Provost of Queen's (in the chair)	The Vice-Chancellor ¹
Rector of Exeter	<i>ex officio</i>
Professor K O'Brien	Humanities Division
Dr G Hazbun	Modern Languages Faculty
Professor J King	Modern Languages Faculty
Dr S Mortimer	History Faculty
Dr D Moran	Council
Professor T O'Reilly	Council
Dr I Watson	Council
Professor J Hiddleston	Exeter

¹Appointed by the Vice-Chancellor under the provisions of Statute IX, Sect. 10 and 11.

Humanities

English Language and Literature

LITERARY AND VISUAL CULTURE IN GOLDEN-AGE DENMARK

A seminar will be held 2–5pm on 13 January in the Radcliffe Humanities Building.

Patrick Kragelund, independent scholar: 'Constantin Hansen's *Prometheus* frescoes at the University of Copenhagen (1843–53) and the end of the old order'

Michael Hatt, Warwick: 'Homosexual time: Kristian Zahrtmann's Socrates and Alcibiades'

David Jackson, Leeds: 'Displaying Danish Golden Age painting to a non-Danish audience'

Jakob Stougaard-Nielsen, UCL: 'Hans Christian Andersen and *Illustreret Tidende* (Illustrated News)'

Elettra Carbone, UCL: 'On Bertel Thorvaldsen's sculpture mediated in 19th-century literature'

Colin Roth, Sheffield: tbc

Examinations and Boards

Examinations for the Degree of Doctor of Philosophy

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

Examinations for the Degree of Master of Science

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

Examinations for the Degree of Master of Studies in Legal Research

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

Elections

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

Changes to Examination Regulations

For the complete text of each regulation listed below and a listing of all changes to regulations for this year to date, please see www.ox.ac.uk/gazette/examinationregulations.

Continuing Education Board

BTH

CERT IN THEOLOGICAL STUDIES

DIPL IN THEOLOGICAL STUDIES

introduction of online submission of assessment

Continuing Education Board/ Mathematical, Physical and Life Sciences Board

MSC IN MICROELECTRONICS, OPTOELECTRONICS AND COMMUNICATIONS

PGDIP IN MICROELECTRONICS, OPTOELECTRONICS AND COMMUNICATIONS

new course

Humanities Board

MST IN CLASSICAL HEBREW STUDIES

addition of Ugaritic to optional papers available

Social Sciences Board

DPHIL IN INFORMATION, COMMUNICATION AND THE SOCIAL SCIENCES

DPHIL IN SOCIO-LEGAL STUDIES

introduction of part-time variant of programme

FHS OF PHILOSOPHY, POLITICS AND ECONOMICS

correction to date of effect for removal of paper

Elections

2 March

Nominations for the election below will close at **4pm on 2 February**.

Board of the Faculty of Law

One Ordinary Member elected by all members of the faculty exclusive of the persons qualified to be Official Members as per Regulation 10 of Council Regulations 19 of 2002

<i>Current/Retiring Member</i>	<i>To hold office until</i>
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Ms Nancy Eisenhower, Mansfield	MT 2017
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For further information, please contact the Secretary (charlotte.vinnicombe@law.ox.ac.uk).

Notes:

Nominations in writing for the elections on 2 March, by four members of Congregation other than the candidate, will be received by the Elections Office, University Offices, Wellington Square, up to **4pm on Thursday, 2 February**.

At least one nomination in respect of each candidate must be made on an official nomination form (available on www.admin.ox.ac.uk/elections/forms/index.shtml).

All candidates are asked to note the general requirements which apply to all committee members, as set out in Council Regulations 14 of 2002 (General Regulations of Council for Committees) (www.admin.ox.ac.uk/statutes/regulations/519-122.shtml). Current members seeking re-election are also asked to check for specific restrictions on consecutive service.

Candidates are invited to include with their nomination forms a written statement of no more than 250 words, setting out his or her reasons for standing and qualifications for the office being sought. In the event of a contested election, these statements will be available online at www.admin.ox.ac.uk/elections and published in the *Gazette* dated 16 February. Voters may wish to wait until they have read these notes before returning their ballot papers.

Ballot papers will be sent out to members of Congregation as soon as possible after the closing date for nominations. Completed ballot papers must be received by the Elections Office not later than **4pm on 2 March**.

For further information, please contact the Elections Officer (shirley.mulvihill@admin.ox.ac.uk).

Advertisements

Advertising enquiries

Email: gazette.ads@admin.ox.ac.uk

Telephone: 01865 (2)80548

Web: www.ox.ac.uk/gazette/classifiedadvertising

Deadline

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

Charges

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

Private advertisers: £20 per insertion of up to 70 words, or £40 per insertion of 71–150 words.

Advertisements which are placed only in the online edition of the *Gazette* are reduced to £20 per insertion for commercial advertisers and £10 per insertion for private advertisers for 70-word advertisements (or £40 and £20 respectively for 150-word advertisements).

See our website for examples of whether an advertisement is considered commercial or private: www.ox.ac.uk/gazette/classifiedadvertising.

Online submission and payment

Advertisements must be submitted and paid for online, using a credit card or debit card, through a secure website. For details, see www.ox.ac.uk/gazette/classifiedadvertising.

Extracts from the terms and conditions of acceptance of advertisements

General

1. Advertisements are accepted for publication at the discretion of the editor of the *Gazette*.

Note. When an advertisement is received online, an acknowledgement will be emailed automatically to the email address provided by the advertiser. The sending of this acknowledgement does not constitute an acceptance of the advertisement or an undertaking to publish the advertisement in the *Gazette*.

2. The right of the *Gazette* to edit an advertisement, in particular to abridge when necessary, is reserved.

3. Advertisements must be accompanied by the correct payment, and must be received by

the deadline stated above. *No refund can be made for cancellation after the acceptance of advertisements.*

4. Once an advertisement has been submitted for publication, no change to the text can be accepted.

5. Voucher copies or cuttings cannot be supplied.

Charges

6. Two separate charging arrangements will apply, for commercial and private advertisers. The rates applicable at any time will be published regularly in the *Gazette*, and may be obtained upon enquiry. The rates, and guidance on applicability of each rate, are also available online.

The editor's decision regarding applicability of these rates to an individual advertiser will be final.

Disclaimer

7. The University of Oxford and Oxford University Press accept no responsibility for the content of any advertisement published in the *Gazette*. Readers should note that the inclusion of any advertisement in no way implies approval or recommendation of either the terms of any offer contained in it or of the advertiser by the University of Oxford or Oxford University Press.

Advertisers' Warranty and Indemnity

13. The advertiser warrants:

(i) **Not to discriminate against any respondents to an advertisement published in the *Gazette* on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, or pregnancy.**

(ii) **That the advertisement does not contravene any current legislation, rules, regulations or applicable codes of practice.**

(iii) **That it is not in any way illegal or defamatory or a breach of copyright or an infringement of any other person's intellectual property or other rights.**

You are advised to view our full Terms and Conditions of acceptance of advertisements. Submission of an advertisement implies acceptance of our terms and conditions,

which may be found at www.ox.ac.uk/gazette/classifiedadvertising, and may also be obtained on application to Gazette Advertisements, Public Affairs Directorate, University Offices, Wellington Square, Oxford OX1 2JD.

Publication in online *Gazette*

16. Unless the advertiser stipulates otherwise, all advertisements will be published in the online *Gazette* in addition to the printed *Gazette*. At the time of submission of an advertisement, the advertiser may stipulate that he or she does not wish the advertisement to be included in the online *Gazette*. This stipulation: (i) must be made at the time of submission of the advertisement; (ii) cannot later be altered; (iii) will apply to all instances of publication of an advertisement arranged at the time of submission of that advertisement. Please note that advertisements form part of the online *Gazette* as published and cannot be removed or amended after publication.

Miscellaneous

Gazette publication arrangements

Advertisers are asked to note that this is the final *Gazette* of Michaelmas term. Publication for Hilary term will begin on 12 January. The usual deadline will continue to apply (see above).

Craft Courses

A craft course makes the perfect Christmas gift! Ardington School of Crafts offers short courses with practising craftspeople in beautiful surroundings near Wantage. 200 courses between 1 and 3 days, from stained glass and silver jewellery to textiles and carving, all held in our well-equipped workshops. Unearth your hidden talents and discover why people keep coming back to Ardington School of Crafts. Gift vouchers available. See: www.ardingtonschoolofcrafts.com. Tel: 01235 833433.

Shezan Restaurant

Mughal Indian cuisine at Shezan: 1st floor, 135 High St, Oxford. From our kitchen to your table, we bring you fresh herbs, spices, roots, fragrances and the Mughal tradition of passion for good food. Serving as dining rooms since 1915. Open daily noon-3pm and 5.30-11pm. Tel: 01865 251600. Website: www.shezanoxford.co.uk.

Oxford University Newcomers' Club

The Oxford University Newcomers' Club

at the University Club, 11 Mansfield Rd, OX1 3SZ, welcomes the wives, husbands or partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University. We offer help, advice, information and the opportunity to meet others socially. Informal coffee mornings are held in the club every Wednesday 10.30-12 (excluding the Christmas vacation). Newcomers with children (0-4) meet every Fri in term 10.15-11.45. We have a large programme of events including tours of colleges, museums and other places of interest. Other term-time activities include a book group, informal conversation group, garden group, antiques group, opportunity to explore Oxfordshire and an opportunities in Oxford group. Visit our website: www.newcomers.ox.ac.uk.

Restoration and conservation of antique furniture

John Hulme undertakes all aspects of restoration. 30 years' experience. Collection and delivery. For free advice, telephone or write to the Workshop, 11A High St, Chipping Norton, Oxon, OX7 5AD. Tel: 01608 641692.

Sell your unwanted books

We buy academic and non-academic used books. If you are moving office or home, leaving the University or just need more space, we can help. We are most interested in arts, history and social sciences and also buy classical or jazz CDs. Good prices paid for large or small collections and we collect from anywhere in the Oxford area. Please contact Ross on 07720 288774 or bd@beadledavies.co.uk.

Services offered

Big or small, we ship it all. Plus free pick up anywhere in Oxford. Also full printing services available (both online and serviced), 24-hour photocopying, private mailing addresses, fax bureau, mailing services and much more. Contact or visit Mail Boxes Etc, 266 Banbury Rd, Oxford. Tel: 01865 514655. Fax: 01865 514656. Email: staff@mbeesummertown.co.uk. Also at 94 London Rd, Oxford. Tel: 01865 741729. Fax: 01865 742431. Email: staff@mbeheadington.co.uk.

Carpenter/joiner. For bookcases, wardrobes, etc, made on site to your specifications. Portfolio available. Call Rob Guthrie on 01608 677423 (evening) or 07961 444957 (daytime). Email: rob.s.guthrie@gmail.com. Web: www.robguthrie.co.uk.

Houses to let

Spacious, detached, furnished family house to let in Old Marston. Convenient for city centre by bike, bus, car or walking through University Parks. Immaculate condition, large secluded and productive garden, private parking for cars. £2,400 pcm. Ideally we are looking for a family who will take it and look after it for about 1 year in the first instance. Contact Professor Richard Harley by mobile: 07926 172483 or email: rth@phys.soton.ac.uk.

Flats to let

Delightful self-contained recently built flat to let from 1 Jan (possibly earlier) until 30 Jun (or longer). Separate entrance from owner's own drive. Grandpont, south Oxford. 10 mins' walk from Carfax. Large sitting room with sunny terrace, kitchen, double bedroom. Suit non-smoking graduate student couple: £775 pcm. References required. Tel 01865 241845 or email popher@btinternet.com.

Accommodation offered

Graduate Accommodation Office

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

scottfraser - market leaders for quality Oxfordshire property. Selling, letting, buying, renting, investing - we are here to help. Visit www.scottfraser.co.uk for more information or call: Headington sales: 01865 759500; Summertown sales: 01865 553900; East Oxford sales: 01865 244666; Witney sales: 01993 705507; Headington lettings: 01865 761111; Summertown lettings: 01865 554577; East Oxford and student lettings: 01865 244666; Witney lettings: 01993 777909.

Furnished loft room available in clean, quiet house in Iffley Fields. Ideal for visiting academic. Share cooking and cleaning. Landlord is a foster carer so all adults in the house have to be DBS checked (not daunting, but necessary). £500 pm incl bills. Email: mark@goodhanddesigns.co.uk.

Single rooms available from mid-Jan in delightful street in central north Oxford. Within easy walking distance of the University, town centre, London buses and trains. Breakfast included. Use of kitchen. Broadband, TV. Suitable for visiting academics and postdocs. For short or medium stays. Minimum 4 nights. Fair rates. For further enquiries email: elphickjericho@gmail.com.

Self-catering apartments

Visiting Oxford? Studio, 1-, 2- and 3-bed properties conveniently located for various colleges and University departments. Available from 1 week to several months. Apartments are serviced, with linen provided and all bills included. Details, location maps and photos can be found on our website at www.shortletspace.co.uk. Contact us by email on stay@shortletspace.co.uk or call us on 01993 811711.

Sunny north Oxford studio apartment with parking available for short/medium-term lets, ideal for 1 person. Immaculate newly built with French doors opening on to south-facing garden. Wi-Fi/TV provided. Lounge/dining area, fully equipped kitchenette with fridge/freezer/hob/microwave. Separate access with own hallway including washer/dryer, beautiful bathroom with shower. Fresh linen regularly,

Notifications of Prizes, Grants and Funding

£60 per night, bills included, minimum 3 nights. £25 surcharge for second person. Email: enquiries@studioflatnorthoxford.com. Tel: 0044 (0)7764 574700. Web: www.studioflatnorthoxford.com.

Holiday lets

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

Cornwall, cottage and restored chapel in quiet hamlet on South-west Coastal Footpath within 100m of the sea and minutes from Caerhays and Heligan. Each property sleeps 6. Comfortably furnished, c/h, wood burner and broadband. Ideal for reading, writing, painting, walking, bathing, bird watching. Beautiful beach perfect for bucket and spade family holidays. Short winter breaks available from £250. Tel: 01865 558503 or 07917 864113. Email: gabriel.amherst@btconnect.com. See: www.cornwallcornwall.com.

Choose from over 11,000 holiday villas and apartments in Spain with Clickstay. We make it easy for you to make the perfect choice with our verified renter reviews and a dedicated customer services team. You can choose from modern apartments in Mallorca to whitewashed traditional fincas in Tenerife from just £73 pw! Many of our rental properties have private pools, sea views and large gardens with BBQ facilities. See: www.clickstay.com/spain.

Please refer to the website, or contact the email address shown, for further details of the awards below.

Students of the University should refer to the Student Funding website for advice on fees and funding at www.ox.ac.uk/feesandfunding.

Hester Cordelia Parsons Fund

Hester Cordelia Parsons Fund; open to graduate students, early career postdoctoral researchers and early stage researchers at Oxford; to support costs of research in experimental biological science and encourage development of experimental methods at the boundaries of biological, physical and chemical sciences; up to £5,000; 20 February; leigh.henry@mpls.ox.ac.uk

Nuffield Department of Surgical Sciences

Nuffield Department of Surgical Sciences; DPhil studentship: Optical Fluorescence image guided surgery (ref: NDS17/001); open to home students only whose studies commence academic year 2017-18 (Trinity term 2017); up to 4 years; University and college fees and stipend to cover living expenses; 6 January; graduate.studies@nds.ox.ac.uk

Notifications of Vacancies

Please refer to the website, or contact the email address shown, for further details of the vacancy. For a full list of vacancies in the University and colleges, see www.ox.ac.uk/about_the_university/jobs.

The University is committed to equality and valuing diversity.

University of Oxford

Pro-Vice-Chancellor (Development and External Affairs)

The University of Oxford - recently ranked as the best university in the world - is seeking to appoint a Pro-Vice-Chancellor (Development and External Affairs). A key officer of the collegiate University, the Pro-Vice-Chancellor provides leadership in fundraising, alumni relations and external relations and supports the Vice-Chancellor, Professor Louise Richardson, as one of the University's principal external representatives. Internally, the Pro-Vice-Chancellor is a key member of the Vice-Chancellor's leadership team, overseeing highly qualified professional fundraising, alumni relations and external relations teams and working closely with the colleges, divisions and departments to create alignment in these areas.

The ideal candidate will be an outstanding individual and an authentic and credible representative of the University, with a demonstrable passion for higher education and the ability to operate effectively as a top leader within a complex research and teaching institution. S/he will be able to build high-level networks and use these for the benefit of the organisation, including by asking people to donate time and/or money. Proven integrity and an impeccable reputation will be essential, as will the ability to grow and learn; personal resilience; a lack of ego and an ability to work in a genuinely collaborative way.

For a full role specification and details on how to apply, please visit <http://appointments.egonzehnder.com>. Closing date is 16 January 2017.

Head of the Social Sciences Division

The University of Oxford is seeking a distinguished social scientist to lead this highly diverse and internationally renowned academic division. This is an outstanding opportunity to make a significant contribution to the success of one of the largest groupings of social scientists in the world confirmed by the 2014 Research Excellence Framework as the UK powerhouse for social sciences with a global reach. We are seeking to appoint an eminent scholar, with disciplinary interest from any one of the disciplines in the division, to provide exceptional and visionary leadership.

The division comprises fourteen world-class departments and faculties and one cross-divisional unit (see www.socsci.ox.ac.uk/departments). Its interdisciplinary links within and beyond the University are strong, extending to the humanities, natural sciences and medical sciences.

The range and distinction of the Social Sciences Division are considerable and your priority will be to provide leadership and vision to drive forward its strategic agenda for research and education, within a highly consensual framework and in an evolving external financial context. You will have experience of taking forward academic plans, of managing a significant level of resources and liaising effectively with external bodies. You will demonstrate the ability to gain and retain the confidence of the division, of the University and our external partners. Strong negotiating, influencing and communication skills are

essential to enable you to promote the division's cause and to lead it in its next phase of development.

This is a full-time senior management position, tenable from 1 October 2017 at a competitive salary. It offers an exceptional opportunity to build on the distinctive and distinguished contribution made by the division and to shape it further.

To apply or to download further information for this role please visit www.perrettlaver.com/candidates quoting reference 2833. The deadline for applications is noon GMT on Monday, 16 January 2017.

Colleges, Halls and Societies

Exeter in association with the Faculty of History; Associate Professor in Iberian History (European and Extra-European, 1450-1800); £45,562-£61,179 plus housing allowance; noon, 23 January; www.exeter.ox.ac.uk/associate-professor-iberian-history-european-and-extra-european-1450-1800.html

Magdalen; Chapel Verger; £10,100; 16 December; www.magd.ox.ac.uk/job-vacancies

Merton; 4-year Fitzjames Research Fellowship in Ancient Greek (from 1 October 2017); £29,819 plus £10,000 housing allowance or free accommodation; noon, 3 February; www.merton.ox.ac.uk/vacancies

Pembroke; Rokos Junior Research Fellowship in Development Economics; £32,000; 13 February; www.pmb.ox.ac.uk/discover-pembroke/vacancies

Pembroke; Tanaka Junior Research Fellowship in Japanese Studies; £22,800 plus housing allowance of £7,200; noon, 6 February; www.pmb.ox.ac.uk/discover-pembroke/vacancies

Queen's; College Career Development Fellow in French; £28,452 plus allowances; noon, 20 January; www.queens.ox.ac.uk/vacancies

Wadham; non-stipendiary Keeley Visiting Fellowships (from 1 October 2017); noon, 17 February; www.wadham.ox.ac.uk/about-wadham/jobs/academic/keeley-visiting-fellowships

Wadham; non-stipendiary Research Associates (from 1 April 2017); termly honorarium; noon, 3 February; www.wadham.ox.ac.uk/about-wadham/jobs/academic/research-associates

External Vacancies

Girton College, Cambridge; Henslow Research Fellowship 2017; £19,273 pre-PhD, £20,400 post-PhD, plus expenses; 9 January; www.girton.cam.ac.uk/vacancies

Published with the authority of the University of Oxford by Oxford University Press; registered as a newspaper at the Post Office; printed at Oxuniprint, Langford Locks, Kidlington, Oxon OX5 1FP.

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This is the final *Gazette* of Michaelmas term. The first *Gazette* of Hilary term will be published on 12 January.

Gazette copy must be received in the week before publication. Deadline: noon on Wednesday. Inclusion is subject to availability of space.

Certain sections in the *Gazette* include official announcements by the University but the University accepts no responsibility for the content of any other material in the *Gazette*.

Next Gazette: Thursday, 12 January.

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