

# UNIVERSITY OF OXFORD

## GLOSSARIES



Hilary term 2015

# UNIVERSITY OF OXFORD

## GLOSSARIES



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# Glossary of Oxford terms

## academic dress

Prescribed clothing to be worn on formal, official occasions, consisting of an appropriate gown/hood for the person's qualification and sometimes **sub fusc**. See [www.admin.ox.ac.uk/statutes/regulations/48-012.shtml](http://www.admin.ox.ac.uk/statutes/regulations/48-012.shtml) for full details of what form of dress is appropriate on which occasions.

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## admissions i

[www.ox.ac.uk/admissions/admissions\\_i](http://www.ox.ac.uk/admissions/admissions_i)

The University's Admissions Information Centre, located in Little Clarendon Street.

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## aegrotat

Exam pass granted on medical grounds.

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## Almanack

Poster-sized calendar published by **OUP** each year, comprising an original piece of art on an Oxford theme and a January–December calendar listing University terms, accompanied by a current list of all senior University officers and **heads of house**. First published in 1674.

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## alumni

Collective term that refers to all former students of the University. Former students also become alumni of their individual college or hall and are often referred to as Old Members. Feminine forms: alumna (singular), alumnae (plural); masculine singular form: alumnus.

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## Ashmolean

[www.ashmolean.org](http://www.ashmolean.org)

University museum of art and archaeology, founded by Elias Ashmole in 1683; the oldest museum in the UK.

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## Assessor

Senior officer of the University, elected annually by the colleges in a set cycle (published in the **University Calendar**) who is responsible particularly for student welfare and finance. The office was created in 1960. The Assessor works closely with the **Proctors**.

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## Associate Professor

New name for senior academic staff of the University below the level of professor (formerly reader and lecturer grades). Staff appointed at that level after 1 January 2014 are automatically associate professors. Those already in post at that date are allowed to opt to retain their existing job title or change to associate professor.

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## Bate Collection

[www.bate.ox.ac.uk](http://www.bate.ox.ac.uk)

Bate Collection of Musical Instruments, housed in the Faculty of Music buildings on St Aldate's.

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## battels

Charges made to a member of a college (student or fellow) for accommodation, meals etc.

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## Bedel

Ceremonial official attending the Chancellor and Vice-Chancellor at events such as degree ceremonies and **Encaenia**, and at meetings of **Congregation** and **Convocation**. There are four Bedels: of Divinity, Law, Medicine and Arts.

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## Blue

Blue is the highest sporting achievement at Oxford and Cambridge, and is awarded only to members who have competed in the annual **Varsity Match**; cf **Half Blue**.

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## Blueprint

[www.ox.ac.uk/blueprint](http://www.ox.ac.uk/blueprint)

News publication for staff of the collegiate University. It is published twice each term and carries a mix of news and features plus information about people, awards, honours and other aspects of University and college life.

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## Bodleian Libraries

Collective name for the University's integrated library service, formerly known as Oxford University Library Services (OULS).

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## Bodleian Library

[www.bodley.ox.ac.uk](http://www.bodley.ox.ac.uk)

Also known as 'the Bod'; named after Sir Thomas Bodley, the Bodleian is the University's main research library and the second-largest library in the UK after the British Library. Together with its dependent libraries, it holds more than 8 million volumes. The Bodleian dates from 1602 and is one of the oldest libraries in Europe.

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## Botanic Garden

[www.botanic-garden.ox.ac.uk](http://www.botanic-garden.ox.ac.uk)

Oldest botanic garden in Britain, with a national reference collection of 7,000 different types of plant which makes it the most compact yet diverse collection of plants in the world. The garden was founded in 1621 by the Earl of Danby as the Physic Gardens, for the study of medicinal plants.

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## bulldog

Nickname for the **Proctors'** Officers.

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## bursar

Chief financial officer of a college. The majority of colleges have two bursars: an **estates bursar** or finance bursar, who has overall responsibility for the college's assets, income and expenditure; and a **domestic bursar**, who is responsible for domestic aspects of college life, including accommodation, security, catering and housekeeping and external lettings, and for managing non-academic staff.

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## Calendar

See **University Calendar**.

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## Carfax

Crossroads located at the conjunction of St Aldate's, Cornmarket Street, Queen Street and the High. Carfax is considered to be the centre of the city of Oxford.

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## Chancellor

[www.ox.ac.uk/about/organisation/university-officers/chancellor](http://www.ox.ac.uk/about/organisation/university-officers/chancellor)

Elected by **Convocation**, the Chancellor is the ceremonial head of the University. The current Chancellor is Lord Patten of Barnes.

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## Cherwell

- 1 River which flows through Oxford and which is a major tributary of the Thames.
  - 2 Student newspaper, published on a weekly basis during term time ([www.cherwell.org](http://www.cherwell.org)).
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## Christ Church Picture Gallery

[www.chch.ox.ac.uk/gallery](http://www.chch.ox.ac.uk/gallery)

Located inside Christ Church, the Picture Gallery houses an important collection of 300 Old Master paintings, including work by Leonardo, Michelangelo and Rubens, and almost 2,000 drawings.

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## Churchill

Hospital located in Headington which houses many Medical Sciences **departments**. Part of **OUH**.

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## class

- 1 Level of award of a degree (eg 2.1 or Upper Second).
  - 2 Lesson attended by 6–15 students and of 60–90 minutes' duration; usually intercollegiate.
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## Clerks of the Market

Originally empowered to set the price of grain in Oxford. The title is now honorary, and is bestowed by the Chancellor and Vice-Chancellor; there are always two Clerks of the Market.

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## collections

- 1 Written examinations organised at the start of term by a college. They are exercises used to monitor progress and help students develop exam techniques. Additional collections may be used by colleges in response to poor performance, with an attached penalty for failure ('penal collections').
  - 2 A report reading organised by a college. The student attends at intervals decided by the college, and reports are discussed in the presence of the **head of house** and/or senior tutor.
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## college

One of 36 independent, self-governing institutions forming a core element of the University, to which they are related in a federal system. All students belong to either a college, a **society** or a **permanent private hall**. Colleges select and admit undergraduate students, select graduate students after they are admitted by the University, provide accommodation, meals, common rooms, libraries and sports and social facilities, and are responsible for students' tutorial teaching and welfare.

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## collegiate University

The University of Oxford, comprising the academic **divisions** and **departments/faculties**, **ASUC** and **UAS**, together with the **colleges**, **societies** and **permanent private halls**.

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## coming up/going down

Arriving at Oxford at the beginning of the term/leaving at the end; cf **sending down**.

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## commoner

Student who does not have a **scholarship** or **exhibition**. The majority of students are commoners.

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## Conference of Colleges

Body representing each of the **colleges**, **permanent private halls** and **societies**, which enables colleges to act collectively on issues that matter to them and acts as a voice for college interests within the University community.

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## Conference Oxford

**www.conference-oxford.com**

Central conference marketing office for the University and **colleges**. It provides a one-stop enquiry point for availability for conferences and group bookings at the **collegiate University**.

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## confirmation of status

Formal assessment of a research student's progress towards the end of their research for a **DPhil**. It is normally undertaken after the sixth term of research and no later than the ninth term.

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## Congregation

Sovereign body of the University, consisting of more than 4,500 members, comprising: academic staff; heads and other members of governing bodies of colleges; and senior research, computing, library and administrative staff. As the legislative body of the University, changes to the University's statutes and regulations are subject to the approval of Congregation. **Council** is bound by all resolutions passed by Congregation and all other acts and decisions taken by it. Major policy issues may be submitted to Congregation for consideration by Council or members of Congregation. Congregation also elects members to Council and other University bodies and approves the appointment of the Vice-Chancellor.

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## Continuing Education, Department of

**www.conted.ox.ac.uk**

Offers courses covering a wide range of subjects, many of them leading to University qualifications. Provision is made for individuals, organisations and professional groups. Courses are offered on a part-time basis, online or in the form of short courses.

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## Convocation

Body comprising: all former student members of the University who have been admitted to a degree (other than an honorary degree) of the University, members of **Congregation**, and those who have retired and were members of Congregation on the date of their retirement. Its functions are to elect the **Chancellor** and the Professor of Poetry.

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## Convocation House

Built in the 17th century to house **Convocation**, Convocation House is still used for University ceremonies, such as the election of the **Chancellor**. It is situated at the back of the Old Bodleian Library and opposite the **Sheldonian Theatre**.

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## CoreHR

The University's principal Human Resources Information System (HRIS).

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## Council

[www.admin.ox.ac.uk/council](http://www.admin.ox.ac.uk/council)

Principal executive and policy-making body of the University; responsible, under the statutes, for the advancement of the University's objectives, for its administration, and for the management of its finances and property. It has five main standing committees: the **Education Committee**; the **General Purposes Committee (GPC)**; the **Personnel Committee**; the **Planning and Resource Allocation Committee (PRAC)**; and the **Research Committee**.

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## Creweian Oration

The Creweian Oration is named after Nathaniel, Lord Crewe, and is delivered at **Encaenia** by the **Public Orator**. In alternate years, the Professor of Poetry delivers the second part of the oration. The oration recounts the events of the past year and commemorates the University's benefactors.

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## custodians

Team of staff at Christ Church ([www.chch.ox.ac.uk](http://www.chch.ox.ac.uk)) who welcome visitors and are responsible for protecting the security of those who live and work in the college. A bowler hat is part of their uniform.

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## Dean

- 1 Head of House at Christ Church.
  - 2 Fellow responsible for supervising the conduct and discipline of the junior members of a college. To be 'deaned' is to be sent to the Dean.
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## Degree Days

[www.ox.ac.uk/students/graduation/ceremonies/dates](http://www.ox.ac.uk/students/graduation/ceremonies/dates)

Various days throughout the year on which students may graduate.

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## demonstrating

Supervision of a practical class; the term derives from the now obsolete post titles of 'University Demonstrator' (now University Lecturer or Associate Professor) and 'Departmental Demonstrator' (now Departmental Lecturer), and may be applied equally to those in charge of practical classes and to those who assist in practical class teaching in the laboratory.

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## department

Part of one of the Mathematical, Physical and Life Sciences, Medical Sciences or Social Sciences **Divisions**, which provides teaching and research in an academic discipline (such as Chemistry, Sociology, Paediatrics etc).

**Continuing Education** is the only department which does not belong to a division; *cf* **faculty**.

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## director of study

Senior academic with responsibility for a particular course or area of academic endeavour.

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## Divinity School

Built in the 15th century to house the lectures of the Faculty of Theology, it is the oldest teaching and examination room of the University. It stretches from the main entrance hall of the **Bodleian Library**, underneath the library, to **Convocation House**. It is now mainly used for receptions.

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## division

There are four academic divisions – Humanities ([www.humanities.ox.ac.uk](http://www.humanities.ox.ac.uk)), Mathematical, Physical and Life Sciences ([www.mpls.ox.ac.uk](http://www.mpls.ox.ac.uk)), Medical Sciences ([www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk)) and Social Sciences ([www.socsci.ox.ac.uk](http://www.socsci.ox.ac.uk)). All faculties and departments belong to one of the divisions, with the exception of **Continuing Education**.

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## domestic bursar

**College** officer (often a fellow of the college) with overall responsibility for domestic aspects of college life, including accommodation, security, catering and housekeeping, external lettings and sometimes sports facilities, and managing non-academic staff; *cf* **estates bursar**.

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## don

Professor, associate professor, reader, lecturer or fellow.

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## DPhil

Doctorate of Philosophy. The PhD is known as the DPhil in Oxford.

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## Duke Humfrey's Library

Oldest reading room in the **Bodleian Library**. It is the principal reading room for those studying medieval and early modern manuscripts and papyri, pre-1641, special and rare book collections, and codicological, bibliographical and local history.

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## Education Committee

One of the five main committees of **Council**, it defines and keeps under review the educational philosophy, policy and standards of the **collegiate University** on access and admissions; curriculum design and course structure; teaching, learning and assessment; academic and pastoral support and guidance; and provision and use of learning resources. Formerly known as Educational Policy and Standards Committee.

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## Eights

Intercollegiate rowing races. Eights Week is held in the fifth week of Trinity term each year.

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## emeritus

Title held by professors and readers of the University who have retired over the age of 60 from a professorship or readership, including a personal or titular professorship or readership (and those who have retired from a professorship or readership and on whom the title has been conferred by resolution of Council). **Colleges, permanent private halls** and **societies** have their own rules for awarding the title.

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## Encaenia

Annual ceremony held on the Wednesday of ninth week in Trinity term each year at which honorary degrees are conferred and the **Creweian Oration** is given by the **Public Orator**.

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## estates bursar

**College** officer who has overall responsibility for the college's assets, income and expenditure; *cf* **domestic bursar**.

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## Examination Regulations

[www.admin.ox.ac.uk/examregs](http://www.admin.ox.ac.uk/examregs)

Published volume containing details of syllabuses and assessment for all award-bearing courses. Available online in a regularly updated version, the print version (also known as the *Grey Book*) is published annually at the beginning of the academic year. Formerly called the Examination Decrees.

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## Examination Schools

One of the largest buildings of the University; situated on the High Street, the Exam Schools provides the University's main examination and lecturing facility.

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## exhibition

Lesser student scholarship.

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## expulsion

Permanent loss of membership of the University and **college**, for serious disciplinary offences.

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## faculty

Part of the Humanities **Division** which provides teaching and research in an academic discipline (such as History, Theology etc). The Faculty of Law, in Social Sciences, is the only non-Humanities faculty; *cf* **department**.

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## fellows

The senior members of a **college, hall** or **society** who, together with the **head of house**, constitute its governing body. Colleges may also have other categories of fellow, such as honorary or **emeritus** fellows, who are not members of the governing body. There are also research fellowships of various kinds in the University.

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## Final Honour School

Course of study and examination leading to an honours undergraduate degree. Often referred to as '**Schools**'.

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## finalist

Student taking, or about to take, their final public examinations for their undergraduate degree.

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## finals

Final public examinations at the end of three or four years as an undergraduate student – the level of degree awarded is largely dependent on performance in these exams.

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## first

Highest **class** of degree.

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## first public examination

Exams taken during or at the end of the first year, which must be passed for a student to be allowed to continue their course; called either **Prelims** or **Mods**, depending on the course.

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## formal hall

Traditional meal held in **college**. Depending on the college, formal attire and/or gowns may be worn, and guests from outside the college may be invited; *cf* **hall**.

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## fresher

First-year student.

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## Full Economic Costs (FEC)

Method of calculating the cost of undertaking a research project which takes into account indirect overheads incurred by the University, such as building upkeep and administrative costs, as well as the direct cost of salaries, consumables etc required to perform the actual research.

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## full term

Main undergraduate teaching period at Oxford. It lasts for eight weeks and runs from Sunday of first week to Saturday of eighth week. The dates of full term are prescribed by Council and are published in the **Gazette** in **Hilary term** and on the University website ([www.ox.ac.uk/about\\_the\\_university/university\\_year/dates\\_of\\_term.html](http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.html)).

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## gathered field

Method of grouping applications from potential postgraduate students, setting a cut-off date whereby all applications received up to that date can be considered for admission as a group and ranked accordingly.

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## gaudy

**College** event for **alumni**.

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## Gazette

[www.ox.ac.uk/gazette](http://www.ox.ac.uk/gazette)

Official journal of the University, published weekly in term time, in which information on the University's formal business, including changes to statutes and regulations and meetings of **Congregation**, must be published. It also includes other information of interest to staff of the collegiate University, including general notices, special lecture information, notices of vacancies and classified advertisements.

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## GCR

Graduate Common Room; see **MCR**.

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## governing body

Body defined in the statutes of each **college**, **hall** or **society** that has responsibility for its governance. Most governing bodies meet three times a term.

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## graduate

Someone who already holds a university degree. Strictly speaking, someone taking a course of study after graduation is a **postgraduate**, but in Oxford the two terms are used interchangeably.

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## GPC (General Purposes Committee)

One of five main University committees reporting directly to **Council**, which advises Council on reputational/ethical matters, reviews compliance with legislation, sets and reviews University-wide policies and procedures and makes/amends trust fund regulations.

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## Greats

Four-year course comprising Honour **Moderations** in Classics (taken in the fifth term) and the **Final Honour School** of **Literae Humaniores**.

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## Half Blue

Along with a Blue, the highest sporting achievement at Oxford awarded to members of certain sports clubs who have represented Oxford in a **Varsity match**. The awarding of Half Blues is regulated by the men's and women's Blues Committees; cf **Blue**.

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## hall

- 1 A **permanent private hall** of the University
  - 2 The dining hall of a **college**, hall or **society**; cf **formal hall**
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## Harcourt Arboretum

Situated six miles south of Oxford in the village of Nuneham Courtenay, the 130-acre arboretum contains a fine collection of mature trees and shrubs, and is an integral part of the plant collection of the **Botanic Garden**.

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## head of house

Head of a **college**, **society** or **permanent private hall**, known variously as the **Dean** (Christ Church), the **Master** (Balliol, Campion Hall, Pembroke, St Benet's Hall, St Catherine's, St Cross, St Peter's and University College), the **President** (Corpus Christi, Kellogg, Magdalen, St John's, Trinity and Wolfson); the **Principal** (Brasenose, Green Templeton, Harris Manchester, Hertford, Jesus, Lady Margaret Hall, Linacre, Mansfield, Regent's Park, St Anne's, St Edmund Hall, St Hilda's, St Hugh's, St Stephen's House, Somerville and Wycliffe Hall), the **Provost** (Oriel, Queen's and Worcester), the **Rector** (Exeter and Lincoln), the **Regent** (Blackfriars Hall) and the **Warden** (All Souls, Keble, Merton, New College, Nuffield, St Antony's and Wadham).

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## The High

High Street, Oxford (A420).

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## high table

The table in a **college**, **hall** or **society** dining hall, often on a dais, at which the **head of house** and **fellows** dine. Guests may sometimes be invited to high table.

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## Highers

Scottish (generally one-year) qualifications which roughly equate to A-Levels.

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## Hilary term

The second of the academic year's three terms, running from January to March; cf **Michaelmas term**, **Trinity term**. Hilary term begins on and includes 7 January, and ends on and includes 25 March or the Saturday before Palm Sunday (whichever is the earlier).

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## Isis

- 1 Name for the River Thames where it runs through Oxford.
  - 2 Student magazine, published once a term (formerly a newspaper similar to the **Cherwell**): <http://isismagazine.org.uk>.
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## Isis Innovation

[www.isis-innovation.com](http://www.isis-innovation.com)

Technology transfer company, wholly owned by the University, which manages its intellectual property portfolio and provides Oxford researchers with commercial advice, funds patent and legal costs, and negotiates technology licences, material sales agreements and spin-out company agreements.

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## JCR (Junior Common Room)

In addition to being the formal **undergraduate** student organisation of a **college** or **permanent private hall**, the Junior Common Room is the hub of undergraduate social activity; also a physical location in a college for student recreation; cf **MCR** and **SCR**.

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## Joint appointment

University post held in association with a **college**, **society** or **permanent private hall** post, thereby providing simultaneously for teaching needs within both a college and a **department** or **faculty**.

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## Joint Consultative Committee (JCC)

Committee of students in a **faculty** who represent their peers and act as a channel of communication between the students and the faculty staff (known in Engineering as an 'Undergraduate Liaison Committee').

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## JR (John Radcliffe Hospital)

Hospital located in Headington which houses many **departments** of the Medical Sciences Division. Part of **OUH**.

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## JRF (Junior Research Fellow)

**College** academic post for those who are starting out on a research or academic career. It is usually a three-year fixed-term appointment at postdoctoral level or equivalent.

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## Junior Member

Student member of the University, either **undergraduate** or **postgraduate**

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## Language Centre

[www.lang.ox.ac.uk](http://www.lang.ox.ac.uk)

Located on Woodstock Road, the Language Centre is open to all staff and students of the **collegiate University**. It supports those who need foreign languages for study and research, for academic exchange and for personal and professional development, through library resources, facilities for private study and a mixture of paid and free courses.

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## Lecturer

Lecturers are those who have the responsibility to present lectures, which all University students in that discipline may attend. In Oxford, not all lecturers are **fellows** of **colleges**. Since 1 January 2014, all newly appointed staff to the former lecturer grade have the job title 'associate professor' but lecturers appointed before that date may keep their former title if they wish.

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## Literae humaniores

Undergraduate degree in Classics. See **Greats**.

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## LMH

Lady Margaret Hall.

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## long vac

Long vacation – period between the end of the **Trinity term** of one academic year and the beginning of the **Michaelmas term** of the next.

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## Master

**Head of house** at Balliol, Campion Hall, Pembroke, St Benet's Hall, St Catherine's, St Cross, St Peter's and University College.

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## matriculation

Ceremony at which students are formally admitted to membership of the University.

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## MCR (Middle Common Room)

Self-governing body and social centre for **graduate** students in a **college, hall** or **society**. Fourth-year students are also granted MCR membership. The MCR is also a physical room. Also known as the **GCR**; *cf* **JCR**, **SCR**.

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## Michaelmas term

First of the academic year's three terms. Michaelmas term begins on and includes 1 October and ends on and includes 17 December; *cf* **Hilary term** and **Trinity term**.

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## Mobile Oxford

[m.ox.ac.uk](http://m.ox.ac.uk)

Provides Oxford University and city information (finding library books, checking bus times etc) on mobile web devices.

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## Mods (Moderations)

Honour Mods are first-year (or, in the case of Classics, second-year) University exams. They are the **first public examination** for the degree of BA. Results are classified as firsts, seconds etc. Not all students take Mods; some take **Prelims**, depending on the subject.

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## moral tutor

Someone in a college to whom a student can turn to with concerns about their studies or general welfare; title and scope of role may vary widely.

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## Museum of Natural History

[www.oum.ox.ac.uk](http://www.oum.ox.ac.uk)

Located on Parks Road, the museum houses the University's scientific collections of zoological, entomological, palaeontological and mineral specimens.

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## Museum of the History of Science

**[www.mhs.ox.ac.uk](http://www.mhs.ox.ac.uk)**

Located on Broad Street, the museum is housed in the Old Ashmolean Building. The exhibits of the museum include important collections of early astronomical and mathematical instruments, clocks, microscopes, photographic apparatus and medical instruments.

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## Nexus

**[www.oucs.ox.ac.uk/nexus](http://www.oucs.ox.ac.uk/nexus)**

The University's 'groupware solution' which provides a range of integrated services such as email, calendars, contacts, task management and a number of collaboration tools using SharePoint.

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## Norrington Table

League table of **colleges** published annually, showing comparative performance of students in finals.

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## noughth week

Week before the beginning of **full term**.

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## Old Road Campus

Collection of buildings housing various Medical Sciences departments, next to the Churchill Hospital.

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## OLIS

**[www.bodleian.ox.ac.uk/bdlss/olis-ils](http://www.bodleian.ox.ac.uk/bdlss/olis-ils)**

Oxford's library catalogue, which may be searched online.

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## Oracle Financials

**[www.admin.ox.ac.uk/finance/financials](http://www.admin.ox.ac.uk/finance/financials)**

University-wide financial system; current version is R12.

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## OUDCE

See **Continuing Education**.

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## OU DS

Oxford University Dramatic Society – student club which puts on plays etc.

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## OUH

Oxford University Hospitals NHS Trust: one of the largest NHS teaching trusts in the country, comprising the **Churchill** and **John Radcliffe** Hospitals and Nuffield Orthopaedic Centre in Oxford, and Horton General Hospital in Banbury. It provides a wide range of general and specialist clinical services and is a base for medical education, training and research.

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## OUP

**Oxford University Press.**

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## OUSU

**[www.ousu.org](http://www.ousu.org)**

Oxford University Student Union – affiliated to the National Union of Students and publishes the **Oxford Student** newspaper.

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## Oxbridge

Oxford and Cambridge Universities.

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## Oxford Limited

Wholly owned subsidiary of the University, which manages its brand licensing programme as well as running the University of Oxford Shop (**[www.oushop.com](http://www.oushop.com)**) on the High Street.

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## Oxford Magazine

**[www.ox.ac.uk/staff/staff\\_communications/oxfordmagazine](http://www.ox.ac.uk/staff/staff_communications/oxfordmagazine)**

Independent magazine edited by members of the University and published by the Delegates of the Oxford University Press. Published in 0th, 2nd, 5th and 8th weeks each term and distributed to members on a subscription basis to members of staff.

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## Oxford Student

Student newspaper, published on a weekly basis during term time. Owned by **OUSU**.

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## Oxford Thinking

**[www.campaign.ox.ac.uk](http://www.campaign.ox.ac.uk)**

Fundraising campaign, launched in May 2008, to sustain and enhance Oxford's international reputation and provide financial security that will guarantee the future of the **collegiate University**. It is the largest fundraising campaign ever undertaken by a European university.

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## Oxford Today

**[www.oxfordtoday.ox.ac.uk](http://www.oxfordtoday.ox.ac.uk)**

**Alumni** magazine of the University, which is published twice a year in October and April. Distributed to members of **Congregation** and approximately 165,000 alumni worldwide. An online update is published each month.

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## Oxford University Archives

Body which selects and preserves the administrative records of the University and its departments, and makes them and the information they contain available for administrative and research purposes. The archives are based in the **Bodleian Library**, but are a separate department of the University.

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## Oxford University Press

**<http://ukcatalogue.oup.com>**

Department of the University, housed in Walton Street; the world's largest university press.

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## Oxford University Society

**[www.alumni.ox.ac.uk](http://www.alumni.ox.ac.uk)**

**Alumni** association for the University of Oxford.

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## papers

Constituent parts of an examination.

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## permanent private hall

Religious hall licensed by the University to matriculate students for degrees. There are six permanent private halls: Blackfriars Hall, Campion Hall, Regent's Park College, St Benet's Hall, St Stephen's House and Wycliffe Hall.

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## Personnel Committee

One of the five main University committees that report directly to **Council**, responsible for the development and review of comprehensive policies on the employment of all University staff, including policies on recruitment and selection, staff development and training, equality of opportunity and salaries and other conditions of service.

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## PGCE

Postgraduate Certificate in Education.

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## PGR

Graduate student undertaking a course of postgraduate study via research, or such a course.

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## PGT

Graduate student undertaking a course of postgraduate study via teaching, or such a course.

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## pigeon post

Nickname for the University Messenger Service: the free internal mail system. To 'pidge' is to send a message via this service.

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## Pitt Rivers Museum

**[www.prm.ox.ac.uk](http://www.prm.ox.ac.uk)**

Established by General Pitt-Rivers in 1884, the museum holds one of the world's finest anthropological and archaeological collections. It is accessed via the **Museum of Natural History**.

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## Planon

Facilities Management software to manage information about the University's estate. It is used by departmental administrators and building managers to make online helpdesk requests and to see information relating to the buildings for which they are responsible.

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## postdoc

A member of the University, usually research staff, who has completed their **DPhil**.

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## postgraduate

Student who has already completed (at least) one university degree and is studying for another, higher degree. Often referred to as a **graduate** or graduate student.

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## PPE

Final Honour School of Philosophy, Politics and Economics.

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## PPP

Final Honour School of Psychology, Philosophy and Physiology (no longer offered to new students).

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## PRAC (Planning and Resource Allocation Committee)

One of the five main University committees reporting directly to **Council**, which advises Council on planning, budgets and forecasts, resource allocation and other financial arrangements, and monitors performance against plans and budgets.

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## Prelims (preliminary examinations)

First-year examinations which are not classified into Firsts, Seconds etc, but awarded on a Pass/Fail/Distinction basis. See **first public examination**; cf **Mods**.

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## pre-sessional

Pre-sessional English courses are summer courses to prepare international students and academic visitors for study at the University.

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## President

**Head of house** at Corpus Christi, Kellogg, Magdalen, St John's, Trinity and Wolfson.

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## Principal

**Head of house** at Brasenose, Green Templeton, Harris Manchester, Hertford, Jesus, Lady Margaret Hall, Linacre, Mansfield, Regent's Park, St Anne's, St Edmund Hall, St Hilda's, St Hugh's, St Stephen's House, Somerville and Wycliffe Hall.

---

## Proctors

Two Proctors (Senior and Junior) are elected each year by colleges in rotation to serve for one year (cycle published in the **University Calendar**). The statutes provide that they shall generally ensure that the statutes, regulations, customs and privileges of the University are observed. They serve on the University's main committees and may receive papers and attend meetings of other committees. They have responsibilities under the statutes and regulations for aspects of student discipline, for ensuring the proper conduct of examinations and for dealing with complaints. They also carry out ceremonial duties at various ceremonies.

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## Pro-Vice-Chancellor (PVC)

Pro-Vice-Chancellors are senior officers of the University whose role is to take lead responsibility under the Vice-Chancellor's direction for ensuring the successful implementation of the objectives and strategies of the University's Strategic Plan. There are six PVCs with portfolio, whose specific responsibilities are: Development and External Affairs; Education; Research; Academic Services and University Collections; Personnel and Equality; and Planning and Resources. There may be up to ten further Pro-Vice-Chancellors without portfolio.

---

## Provost

**Head of house** at Oriel, Queen's and Worcester.

---

## PRS (probationer research student)

Students working towards a **DPhil** or an MLitt or MSc by research must apply in the first instance for admission as a Probationer Research Student.

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## Public Orator

Elected by **Congregation**, the Public Orator's duties include making a speech in Latin to introduce those who receive honorary degrees at **Encaenia** and at other degree ceremonies, and giving the **Creweian Oration** at Encaenia. He/she may also be called on to compose letters of greeting to other universities and loyal addresses to the monarch, and he is *ex officio* examiner for certain University prizes. The office can be traced back to 1564 when the University appointed an Orator to greet Queen Elizabeth I on her visit to Oxford.

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## Radcliffe Camera

Known as the Rad Cam and located in Radcliffe Square, the Radcliffe Camera is a reading room for the **Bodleian Library** and one of the most recognisable buildings in Oxford. Designed by James Gibbs, the domed building initially housed the Science Library before becoming part of the Bodleian Library in 1860.

---

## Radcliffe Observatory Quarter (ROQ)

[www.ox.ac.uk/roq](http://www.ox.ac.uk/roq)

Major new development site for the University, occupying land between Woodstock Road and Walton Street formerly housing the Radcliffe Infirmary.

---

## recognised student

Student working in Oxford for up to a year (ie one, two or three terms) but not preparing for an Oxford degree – such students are entitled to use library and other University facilities, but do not have a **college/hall/society** association.

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## Rector

**Head of house** at Exeter and Lincoln.

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## Regent

**Head of house** at Blackfriars Hall.

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## Registrar

Senior administrator within the University and formally Secretary to the **Council** of the University, responsible to the **Vice-Chancellor** and to **Council** for the effective organisation of the University's administration, and line manager for a large number of senior officers within the administration.

---

## Regius Professor

Holder of a chair founded by the Crown, and to which the Crown still formally makes the appointment. The Regius Chairs are: Civil Law, Divinity, Ecclesiastical History, Greek, Hebrew, Medicine, Modern History, and Moral and Pastoral Theology.

---

## Research Committee

One of the five main University committees that report directly to **Council**, advising Council on policy and planning issues relating to research, overseeing the University's major institutional research collaborations, and developing the University's strategy on knowledge transfer.

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## Research Excellence Framework (REF)

Arrangement to assess the quality of research in UK higher education institutions and to inform the distribution of funds by the UK higher education funding bodies via a single unified framework for the funding and assessment of research across all subjects.

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## Romanes Lecture

Annual lecture given by a distinguished public figure who has been invited by the **Vice-Chancellor**. The address, which traditionally focuses on topics relating to science, art or literature, is given in the **Sheldonian Theatre**. The first Romanes lecture was given in 1892 by William Gladstone.

---

## Ruskin

Ruskin School of Art: the fine art department of the University.

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## rustication

Withdrawal of the right of access to the land, buildings and facilities of the University, including teaching, exams and all related academic services, for a fixed period of time or until specified conditions are met. It usually occurs as a result of a major disciplinary offence.

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## salary exchange

Salary exchange for pension contributions. An arrangement for members of **USS** and **OSPS** which affects the way in which pension contributions are made, bringing financial benefits for both individuals and the University.

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## salary sacrifice

Scheme whereby members of staff can reduce their gross salary over a 12-month period in exchange for a non-cash benefit and thereby reduce the amount of income tax and national insurance contributions they are liable to pay. The University currently operates two salary sacrifice schemes: a childcare salary sacrifice scheme, and salary exchange for pension contributions.

---

## SBS (Saïd Business School)

Business school of the University, established in 1996.

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## scholarship

- 1 Financial award given to an applicant to enable them to pay their course fees (possibly also including living expenses).
  - 2 Position given to a student, usually musical in nature, which may carry a small stipend (Organ Scholarship/Choral Scholarship etc).
- 

## Schools

- 1 **Examination Schools**: building on the High Street.
  - 2 **Prelims/Mods**/final examinations in general: 'to take Schools'.
  - 3 Specific course of study: 'Honour School of Philosophy'.
- 

## SCR (Senior Common Room)

Organisation within a **college**, **hall** or **society** to which all fellows and lecturers belong; also the name of the room which is used by SCR members as a coffee and reading room, as well as for special events hosted by SCR members; *cf* **JCR** and **MCR**.

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## SEH

St Edmund Hall.

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## sending down

Known as 'termination of course': when a student is expelled from the University for failing the **first public examination** twice, or from a **college** or **hall** for failing penal **collections**, or for a disciplinary offence.

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## Sheldonian Theatre

Main ceremonial hall used by the University for events such as **Encaenia**, **matriculation** and degree ceremonies.

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## society

- 1 Kellogg College and St Cross College are societies rather than colleges under the University statutes.
  - 2 A student club.
- 

## split finals

Arrangement whereby half a student's final exams are taken at the end of the second or third year, and the remainder are taken at the end of the third or fourth year, with both counting towards the final degree attained.

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## Springboard

[www.learning.ox.ac.uk/support/women/programmes](http://www.learning.ox.ac.uk/support/women/programmes)

Personal and professional development programme for women.

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## steward

- 1 Person in charge of certain domestic matters within a **college**, **hall** or **society**, including accommodation and the booking of dinners and other events.
  - 2 At Christ Church only: the equivalent of **domestic bursar**.
- 

## stint

Number of weekly hours of classes/tutorials that a **tutor** is required to teach for their **college/hall/society**.

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## student

- 1 At Christ Church only: a **fellow** is known as a student.
  - 2 In all other contexts: a member of the University working towards an **undergraduate** or **postgraduate** degree.
- 

## sub fusc

Formal attire worn by **students** and academic staff on formal occasions, including **matriculation**, examinations and graduation. Sub fusc consists of a dark suit, dark skirt or dark trousers; a plain, collared white shirt or blouse; a black or white bow tie, black full-length tie or black ribbon; black shoes and dark hosiery; a mortar board or soft cap; and an academic gown. The name derives from the Latin *subfuscus*, meaning dark brown; *cf* **academic dress**.

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## supplicate

Ask for a degree to be conferred at an award ceremony.

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## suspension

Temporary withdrawal from a course of study, including at the student's own request. A student is typically suspended from their course for reasons relating to ill health or exceptional personal circumstances. Suspension also refers to an interim measure taken in student disciplinary proceedings pending further investigation, which involves the withdrawal of the right of access to all of the land, buildings and facilities of the University, including teaching, exams and all related academic services, for a fixed period of time or until specified conditions are met; *cf* **rustication**.

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## Teddy Hall

Affectionate name for St Edmund Hall.

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## The House

Informal name for Christ Church, after its Latin name *Aedes Christi*, the House of Christ.

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## Torpids

Inter-collegiate rowing races held in **Hilary term**.

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## Trinity term

Summer term; *cf* **Hilary term**, **Michaelmas term**.

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## tutor

Someone who teaches students on an individual basis or in pairs. They may be a **fellow**, **JRF** or **graduate**. They act as both a teacher and an academic guide.

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## tutorial

**Undergraduates** attend, on average, one hour-long tutorial every week (one in each course, for joint honours degrees) with their **tutor**, either on a one-to-one basis or with one or two other students. **Students** must undertake a considerable number of hours' preparatory work for each tutorial, including background reading, essay-writing and problem-solving.

---

## tutorial system

The teaching system whereby **undergraduates** are taught in very small groups by a tutor (usually a **fellow** of the **college/hall/society**). Through **tutorials**, **students** develop powers of independent and critical thought, analytical and problem-solving abilities, and skills in both written and oral communication and argument.

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## undergraduate

Someone studying for their first degree.

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## The Union

University debating society; not to be confused with **Oxford University Student Union**.

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## UNIQ

[www.uniq.ox.ac.uk](http://www.uniq.ox.ac.uk)

Programme of free summer schools at the University for students studying in their first year of further education. Students apply for a specific course that aims to give them a realistic view of Oxford student life.

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## Univ

University College.

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## University Calendar

Published by **Oxford University Press** each academic year and put together by the **Gazette** team in the Public Affairs Directorate, the *Calendar* is a fully indexed compendium of information about divisions, departments, colleges and committees. It also includes lists of the recipients of honorary degrees for the past ten years and postgraduate degree results for the immediately preceding year. It is known informally as the *Blue Book* due to its dark blue cover.

---



## University Chest

Finance Division of the University, which is responsible for central purchasing, internal audit, payroll, pensions and all other accounting services. The history of the chest dates back to 1240, when the Bishop of Lincoln directed that the revenue of the University should be paid into a chest to be kept in St Frideswide's Priory. Money was lent from the chest to needy students, who deposited as security some pledge of value, such as a garment or a book, which was then sold at the end of the year if the loan was not repaid. See [www.admin.ox.ac.uk/finance/information/history/introduction](http://www.admin.ox.ac.uk/finance/information/history/introduction).

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## University Club

Located on Mansfield Road, the University Club provides sporting and social facilities for University and college staff, **graduate** students, **alumni**, and staff of associated institutions (such as **Oxford University Press**).

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## University Parks

Seventy acres of parkland on the banks of the river **Cherwell**, which are open to members of the University and the public. The parks provide a large collection of trees and plants, as well as offering a number of sporting facilities.

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## vac (vacation)

Periods between terms when students are not required to be in residence; see also **long vac**.

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## Varsity

Synonym for 'University', especially when concerned with sport.

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## Varsity match

Sporting fixture between Oxford and Cambridge; cf **Blue**, **Half Blue**.

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## Vice-Chancellor (VC)

Senior officer of the University. The role of the Vice-Chancellor is to provide strategic direction and leadership to the **collegiate University**, and to position and represent the University internationally, nationally and regionally. The Vice-Chancellor chairs **Council** and other major University bodies, and nominates deputies to chair others. He or she works closely with the **colleges**, **halls** and **societies** to ensure a coherent vision across all the constituent parts of the University, and with Council, **Congregation**, the academic **divisions** and the **Conference of Colleges** to ensure that the governance, management and administration of the collegiate University are efficient and effective.

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## viva (viva voce)

Oral examination, especially that at the end of a **DPhil** course.

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## Voltaire Foundation

Located on Banbury Road, the Voltaire Foundation publishes critical editions and other works in the field of 18th-century studies, with particular emphasis on the French Enlightenment and its major figures.

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## Warden

**Head of house** at All Souls, Keble, Merton, New College, Nuffield, St Antony's and Wadham.

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## WebLearn

<https://weblearn.ox.ac.uk/portal>

Online resource that allows members of the University to create, store and share materials to support their teaching and learning activities.

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## Weston Library

Formerly the New Bodleian, the Weston Library is now open to readers and researchers. An official opening is planned for March 2015; the newly renovated building will accommodate readers of Special Collections.

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## Wytham Woods

415-hectare expanse of woodland which lies three miles northwest of Oxford. Entrance is free for members of the University, but walking permits, which lasts three years, need to be applied for in advance.

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# Glossary of Oxford acronyms

## AAD

[www.admin.ox.ac.uk/ac-div/index.shtml](http://www.admin.ox.ac.uk/ac-div/index.shtml)

Academic Administration Division. Part of **UAS**, the division supports Oxford's academic enterprise through work on academic strategy and planning, educational policy and provision, student administration and academic support services.

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## ADEX

Admissions Executive. A standing committee of the Admissions Committee, which coordinates the efforts and initiatives of all sectors of the University concerned with undergraduate admissions.

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## AHRC

Arts and Humanities Research Council. One of the UK's seven Research Councils.

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## ARACU

[www.bodleian.ox.ac.uk/using/disability/aracu](http://www.bodleian.ox.ac.uk/using/disability/aracu)

Accessible Resources Acquisition and Creation Unit. Part of the Bodleian Libraries, the unit creates or acquires alternative formats for visually impaired students and staff who cannot access printed materials.

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## ARC

[www.arc.ox.ac.uk](http://www.arc.ox.ac.uk)

Advanced Research Computing. A central resource available to any Oxford University researcher who needs high-performance computing; formerly known as the Oxford Supercomputing Centre.

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## ASUC

Academic Services and University Collections. The ASUC Group comprises the Bodleian Libraries, the Language Centre, the University Archives and the University's museums and Botanic Garden.

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## BBSRC

Biotechnology and Biological Sciences Research Council. One of the UK's seven Research Councils.

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## BDLSS

[www.bodleian.ox.ac.uk/bdlss](http://www.bodleian.ox.ac.uk/bdlss)

Bodleian Digital Library Systems and Services. Part of the Bodleian, providing research and support for library IT activities, including **SOLO**, subscription journals, **ORA** and digital collections. Formerly SERS.

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## BESC

[www.admin.ox.ac.uk/statutes/regulations/520-122d.shtml](http://www.admin.ox.ac.uk/statutes/regulations/520-122d.shtml)

Building and Estates Sub-Committee. A sub-committee of **PRAC**, which is responsible for the management and maintenance of University-owned or leased land and property occupied by University bodies.

---

## BIS

[www.bis.gov.uk](http://www.bis.gov.uk)

Department for Business, Innovation and Skills. A government department created in June 2009 by merging the Department for Business, Enterprise and Regulatory Reform (BERR) and the Department for Innovation, Universities and Skills (DIUS).

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## BSC

[www.admin.ox.ac.uk/statutes/regulations/520-122ii.shtml](http://www.admin.ox.ac.uk/statutes/regulations/520-122ii.shtml)

Budget Subcommittee. A subcommittee of the Planning and Resource Allocation Committee, which is responsible for overseeing budgets, income, expenditure and capital commitments for **UAS** and **ASUC**.

---

## CABDyN

[www.cabdyn.ox.ac.uk](http://www.cabdyn.ox.ac.uk)

Complex Agent-based Dynamic Networks. The CABDyN Complexity Centre is an interdisciplinary research group, which brings together a group of researchers ranging from the physical, biological and computational sciences to the social, economic and political sciences.

---

## **CBF**

**[www.cbf.ox.ac.uk](http://www.cbf.ox.ac.uk)**

Clinical Biomanufacturing Facility. Located at the Churchill Hospital, the facility produces biological investigational medicinal products for early-phase clinical trials.

---

## **CCMP**

**[www.ccmp.ox.ac.uk](http://www.ccmp.ox.ac.uk)**

Centre for Cellular and Molecular Physiology. Located on the Old Road Campus, the centre specialises in strengthening common approaches in the transfer of genetics and molecular biology to medical problems.

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## **CCVTM**

**[www.ccvtm.ox.ac.uk](http://www.ccvtm.ox.ac.uk)**

Centre for Clinical Vaccinology and Tropical Medicine. Located at the Churchill Hospital, the centre provides a dedicated facility for vaccine trials. It also houses the Centre for Tropical Medicine, which aids coordination of programmes based permanently overseas.

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## **CEMS**

**[www.cems-oxford.org](http://www.cems-oxford.org)**

Centre for Early Modern Studies. Based in the English Faculty, the centre serves as a central forum for research and graduate study in early modern studies across the Humanities Division.

---

## **CEU**

**[www.ceu.ox.ac.uk](http://www.ceu.ox.ac.uk)**

Cancer Epidemiology Unit. Located in the Richard Doll Building on the Old Road Campus, the unit specialises in large epidemiological studies on the relationship between common exposures to cancer (such as diet and HRT) and other conditions of public health importance.

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## **CICTC**

Colleges' ICT Committee. A committee of the Conference of Colleges, which reports to the Estates Bursars' Committee.

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## **COMPAS**

**[www.compas.ox.ac.uk](http://www.compas.ox.ac.uk)**

Centre on Migration, Policy and Society. Based within the School of Anthropology and Museum Ethnography and funded by the ESRC, the centre conducts research in order to develop theory and knowledge, inform policy-making and public debate, and engage users of research within the field of migration.

---

## **CPD**

**[www.conted.ox.ac.uk/courses/professional](http://www.conted.ox.ac.uk/courses/professional)**

Continuing Professional Development. Part of the Department for Continuing Education, it provides professional development for individuals and organisations in industry, commerce and the professions.

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## **CSG**

**[www.admin.ox.ac.uk/pras/committees/workinggroups/capital](http://www.admin.ox.ac.uk/pras/committees/workinggroups/capital)**

Capital Steering Group. The group reviews business cases for capital projects on behalf of **PRAC**.

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## **CTSU**

**[www.ctsuo.ox.ac.uk](http://www.ctsuo.ox.ac.uk)**

Clinical Trial Service Unit and Epidemiological Studies Unit. Located in the Richard Doll Building on the Old Road Campus, the unit's work chiefly involves studies of the causes and treatment of chronic diseases such as cancer, heart attack and stroke.

---

## **CUREC**

**[www.admin.ox.ac.uk/curec](http://www.admin.ox.ac.uk/curec)**

Central University Research Ethics Committee. A committee of Council which oversees ethical review of research involving human participants and personal data.

---

## **DARS**

**[www.darscentral.ox.ac.uk](http://www.darscentral.ox.ac.uk)**

Development and Alumni Relations System. A database providing a common source of data relating to donors, alumni and friends of the collegiate University.

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## DGS

Director of Graduate Studies. Member of a department's academic staff responsible for overseeing all aspects of graduate students' applications and study; separate from their academic supervisor.

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## DPAG

[www.dpag.ox.ac.uk](http://www.dpag.ox.ac.uk)

Department of Physiology, Anatomy and Genetics. Part of the Medical Sciences Division, it is the largest preclinical department in the division, undertaking a broad research programme, undergraduate teaching of medical and physiology students and graduate training.

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## DSA

[www.gov.uk/disabled-students-allowances-dsas](http://www.gov.uk/disabled-students-allowances-dsas)

Disabled Students' Allowances. A non-means-tested and non-repayable source of funding intended to help meet the extra disability-related costs incurred while studying at university paid by student funding bodies.

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## DTU

[www.dtu.ox.ac.uk](http://www.dtu.ox.ac.uk)

Diabetes Trials Unit. Located in **OCDEM** at the Churchill Hospital, the unit facilitates large multi-centre clinical trials for diabetes research.

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## EAS

[www.lang.ox.ac.uk/courses/english.html](http://www.lang.ox.ac.uk/courses/english.html)

English for Academic Studies. English courses for non-native speakers of English, which are run by the Language Centre and cover academic writing and communication skills.

---

## ECI

[www.eci.ox.ac.uk](http://www.eci.ox.ac.uk)

Environmental Change Institute. An interdisciplinary unit within the Social Sciences Division that undertakes research, teaching and outreach on the environment.

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## EdC

[www.admin.ox.ac.uk/edc](http://www.admin.ox.ac.uk/edc)

Education Committee. One of the five main committees of Council, with overall responsibility for the definition and ongoing review of the educational philosophy, policy and standards of the collegiate University in respect of teaching, learning and assessment. Formerly known as Educational Policy and Standards Committee.

---

## EDU

[www.admin.ox.ac.uk/eop](http://www.admin.ox.ac.uk/eop)

Equality and Diversity Unit. Part of **UAS**, the unit is responsible for delivering the key objectives of the equality schemes for race, disability and gender and for working to promote equality across all the equality strands, which also include sexual orientation, religion and belief, and age. It offers support and advice to disabled staff, and runs the harassment advisors' network and a recruitment monitoring operation.

---

## ELQ

[www.ox.ac.uk/students/fees-funding/fees/elq](http://www.ox.ac.uk/students/fees-funding/fees/elq)

Equivalent or lower qualification. An ELQ student is a UK or EU student reading for an equivalent or lower-level qualification to one they already hold.

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## EPSRC

Engineering and Physical Sciences Research Council. One of the UK's seven Research Councils.

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## ERG

European Research Group: European democracies. A series of research projects within the Department of Politics and International Relations looking at comparative analysis of the evolution of European democratic systems.

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## ESRC

Economic and Social Research Council. One of the UK's seven Research Councils.

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## **ETHOX Centre**

**[www.ethox.ox.ac.uk](http://www.ethox.ox.ac.uk)**

Oxford Institute for Ethics and Communication in Health Care Practice. A multidisciplinary bioethics research centre located within the Department of Public Health.

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## **FEC**

Full economic costs. Methodology for calculating the total costs to an institution of undertaking a research project or activity in a sustainable manner.

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## **FHS**

Final Honour School. The final examination leading to an honours undergraduate degree.

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## **FMRI**

**[www.fmrib.ox.ac.uk](http://www.fmrib.ox.ac.uk)**

Oxford Centre for Functional Magnetic Resonance Imaging of the Brain. Based within the Department of Clinical Neurology and sited at the **JR**, the interdisciplinary centre specialises in human neuroimaging.

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## **FOI**

**[www.admin.ox.ac.uk/foi](http://www.admin.ox.ac.uk/foi)**

Freedom of Information. The Freedom of Information Act 2000 provides a right of access to information held by public authorities and sets out exemptions to that right of access.

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## **GAF**

Graduate Admissions and Funding. Part of the central University dealing with applications for postgraduate study; formerly known as the Graduate Admissions Office.

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## **GPC**

General Purposes Committee. One of the five major committees of Council. Its remit includes advising Council on policy in respect of University-wide issues or activities which transcend the remit of the other main committees of Council or other specialist committees. It also has responsibility for strategic issues relating to risk management.

---

## **GSS**

**[www.admin.ox.ac.uk/gss](http://www.admin.ox.ac.uk/gss)**

Graduate Supervision System. Used by supervisors to review, monitor and comment on students' academic progress and to assess skills and training needs. Students are given the opportunity to comment on their own academic progress.

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## **HEFCE**

Higher Education Funding Council for England. Government body which allocates funding to higher education institutions.

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## **HESA**

Higher Education Statistics Agency.

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## **HFS**

**[help.it.ox.ac.uk/hfs](http://help.it.ox.ac.uk/hfs)**

Hierarchical file server. A centrally funded service, based in IT Services, which provides backup and long-term archiving services for staff and postgraduates.

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## **HRIS**

**[www.admin.ox.ac.uk/personnel/usinghris](http://www.admin.ox.ac.uk/personnel/usinghris)**

Human Resources Information Systems programme. The main computer system for HR-related administrative tasks.

---

## **IBME**

**[www.ibme.ox.ac.uk](http://www.ibme.ox.ac.uk)**

Institute of Biomedical Engineering. Located at the Old Road Campus, the institute provides research facilities and equipment for medical, biological and physical scientists and engineers.

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## **ITLP**

### **[www.it.ox.ac.uk/do/training-and-facilities](http://www.it.ox.ac.uk/do/training-and-facilities)**

IT Learning Programme. A unit within IT Services which provides IT training courses and other related services to help staff and students improve their IT skills.

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## **ITSS**

IT Support Staff Services. A unit within IT Services, which provides services and support to IT professionals in departments and colleges.

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## **JCC**

Joint Consultative Committee. A joint committee for discussion of matters of mutual interest between staff members and students representing their peers. They run at divisional, faculty and course level, as well as in colleges (where they are often known as 'Liaison Committees').

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## **JCUSS**

Joint Committee for University Support Staff. A committee which meets on a termly basis to discuss matters relating to the terms and conditions of employment of University-graded support staff. It consists of equal numbers of members appointed by the University and by Unite and UNISON together.

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## **JISC**

### **[www.jisc.ac.uk](http://www.jisc.ac.uk)**

Joint Information Systems Committee. A joint committee, funded by UK higher education funding bodies, to provide leadership in the innovative use of information and communications technology to support education and research.

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## **JR**

John Radcliffe Hospital. Part of **OUH**.

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## **JRAAB**

### **[www.admin.ox.ac.uk/pras/resource/jraab](http://www.admin.ox.ac.uk/pras/resource/jraab)**

Joint Resource Allocation Advisory Board. Tasked to make recommendations to Council and the Conference of Colleges on resource allocation and funding and related issues.

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## **JRAM**

Joint Resource Allocation Method. Method for allocating some elements of teaching- and research-related income across the collegiate University.

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## **JTSFRG**

### **[www.admin.ox.ac.uk/pras/committees/jointbodies/teaching](http://www.admin.ox.ac.uk/pras/committees/jointbodies/teaching)**

Joint Teaching and Student Funding Review Group. Oversees the preparation of evidence to inform the University's submission to the Independent Review of HE Funding and Student Finance.

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## **KEIT**

### **[www.admin.ox.ac.uk/researchsupport/contacts/rs/keit](http://www.admin.ox.ac.uk/researchsupport/contacts/rs/keit)**

Knowledge Exchange & Impact Team. A specialist team within Research Services to support, promote and coordinate knowledge exchange and impact activities across the University.

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## **KTP**

Knowledge Transfer Partnership. The University's Knowledge Transfer Partnership office initiates and supports partnerships between academics, companies and graduates seeking to make an impact in the business environment. It is part of the Begbroke Directorate, which is the administrative centre of Begbroke Science Park.

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## **LASR**

Languages for Study and Research. A programme of about 50 courses at different levels in ten languages intended primarily for staff and students who require foreign language skills for their study or research.

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## **LICR**

Ludwig Institute for Cancer Research. Located in the Old Road Campus Research Building, the institute aims to develop strategies to suppress tumour growth and metastasis.

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## **MPLS**

Mathematical, Physical and Life Sciences Division. One of the four academic divisions of the University.

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## **MRC**

Medical Research Council. One of the UK's seven Research Councils.

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## **MSD**

Medical Sciences Division. One of the four academic divisions of the University.

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## **NDA**

Nuffield Division of Anaesthetics. Comprising closely associated University and NHS departments, the department provides the framework for teaching, research and anaesthetic services to **OUH**.

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## **NDM**

Nuffield Department of Clinical Medicine. A large multidisciplinary department within the Medical Sciences Division that links biological science with medical application. It hosts one of the largest groupings of biomedical researchers in the university sector, and is also responsible for a significant part of the teaching of clinical medical students with the Oxford Medical School.

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## **NERC**

Natural Environment Research Council. One of the UK's seven Research Councils.

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## **NHSPS**

National Health Service Pension Scheme. A national occupational pension scheme for NHS employees, which is backed by the Exchequer. University staff who participate in this scheme are those who are employed in a clinical role and who were active members of the NHSPS immediately before their employment by the University.

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## **NOC**

Nuffield Orthopaedic Centre. Part of **OUH**.

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## **NPEU**

[www.npeu.ox.ac.uk](http://www.npeu.ox.ac.uk)

National Perinatal Epidemiology Unit. A multidisciplinary research team, based at the Old Road Campus, who specialise in improving the care provided to women and their families during pregnancy, childbirth and the postpartum period.

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## **NSMS**

[www.it.ox.ac.uk/nsms](http://www.it.ox.ac.uk/nsms)

Networked Systems Management Service. A team of IT professionals, based in IT Services, who offer IT consultancy and a range of chargeable IT services for departments, colleges and associated institutions.

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## **OCCAM**

[www.maths.ox.ac.uk/groups/occam](http://www.maths.ox.ac.uk/groups/occam)

Oxford Centre for Collaborative Applied Mathematics. A research centre for mathematical scientists which seeks to solve real-world problems by harnessing high-level mathematical skills in modelling, analysis and computation.

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## **OCDEM**

[www.ocdem.ox.ac.uk](http://www.ocdem.ox.ac.uk)

Oxford Centre for Diabetes, Endocrinology and Metabolism. Located at the Churchill Hospital, the centre combines clinical care, research and education in diabetes, endocrine and metabolic diseases. It aims to enhance understanding of these diseases and to accelerate the search for new treatments and cures.

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## **OCIAM**

[www.maths.ox.ac.uk/groups/ociam](http://www.maths.ox.ac.uk/groups/ociam)

Oxford Centre for Industrial and Applied Mathematics. A research centre within the Mathematical Institute which pursues collaborative research with industry and basic research in applied mathematics.

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## **OED**

[www.oed.com](http://www.oed.com)

Oxford English Dictionary. Published by **OUP**, the OED is the premier dictionary of the English language. It is the accepted authority on the evolution of the English language over the last millennium.

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## **OeRC**

[www.oerc.ox.ac.uk](http://www.oerc.ox.ac.uk)

Oxford e-Research Centre. Part of **MPLS**, the centre works with research units across the University to enable the use and development of innovative computational and information technology in multidisciplinary collaborations.

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## **OHS**

**[www.admin.ox.ac.uk/uohs](http://www.admin.ox.ac.uk/uohs)**

Occupational Health Service. Provides advice on issues where work affects health or health affects work. It also provides a counselling service for staff, a travel clinic and pre-employment health assessments.

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## **OIA**

**[www.ageing.ox.ac.uk](http://www.ageing.ox.ac.uk)**

Oxford Institute of Population Ageing. A multidisciplinary research institute within the Social Sciences Division. It is jointly positioned between the Department of Sociology and the Oxford Martin School.

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## **OII**

**[www.oii.ox.ac.uk](http://www.oii.ox.ac.uk)**

Oxford Internet Institute. A research and policy institute in the Social Sciences Division, which undertakes multidisciplinary research into the societal implications of the internet.

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## **OLI**

**[www.learning.ox.ac.uk](http://www.learning.ox.ac.uk)**

Oxford Learning Institute. Part of **AAD**, the institute runs professional and vocational training courses for staff in areas ranging from teaching practice to time management, and it contributes to policy development.

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## **OPIC**

**[www.opic.ox.ac.uk](http://www.opic.ox.ac.uk)**

Oxford Particle Imaging Centre. Located on the Old Road Campus, the facility allows scientists to study large macromolecular complexes, such as human and animal viruses, in their native cellular environment using a range of structural and biophysical techniques.

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## **OPPF**

**[www.oppf.ox.ac.uk](http://www.oppf.ox.ac.uk)**

Oxford Protein Production Facility. Located on the Old Road Campus, the facility aims to promote and facilitate high-throughput structural biology for the UK academic community. It is the first stage in a structural proteomics programme for the UK.

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## **ORA**

**<http://ora.ouls.ox.ac.uk>**

Oxford University Research Archive. A digital archive of research publications and other scholarly outputs produced by members of the collegiate University.

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## **ORCRB**

Old Road Campus Research Building. The 'green building' on the Old Road Campus site, within the grounds of the Churchill Hospital.

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## **OSEM**

**[www.osem.ox.ac.uk](http://www.osem.ox.ac.uk)**

Oxford Spin-out Equity Management. A unit within the University which reports to the Director of Finance, OSEM manages the University's shareholdings in its spin-out companies and seeks ways of maximising the value of its equity stakes.

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## **OSPS**

**[www.admin.ox.ac.uk/finance/epp/pensions/schemes/osps](http://www.admin.ox.ac.uk/finance/epp/pensions/schemes/osps)**

Oxford Staff Pension Scheme. The University's scheme for staff on scales of pay other than academic and academic-related. The scheme is open to similar employees of colleges and other institutions that participate in the scheme.

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## **OSS**

**[www.admin.ox.ac.uk/studentssystem](http://www.admin.ox.ac.uk/studentssystem)**

Oracle Student System. A database holding information relating to the administration of prospective and current students.

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## **OUAC**

**<http://www.ox.ac.uk/students/welfare/disability/assessment>**

Oxford University Assessment Centre. Provides study needs assessments for students applying for a Disabled Student's Allowance (**DSA**).

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## **UDCE**

**[www.conted.ox.ac.uk](http://www.conted.ox.ac.uk)**

Oxford University Department of Continuing Education.

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## **OUEM**

**[www.ouem.co.uk](http://www.ouem.co.uk)**

Oxford University Endowment Management Limited. A subsidiary company of the University which manages the investment of the University's central endowment plus the endowments of those colleges which choose to participate in the fund.

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## **OUH**

**[www.ouh.nhs.uk](http://www.ouh.nhs.uk)**

Oxford University Hospitals. NHS teaching trust comprising the **JR** and Churchill Hospitals and the **NOC** in Oxford, and the Horton Hospital in Banbury.

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## **OUMC**

**[www.museums.ox.ac.uk/index.php](http://www.museums.ox.ac.uk/index.php)**

Oxford University Museums and Collections. A collective term for the Ashmolean Museum of Art and Archaeology, the Museum of the History of Science, the University Museum of Natural History, the Pitt Rivers Museum, the University of Oxford Botanic Garden and the Bate Collection of Musical Instruments. OUMC has a joint Education Committee focusing on outreach activity for schools and families.

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## **OUP**

**[www.oup.com](http://www.oup.com)**

Oxford University Press.

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## **OUSU**

**[www.ousu.org](http://www.ousu.org)**

Oxford University Student Union. A democratic, student-led and independent organisation established to represent, support and enhance the lives of students.

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## **OWN**

**[www.admin.ox.ac.uk/eop/gender/own](http://www.admin.ox.ac.uk/eop/gender/own)**

Oxford Women's Network. Designed to connect female faculty, staff and students, serving as a clearing-house for services and information, and as a forum for networking and discussion of issues affecting women at the University.

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## **OXAM**

**<https://weblearn.ox.ac.uk/portal/hierarchy/oxam>**

Oxford Exam Papers. Online database of formal examination papers set by the University since 1999–2000.

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## **OxCERT**

**[help.it.ox.ac.uk/network/security/about/index](http://help.it.ox.ac.uk/network/security/about/index)**

Oxford University Computer Emergency Response Team. Part of IT Services, it ensures the security of the University's backbone network.

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## **OxCORT**

**[www.oxcort.ox.ac.uk](http://www.oxcort.ox.ac.uk)**

Oxford Colleges Online Reports for Tutorials system. A web application for the collection and processing of tutorial reports for undergraduate teaching.

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## **OXLIP+**

**[www.bodleian.ox.ac.uk/finding-resources](http://www.bodleian.ox.ac.uk/finding-resources)**

Oxford Libraries Information Platform. A gateway providing access to the libraries' collection of databases and electronic reference works.

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## **PAD**

**[www.ox.ac.uk/public-affairs](http://www.ox.ac.uk/public-affairs)**

Public Affairs Directorate. Part of the External Affairs Portfolio, Public Affairs is responsible for media relations, University publications, the top-level pages of the University website, internal communications advice and projects, government relations and the coordination of major University events.

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## **PI**

Principal Investigator. The lead academic on a research project, laboratory study or clinical trial.

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## **PRAC**

Planning and Resource Allocation Committee. One of the five main University committees that report directly to Council. It advises Council on planning, budgets and forecasts, resource allocation and other financial arrangements, and monitors performance against plans and budgets.

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## **PRAS**

Planning and Resource Allocation Section. Part of **AAD**, which provides strategic policy support to the Vice-Chancellor, **PVCs** and Senior Officers and for servicing a number of committees (including **PRAC**) and developing and maintaining the University's planning cycle.

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## **PVC**

Pro-Vice-Chancellor. There are six PVCs who have specific responsibility for Development and External Affairs; Education; Research; Academic Services and University Collections; Personnel and Equality; and Planning and Resources. There are a further eight PVCs without portfolio.

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## **QA**

Quality Assurance. Higher education institutions in the UK must operate within a quality assurance framework to ensure their education provision meets appropriate academic standards and quality. Responsibility for the University's quality assurance framework rests with the Education Committee in tandem with the divisions and colleges.

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## **QAA**

Quality Assurance Agency. Body that assesses the quality of teaching in Higher Education and makes recommendations to funding bodies such as HEFCE.

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## **QE**

Quality Enhancement. An element of institutional quality management that is designed to secure steady, reliable and demonstrable improvements in the quality of learning opportunities.

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## **R12**

The current release of Oracle Financials, the University's financial system.

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## **REF**

**[www.admin.ox.ac.uk/pras/research/ref](http://www.admin.ox.ac.uk/pras/research/ref)**

Research Excellence Framework. Arrangement to assess the quality of research in UK higher education institutions and to inform the distribution of funds by the UK higher education funding bodies via a single unified framework for the funding and assessment of research across all subjects.

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## **ROQ**

**[www.ox.ac.uk/roq](http://www.ox.ac.uk/roq)**

Radcliffe Observatory Quarter. A major new development site for the University, occupying land between Woodstock Road and Walton Street.

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## **RSL**

**[www.bodleian.ox.ac.uk/science](http://www.bodleian.ox.ac.uk/science)**

Radcliffe Science Library. Part of the Bodleian Libraries.

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## **SGC**

**[www.sgc.ox.ac.uk](http://www.sgc.ox.ac.uk)**

Structural Genomics Consortium. Located in the **ORCRB**, the SGC aims to produce 3D structures of proteins of medical relevance and place them in the public domain.

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## **SIS**

Student Information Systems. Administrative department responsible for all matters concerning student records.

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## **SKOPE**

**[www.skope.ox.ac.uk](http://www.skope.ox.ac.uk)**

Centre for Skills, Knowledge and Organisational Performance. Located in the Department of Education, this multidisciplinary research centre examines the links between the acquisition and use of skills and knowledge, product market strategies and performance.

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## **SLC**

**[www.slc.co.uk](http://www.slc.co.uk)**

Student Loans Company. Administers student financial support to eligible students in higher education in the United Kingdom.

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## **SOLO**

**<http://solo.ouls.ox.ac.uk>**

Search Oxford Libraries Online. Online search tool for Oxford libraries' collections of books and electronic resources.

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## **SORP**

**[www.admin.ox.ac.uk/finance/policies/accountingpolicy](http://www.admin.ox.ac.uk/finance/policies/accountingpolicy)**

Statement of Recommended Accounting Practice. Accounting guidelines for all further and higher education institutions in the UK.

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## **SSO**

Single sign-on. A system which allows users to log into a University web-based service and then access any associated service without having to re-enter a username and password.

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## **SSP**

**[www.admin.ox.ac.uk/ac-div/studentssystem](http://www.admin.ox.ac.uk/ac-div/studentssystem)**

Student Systems Programme. Responsible for delivering the development of Oxford's IT-based systems used by academic and administrative staff, applicants and students in support of many aspects of teaching and learning.

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## **STEMM subjects**

Science, Technology, Engineering, Mathematics and Medicine. A group of higher education subjects which have been identified by **HEFCE** as strategically important and vulnerable.

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## **STFC**

Science and Technology Facilities Council. One of the UK's seven Research Councils.

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## **STRUBI**

**[www.strubi.ox.ac.uk](http://www.strubi.ox.ac.uk)**

Division of Structural Biology. Located on the Old Road Campus, the unit applies the techniques of structural biology to the study of biomedically important processes.

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## **TALL**

**[www.tall.ox.ac.uk](http://www.tall.ox.ac.uk)**

Technology-assisted Lifelong Learning. e-learning research and development team based at the Department for Continuing Education.

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## **TORCH**

**[www.torch.ox.ac.uk](http://www.torch.ox.ac.uk)**

The Oxford Research Centre in the Humanities. An initiative that seeks to stimulate and support research that transcends disciplinary and institutional boundaries, TORCH has more than 20 interdisciplinary research networks and programmes.

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## **TRAC**

Transparent approach to costing. A methodology used by higher education institutions in the UK to cost teaching, research and other core activities.

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## **UAS**

**[www.admin.ox.ac.uk](http://www.admin.ox.ac.uk)**

University Administration and Services. Collective term for the central administrative departments of the University (previously known as Central Administration).

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## **UCU**

University and College Union. Recognised by the University as the appropriate trade union for purposes of consultation and representation in respect of staff employed in University academic and academic-related posts.

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## **USS**

**[www.admin.ox.ac.uk/finance/pensions/uss](http://www.admin.ox.ac.uk/finance/pensions/uss)**

Universities Superannuation Scheme. Pension scheme for staff on academic and academic-related grades. USS is a national scheme open to all such employees of UK universities.

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## **UUK**

Universities UK. The UK's major representative body for the higher education sector.

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## **VLE**

Virtual Learning Environment. Weblearn is the University's centrally hosted Virtual Learning Environment, and is supported by IT Services.

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## **VRE**

**[www.vre.ox.ac.uk](http://www.vre.ox.ac.uk)**

Virtual Research Environment. Provides a framework of digital resources to help researchers manage the range of tasks involved in carrying out research.

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## **WebAuth**

A system which provides single sign-on for web-based services. Users have to enter their username and password only once per session to access any WebAuth-based service.

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## **WebLearn**

**<http://weblearn.ox.ac.uk/site>**

The University's centrally hosted Virtual Learning Environment, which is supported by IT Services.

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## **WildCRU**

Wildlife Conservation Research Unit. Founded in 1986, WildCRU was the first university-based conservation research unit in Europe. It now has more than 50 researchers and is based at Tubney House, just outside Oxford.

## **WIMM**

**[www.imm.ox.ac.uk](http://www.imm.ox.ac.uk)**

Weatherall Institute of Molecular Medicine. Fosters research in molecular and cell biology with direct application to the study of important human diseases ranging from cancer to AIDS.

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## **WTCHG**

**[www.well.ox.ac.uk](http://www.well.ox.ac.uk)**

Wellcome Trust Centre for Human Genetics. Located on the Old Road Campus, the centre explores all aspects of the genetic susceptibility to disease.

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## **X5**

IT system used by the University to cost and price externally funded research projects according to **FEC** methodology. Replaced Resolve.

# Glossary of obsolete Oxford usages

## Academic Policy Support

Former name for Education Policy Support.

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## Blue Book

Informal name for the Statutes, Decrees and Regulations of the University of Oxford, a publication which was discontinued in hard copy in 2000. The current Statutes and Regulations are now only available online. *Blue Book* now refers to the **University Calendar**.

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## BSP

Business Systems and Projects. One of the services which combined to become IT Services.

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## Central Administration

Former name for University Administration and Services.

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## CUF

[www.admin.ox.ac.uk/personnel/staffinfo/academic/types](http://www.admin.ox.ac.uk/personnel/staffinfo/academic/types)

Common University Fund. A CUF lectureship (or associate professorship from 1 January 2014) was a joint college and University post combining teaching and research duties. CUF postholders receive a combined salary from the University and their college. As tutors who are CUFs carry greater college obligations than tutors who are University Lecturers/Associate Professors, they receive a greater proportion of their salary from their college.

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## DPHPC

Division of Public Health and Primary Health Care. Now divided into the Nuffield Department of Population Health and the Nuffield Department of Primary Care Health Sciences.

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## Educational Policy and Standards Committee

Former name for Education Committee.

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## Examination Decrees

Former name for Examination Regulations.

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## GAO

Formerly the Graduate Admissions Office.

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## Hebdomadal Council

Until 2000, Hebdomadal Council was the University's principal executive and policy-making body charged with ultimate responsibility for the administration of the University and for the management of its finances and property. It comprised 25 members, 18 of whom were directly elected by Congregation with the remainder (including the two Proctors and the Assessor) being *ex officio*. It originally met weekly in term (hence the name) and at certain other times but latterly met at fortnightly intervals. It was succeeded by Council in the 2000 governance reforms.

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## Herald

Formerly the University's main central email system. Replaced by Nexus.

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## ICTST

ICT Support Team. One of the services which combined to become IT Services.

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## IMSU

Information Management Services Unit. Former name of Medical Sciences Division IT Services.

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## ISIDORE

Project to implement the Oracle student administration system for the collegiate University. Now known as the Oracle Student System (OSS).

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## OCAO

Oxford Colleges Admissions Office. The former name of the Undergraduate Admissions Office.

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## ODIT

Office of the Director of IT. Formerly provided coordination for information communication technology across the collegiate University. Superseded by IT Services.

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**OPENdoor**

Former human resource management system for University staff; replaced by HRIS.

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**ORHT**

Oxford Radcliffe Hospitals NHS Trust. The former name for Oxford University Hospitals NHS Trust.

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**OSC**

Oxford Supercomputing Centre. Former name for Advanced Research Computing.

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**OSIRIS**

Project to implement the University-wide financial system, Oracle Financials.

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**OUCE**

Oxford University Centre for the Environment. The former name for the School of Geography and the Environment.

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**OUCL**

Oxford University Computing Laboratory. The former name for Department of Computer Science.

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**OUCS**

Oxford University Computing Services. One of the services which merged to become IT Services.

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**OULS**

Oxford University Library Services. The former name for Bodleian Libraries.

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**PICT**

Information and Communications Technology Sub-committee of the Planning and Resource Allocation Committee. Former subcommittee of PRAC replaced by the Information Technology Committee in 2012.

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**RAE**

Research Assessment Exercise. A peer review exercise to assess the quality of research in UK higher education institutions; replaced by the Research Excellence Framework (REF).

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**Resolve**

Former software package used by the University to cost and price externally funded research projects according to Full Economic Costs (FEC) methodology; replaced by X5.

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**SERS**

Systems and e-Research Services. Part of the Bodleian Libraries, it provided integrated support and systems for a range of IT-related services across the libraries. Replaced by BDLSS.

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**SIS**

Student Information Systems. Replaced by Student Data Management and Analysis.

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**Social Policy and Social Work, Department of**

Former name for the Department of Social Policy and Intervention.

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**University Police**

Former name for the Proctors.

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If you have any queries about using this guide,  
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