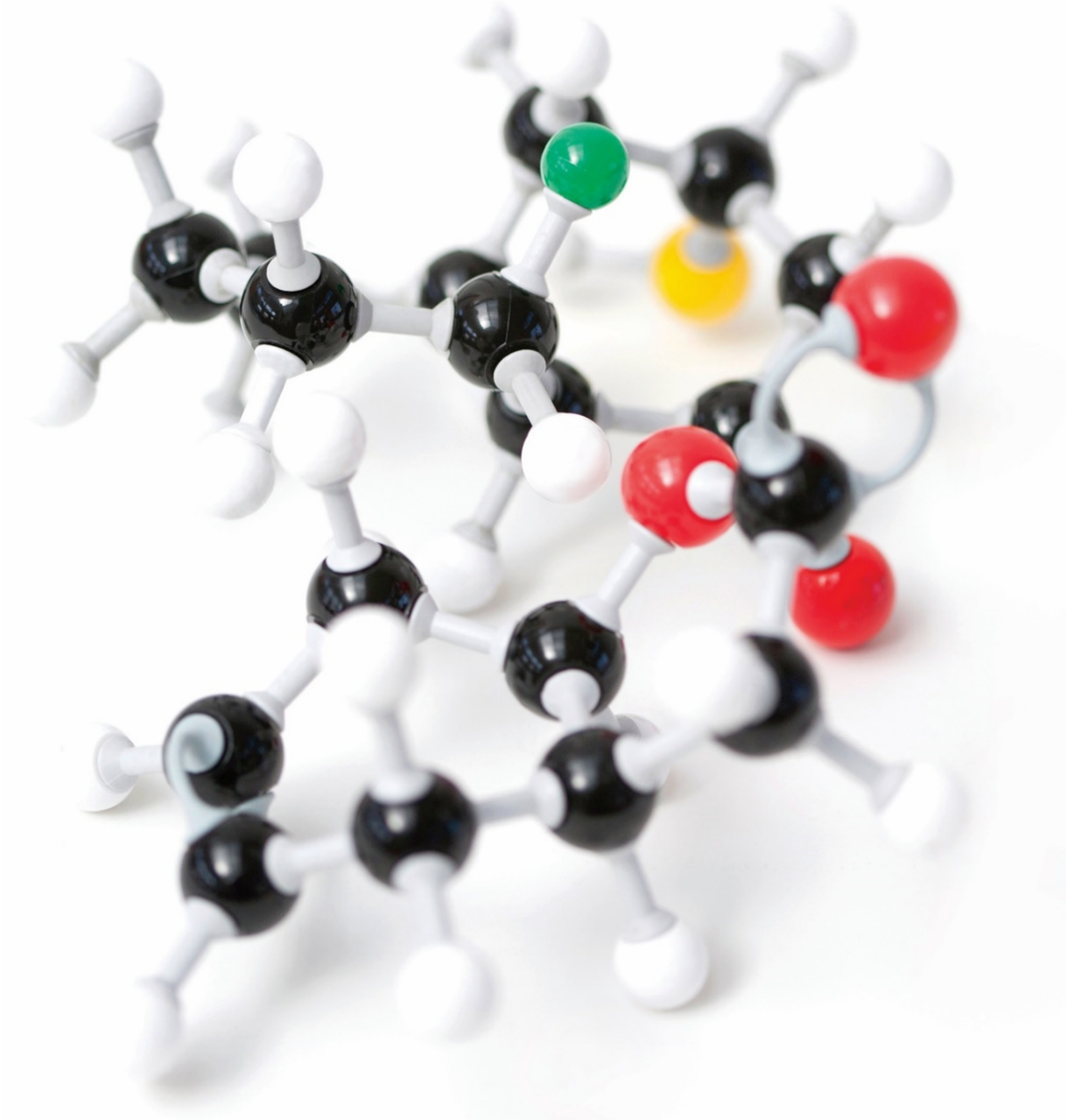
UNIVERSITY OF OXFORD



Welcome to Chemistry

Department of Chemistry
Graduate Handbook 2025/26 v1.0

Contents

Section **Page**

Section A: Welcome and introduction 4

1 Welcome 4
2 About the Department 4
3 Who's who? 6
4 Map of the Department 8
5 Addresses and key phone numbers 8
6 Things you need to find out 8

Section B: Emergencies, accidents and fire 9

1 Emergency calls 9
2 Fire. 9
3 Medical emergencies 9
4 Accidents causing injury 10
5 Other emergencies 10
6 Reporting Incidents Accidents and Near Misses 11

Section C: General information 12

1 Working environment 12
2 Access and University cards 13
3 Notices and the intranet 13
4 Equality, diversity and inclusion 14
5 Guidance on harassment 14
6 Laboratory notebooks 15

Section D: Facilities 16

1 Catering/common rooms 16
2 Parking/cycle racks 16
3 Meeting rooms 16
4 IT and media services 16
5 Resources available 17
6 Photocopying, mail, couriers and telephones 17
7 Workshops 17
8 Stores 18
9 Analytical services 19

10 Repairs and maintenance 19
11 Religious observance 19

Section E: Finance 20

1 Income 20
2 Expenditure 20
3 Purchasing 20
4 Expenses 20
5 Travel Insurance 21
6 Deposits 21
7 Fraud 21
8 Bribery 21

Section F: Supervision 22

Sections F to J of this Handbook should be read in conjunction with the 'Information for postgraduate research students' available on the MPLS website, which contains further information and policies relating to graduate study in the Department.

1 Supervisor 22
2 Departmental and College advisors 22
3 Directors of Graduate Studies 22
4 Graduate Studies Administrator 22
5 Your supervisor is expected to 23
6 You are expected to 23

Section G: Skills Development 24

1 Departmental Courses 24
2 Divisional courses 24
3 Research Seminars 24
4 Teaching, demonstrating and outreach 24
5 Enterprising researchers 25

Section H: Monitoring your progress 26

1 Graduate Supervision Reporting system (GSR) 26
2 Transfer of Status 26
3 Confirmation of Status 27
4 Thesis submission and examination 28
5 Other events 29
6 GSO forms 29

Section I: Research Ethics and Integrity 30

Section J: Student feedback 32

1 Graduate Chemists' Joint Consultative Committee (Graduate CJCC) 32
2 Student representation 32
3 Opportunities to provide feedback and evaluation 32
4 Complaints and appeals 32

Appendices 33

1. Forms you will need 33
2. Safety officers 33
3. Who's who and contact details 34
4. Term dates/closure days 35
5. Opening hours 35
6. Useful University contacts 36

Section A: Welcome and introduction

This handbook applies to students starting in 2025/26. The information in this handbook may be different for students starting in other years.

The Examination Regulations relating to this course are available at:

https://examregs.admin.ox.ac.uk/Regulation?code=grgoveresedegr

If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact (Aga Borkowska at graduate.studies@chem.ox.ac.uk). The information in this handbook is accurate as at September 2025, however it may be necessary for changes to be made in certain circumstances as explained at www.graduate.ox.ac.uk/coursechanges). If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

1 Welcome

Welcome to Oxford Chemistry

On behalf of the academic and support staff of this Department, I would like to offer you a very warm welcome. We hope that your time in Oxford Chemistry is an enjoyable and productive one and that you are able to draw on the benefits of being part of one of the largest and most highly renowned chemistry departments in the world. We also hope that the experience of being a graduate student at Oxford is one that will provide a springboard for whatever the future may hold for you.

Professor Steve Faulkner

Head of the Department of Chemistry

2 About the Department

a Academic Sections

The Department is a part of the MPLS Division of the University (Mathematical, Physical and Life Sciences, which essentially comprises all the non-medical science departments). The Department is organised into three main sections: Physical & Theoretical Chemistry; Inorganic Chemistry; and Organic Chemistry & Chemical Biology. The Department is led by the Head of Department, Professor Steve Faulkner.

Work in the Department is carried out across six main buildings. The Physical and Theoretical Chemistry Laboratory (PTCL) and Inorganic Chemistry Laboratory (ICL) focus on work in physical and inorganic chemistry, respectively. Chemists from all sections carry out research in the Chemistry Research Laboratory (CRL), and there are also some research groups based in the Rodney Porter Building and the Kavli Institute in the Dorothy Crowfoot Hodgkin Building. There is a Chemistry Teaching Laboratory (CTL), accessible from Mansfield Road, where the undergraduate practical course takes place.

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

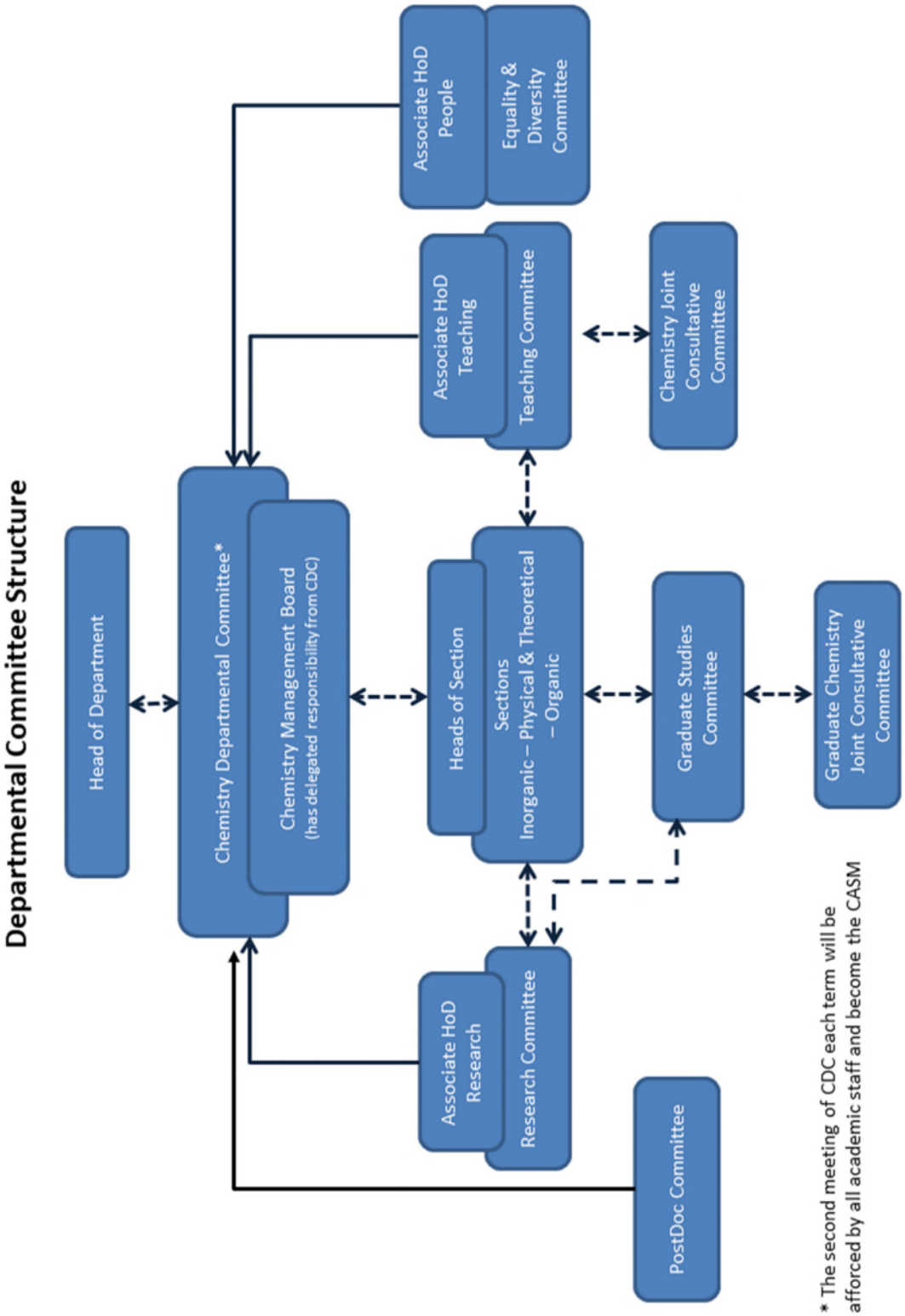
b Administration

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

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

https://unioxfordnexus.sharepoint.com/sites/CHEM-Administration/SitePages/Department-structure.aspx

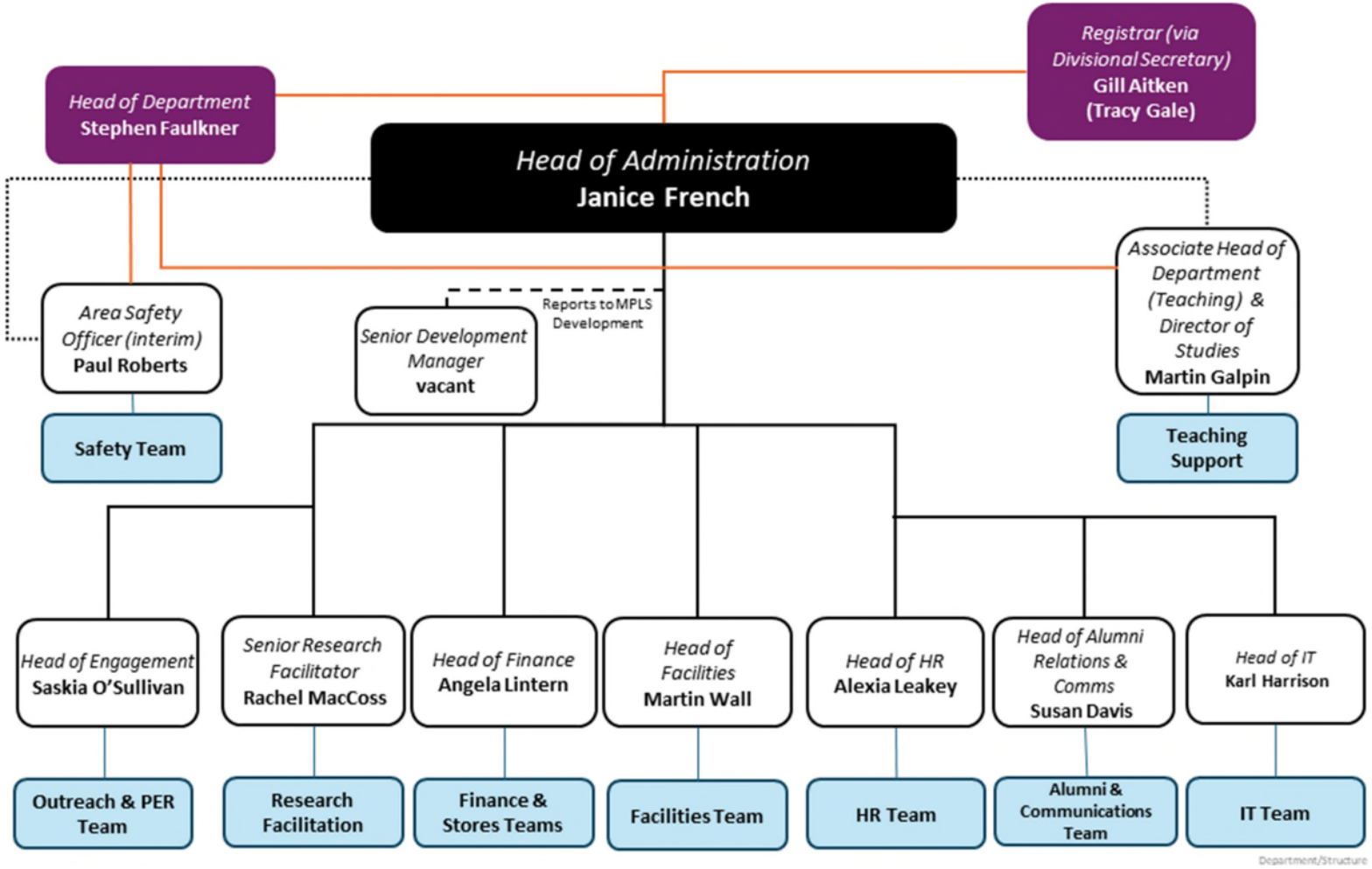
3 Who's who?



⇒ *For information about post holders and committee structures, see:*

https://unioxfordnexus.sharepoint.com/sites/CHEM-Administration/SitePages/Meetings-and-committees.aspx

Chemistry Operations Team



4 Map of the Department

5 Addresses and key phone numbers

- Physical and Theoretical Chemistry Laboratory, South Parks Road, Oxford OX1 3QZ
  Tel: +44 (0)1865 275400
- Inorganic Chemistry Laboratory, South Parks Road, Oxford OX1 3QR
  Tel: +44 (0)1865 272600
- Chemistry Research Laboratory, Mansfield Road, Oxford OX1 3TA
  Tel: +44 (0)1865 285000
- Chemistry Teaching Laboratory, South Parks Road, Oxford OX1 3PS
  Tel: +44 (0)1865 281505

6 Things you need to find out

Some information that you need to know will be particular to where you are working and can't be covered in a general handbook, but will be covered in your building-specific induction.

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

a your nearest fire exit and route to the fire assembly point for your building

b the names of first aiders in your area – so you know who to go to in the event of an accident

c the nearest first aid boxes to your location

Section B: Emergencies, accidents and fire

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

If you believe that you may not be able to evacuate the building yourself in the event of an emergency (e.g., when lifts must not be used), then a Personal Emergency Evacuation Plan (PEEP) should be implemented. Please contact a Departmental Safety Officer.

There is an online Incident Reporting and Investigation System (IRIS). All health, safety and environmental incidents and near misses must be recorded online using the Health & Safety Incident Reporting Form.

You must enter as much information as possible into the report. In particular, please remember to add all the 'Persons Involved'. This may include several people e.g., an injured party, a witness etc. Where a risk assessment applies for your accident or incident, please include the date of the risk assessment or the latest review date in your report.

Guidance documents are available on the safety webpages here along with a video that describes the process of filling in a report.

Please note if accessing IRIS off site you will need to use the University's free Virtual Private Network (VPN) service. For guidance on installing VPN, please visit the IT Help page. You will also need your single sign-on (SSO) credentials to login.

1 Emergency calls

Emergency telephone calls can be made from any telephone on the University network by dialling999 (additional prefacing digits are not required).

2 Fire

Fire awareness training is provided to all new starters in the Department in the form of an e-learning package which must be completed before access to Department buildings will be granted.

If you discover a fire, activate the nearest alarm. Only tackle a fire, with the appliances provided, if it does not put you at personal risk. Dial 999 to **notify the emergency services and inform them that their assistance is required.** Go to the reception for your building to explain what happened. Always follow the instructions of the facilities personnel, a safety officer or the senior fireman in charge (if present).

On hearing the fire alarm, make all work immediately safe (including lowering fume hood sashes) and leave the building by the shortest approved route. Do not use lifts. Proceed to the assembly point. Do not enter the building when its fire alarm is sounding. Do not re-enter the building until you are told it is safe to do so by the facilities personnel, a safety officer or the senior fireman in charge (if present).

3 Medical emergencies

In the event of a serious/life threatening medical emergency or injury telephone 999.

If there is a medical emergency in the Department, contact a first aider (contacts on posters throughout the department or by calling reception and asking the receptionist to put out a general call for a first aider to attend to your location).

If the medial emergency or injury is less serious, the NHS 111 telephone service can be used for advice.

If it is an EYE emergency: contact a first aider who may decide to send the affected person to the Eye Hospital (based in the West Wing, John Radcliffe Hospital) and may assess that ambulance transport is needed for some injuries. Call 01865 234567 (option 1 followed by option 1) to warn the hospital of

their arrival (this service is available from 8.30am-4.30pm weekdays and 8.30am-3.30pm weekends & Bank Holidays). The Eye Emergency Department operates a booking system so you **must** phone ahead (although patients with urgent, painful or sight threatening conditions will be seen promptly). Out of service hours, call 111 (or 999 for serious emergencies).

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

https://unioxfordnexus.sharepoint.com/sites/CHEM-Safety/SitePages/First-aid.aspx

4 Accidents causing injury

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

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

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

Skin contamination: take immediate action to remove the contamination:

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

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

If the injured person requires hospital treatment and they can be moved they should be sent by taxi to either the Accident and Emergency Department at the John Radcliffe Hospital (Tel: 01865 220208) or the Emergency Eye Department in the hospital's West Wing (Tel: 01865 234567). If possible, call the hospital to warn them in advance. Ask at building reception to arrange for a taxi to take you to the hospital.

5 Other emergencies

e.g., security issues, gas or water leaks

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

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

⇒ For details of the Facilities Team and Safety Officers, see:

https://unioxfordnexus.sharepoint.com/sites/CHEM-Safety/SitePages/Emergency-Contacts.aspx

The Non-Emergency Police (Thames Valley) Number is (9)101, if you need to contact the local Police force.

6 Reporting Incidents, Accidents and Near Misses

Record in the online Incident Reporting and Investigation System (IRIS) as soon as possible:

- All accidents causing injury,
- Incidents that do not cause injury or damage, but which under other circumstances might have done so (i.e., near misses).
- Incidents that result in damage to property, for example water damage from leaking equipment.

It is very important that all accident / incident reports are completed fully and promptly. After submission, the completed form will be sent to the Area and Departmental Safety Officers for review and possible follow-up action.

IRIS can be accessed from the Department Safety Intranet, see:

https://unioxfordnexus.sharepoint.com/sites/CHEM-Safety

Section C: General information

1 Working environment

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

All buildings in the Department are no smoking. Food and drinks are not permitted in any of the wet, synthetic, containment or laser laboratory areas (i.e., areas where hazardous substances are located) under any circumstances.

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

The Department may also contribute towards the cost of glasses for VDU work and prescription safety glasses and has an arrangement with a local optician. Please discuss with your supervisor first and then contact a Departmental Safety Officer to arrange an appointment for an eye test or to order glasses.

Computer provision: It is the policy of the MPLS Division that all departments will ensure that PGR (postgraduate research) students have access to adequate personal computing resources to enable them to work effectively on their projects. The computing facilities will necessarily vary from group to group, dictated by specific needs for that group and the tools required. You should discuss what computing facilities are available to you with your supervisor(s). If you are unhappy with your computing provision, you should let your supervisor(s) know, and if this issue is not resolved satisfactorily then you should raise the issue with the Director of Graduate Studies.

Working hours: It is recognised that graduate students are not paid employees and therefore do not have contractual working hours. It is also to be expected that working practices will vary between disciplines and between individuals. A good DPhil student will be self-motivated to work such hours as are necessary to achieve their objectives over the course of three or four years.

Nevertheless, in considering your working hours, it is best to aim to work a regular number of hours each day, and to establish a regular daily working routine.

The standard working week for a graduate student in the MPLS Division is set at an average of 40 hours. Only time spent engaged in focussed, conscientious work should be counted towards working hours. (From MPLS Graduate School webpage: https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/your-rights-and-responsibilities/mpls-division-policy-on-dphil-working-hours-and-holidays)

In consultation with your supervisor, it is up to you to decide the right working structure for you.

The Department has set three types of operational times - ‘normal hours’, ‘out of hours’ and ‘buildings closed’ - as defined below:

Normal Hours	**08.00 to 18.00, Monday to Friday**
Out of Hours	**06.00 to 08.00, Monday to Friday**
	18.00 to Midnight, Monday to Friday
	06:00 to Midnight, Weekends and Public / University Holidays
Buildings Closed	**Midnight to 06.00, Daily**

Working outside the department’s ‘normal’ hours is to be discouraged and should be an exception rather than an accepted part of the working day. Academic Supervisors must assess all activities being carried out during these times.

Sometimes it may be necessary to work longer hours than usual when work activities specifically mean this is necessary (as distinct from poor planning of work). Any researcher needing to work in the laboratory outside of the normal core hours of 8.00 am – 6.00 pm must have a relevant risk assessment for each procedure that has been approved and signed by their supervisor for work outside of normal hours.

Additionally, you must request permission each time you need to work after midnight using the following link: https://intranet.chem.ox.ac.uk/lateworking/

Researchers should discuss the need to work during the building closed period with their supervisor. This should be exceptional and only when specifically required by work activities (e.g., conducting a time-course experiment requiring regular interventions over >18 hours). They should then visit this web address to and formally request approval from their supervisor to work late (i.e., past midnight) on the exceptional occasions when late working is required. When making such a request, the researcher will have to nominate a co-worker to work alongside them (so that no lone working takes place). Researchers should identify a willing co-worker before submitting such a request through the system.

Sustainability: The Department participates in the NUS **Green Impact** scheme, which promotes a sustainable environment to study and work in. Having achieved Beyond Gold Award. You can help to sustain this achievement by personal involvement, either as a member of the Green Impact team, and/or by ensuring that you reduce, reuse and recycle consistently. Please check the Newsletter for regular Green Impact updates.

Holidays: You should agree any days off in the working week (Monday-Friday) with your supervisor. The MPLS Division has set the DPhil holiday entitlement at 30 personal days a year in addition to Bank Holidays. Where Bank Holidays are worked, time can be taken in lieu. Keep a record of the days you have taken as holiday. Some groups use the online holiday booking software. You need to be prepared to be flexible, depending on the requirements of your project, for example, the University operates normally on Bank Holidays in May and your research or teaching commitments may require you to attend on these days.

Illness: If you are away from the Department because of illness you should inform your supervisor as soon as possible.

It is important that your supervisor is notified of all sickness, including sickness occurring during vacation time, even if you are out of Oxford at the time.

It is particularly important for students with Tier 4 / student visas to make sure that their supervisor knows if they are away for any reason, such as sickness or holiday, as it is a legal obligation to report unauthorised absences to the central University for investigation and ultimately to the Home Office.

⇒ *For Graduate Office staff contact details, see appendices.*

2 Access and University cards

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

Once you have updated your information in the online database at https://intranet.chem.ox.ac.uk/myinfo and completed the safety induction you will be emailed the Code of Conduct Form, which you should complete, sign, get your supervisor to sign and then return by email to safety.inductions@chem.ox.ac.uk Only after this will your card be activated enabling swipe access to the Department. Replacement cards should be obtained from your college (please note that there is a £15 fee for a replacement card, if it is lost): https://www.oxforduniversitystores.co.uk/product-catalogue/university-card-office/lost-cards

3 Notices and the intranet

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

Details of Colloquia, Seminars, and Courses are displayed on the intranet, notice boards, home page Calendar and the display screens.

The University "Gazette" can be read online at http://www.ox.ac.uk/gazette/

The Oxford Chemistry Weekly Newsletter, which is sent to all staff members, DPhil and Part II students, is also a useful source of information, and is the main method of disseminating Department-wide information. Please make sure that you read it.

4 Equality, diversity and inclusion

The Department of Chemistry, together with the University of Oxford, is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.

We seek to embed equality and diversity in all our Departmental activities, as an underpinning consideration in all that we do. Our Equality, Diversity and Inclusion Committee champions the values of equality, diversity and inclusion (EDI), assesses our progress in achieving this, and sponsors and oversees related initiatives and projects. It includes staff and student representatives from across the Department who are committed to promoting change in support of EDI. The Committee is chaired by our Associate Head of Department for People, currently Professor Kylie Vincent. The Associate Head role was created in 2021 to reflect the Department's commitment to the EDI agenda and to strengthen leadership in this key area.

The Department of Chemistry and the University is committed to fostering an inclusive culture which supports our disabled staff and students to flourish.

Students
The Disability Advisory Service (DAS) provides information and advice to disabled students.

The Department's disability coordinator for students is:

Dr Ai Fletcher, Disability Coordinator (Undergraduate and Graduate) and Welfare Contact for Chemistry (ai.fletcher@chem.ox.ac.uk).

Each College also has a Disability Coordinator.

Staff
The Equality and Diversity Unit provides information and guidance for disabled staff and managers. The Head of HR, Alexia Leakey, is the Departmental contact for support and resources for disabled staff within the Department of Chemistry (alexia.leakey@chem.ox.ac.uk).

Access
The Department operates across several buildings and access guides provide information on the accessibility of each premises.

Our newest building, the Chemistry Teaching Laboratory, is fully accessible, with height-adjustable benches and fume hoods for wheelchair users. All our lecture theatres are equipped with hearing loops and lecture capture technology.

Building access guides can be obtained from the interactive University map at https://maps.ox.ac.uk/.

5 Guidance on harassment

Harassment may involve: physical or verbal harassment; harassment relating to people's sex, disability, race, religion or sexual orientation; or bullying.

The University condemns harassment as an unacceptable form of behaviour and has a service to help people (staff and students) who think that they are being harassed in any way.

The pages below offer advice and support to all within the Department:

- Bullying and Harassment
- Harassment Policy

- Harassment Advisors Page

Please ensure that you if you feel you are being bullied or harassed, that you raise it at the earliest opportunity. The Chemistry Harassment Advisors and also the MPLS Division Advisors are trained to offer support and guidance, but only the individual can decide what course of action is best for them.

You can either talk to the advisers appointed by the Department or ring the University's confidential Harassment Hotline (2)70760 or e-mail harassment.line@admin.ox.ac.uk and ask for referral to someone outside the college, department or faculty. The OSU Student Advice Service can also provide confidential advice and support to students and can be contacted on (2)88450/1 or by e-mail on advice@oxfordsu.ox.ac.uk

6 Laboratory notebooks

You are required to keep an up to date and full account of the experiments you perform in a laboratory notebook. The Department will supply you with a notebook (please ask your Supervisor where to obtain one) and when complete this will remain the property of the Department. Your Supervisor will regularly ask to see your Lab notebook and will sign it off. Some groups use electronic notebooks.

The University policy on research data management may be found at:
http://researchdata.ox.ac.uk/home/introduction-to-rdm/

Section D: Facilities

1 Catering/common rooms

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

Limited kitchen facilities are available in the CRL Atrium, PTCL common room, and the small break room on the ground floor of the ICL.

2 Parking/cycle racks

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

Cycle racks are available near to all Chemistry buildings. There is also a secure cycle cage that is accessible with a valid University card registered for use in Chemistry. There are showers in each building should you need them.

3 Meeting rooms

A number of meeting rooms are available throughout the Department for groups to discuss their work or host meetings and events. To find out about rooms and their availability see the Chemistry intranet; to make a booking ask at reception.

There is a dedicated Conference Team for room bookings in the CRL. They are also available for help in organising out of hours functions. Tel: 75979 or email: conferences@chem.ox.ac.uk. Information about room bookings and events management is available here.

4 IT and media services

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

Using any of the computers or network in the Department requires you to accept and abide by the University rules and regulations relating to the use of Information Technology Facilities (http://www.it.ox.ac.uk/rules). The Department's local rules are on the intranet here and help concerning the connection of non-Departmental machines to our network may be found on the IT help page).

A large number of tailored mailing lists are available to facilitate communication with various categories/groups of personnel within the Department of Chemistry (full list available here).

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

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

A number of training courses are also run by Oxford University IT Services, many of which are free to University staff. For details of the IT Learning Programme, visit http://www.it.ox.ac.uk/do/training-and-facilities .

⇒ See *https://oxfordchemistry.freshdesk.com/support/solutions/articles/201000049741-chemistry-it-support-staff* for contacts for IT staff

5 Resources available

This section provides a summary of which University of Oxford resources (journals, databases, software) can be used in the Department.

Electronic journals:

These can generally be used from University premises or offsite via virtual private network (VPN) or the University Single Sign-on logon (SSO).

Databases:

Reaxys, **Web of Science, Scopus and SciFinder**

- The University has a subscription to these science literature databases, which can be accessed from University networked computers or via VPN.

Restrictions

All usual restrictions apply to you:

- strictly NO use for any commercial purpose
- DO NOT download excessive amounts (e.g., whole journal issues/volumes; large numbers of references)
- DO NOT use automated tools ('robots') to download faster than could be done by a human
- DO NOT supply results/downloads to someone outside the University

Site-licensed software

See: https://oxfordchemistry.freshdesk.com/support/solutions/articles/201000044875-software-introduction

Sophos Antivirus :

Use allowed by members of Oxford University, including staff and those that have 'Academic Visitor' on their University card. See http://help.it.ox.ac.uk/viruses/index

6 Photocopying, mail, couriers and telephones

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

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

Outgoing mail should be placed in the relevant basket or boxes in the reception or post area of your building for internal Oxford University mail (free) and Royal Mail services. Please add your initials and your section or group for all post to be franked. Please note that boxes cannot be sent by Royal Mail – please speak to your reception staff about sending these out.

7 Workshops

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

Glassblower

Situated in the ICL, this workshop can design and create custom glassware for your experimental work.

Mechanical workshops

Situated in the PTCL, this workshop is capable of designing and manufacturing a wide range of experimental equipment.

Electrical/electronics workshops

There are workshops in both the PTCL and ICL. Workshop staff service existing electric/electronic equipment, as well as design and construct new items for research groups.

⇒ *For locations and contact details for workshop services, see https://unioxfordnexus.sharepoint.com/sites/CHEM-Facilities/SitePages/Workshops.aspx*

8 Stores

Purchases

Chemistry currently operates three Stores in each of the CRL, ICL and PTCL buildings. For details of Stores opening times, please see https://unioxfordnexus.sharepoint.com/sites/CHEM-Facilities/SitePages/Stores.aspx. Stores stock a number of basic consumables and chemicals. Items not stocked by Stores can be purchased through R12 (See **Section E: Finance** for ordering through R12). To purchase items from Stores you will need to link your University Staff Card to a cost centre. This can be done by contacting finance@chem.ox.ac.uk. You will need to provide the following information:

- University card number
- Email address
- Lab phone number
- Your location
- Project codes you are authorised to spend against

Once your University Card is linked, items can be purchased from any of the three Chemistry Stores. Your University Card will be scanned on checkout at the Stores, this will automatically charge your cost centre. In ICL and PTCL the Stores are self-service.

Orders placed in R12 are normally delivered to Stores for goods receipting. Once the order has been unpacked you will receive an e-mail to notify you the order has arrived.

Some chemical purchases may require a hazard assessment. If a particularly hazardous chemical is required the advice of the Departmental Safety Officer must be sought before an order is placed.

Returns

Please be aware of the following:

- Chemicals that are surplus to current needs must be returned to Stores.
- Waste solvents should be returned to Stores for disposal. Contact your local Store for the appropriate process to use.
- Empty chemical bottles, properly washed, and used glassware for disposal should be returned to Stores.
- Needles and syringes **must** be disposed of in the Sharps bins provided. **Anyone found to be disposing of these items inappropriately will be subject to disciplinary action**.
- Disposal of waste out-of-date chemicals is the responsibility of individual groups who should contact the Safety Office to arrange disposal (see appendices for contact details)
- Disposal of electrical and electronic equipment, including PCs, monitors, lamps and batteries, is subject to stringent controls. Please contact your local Facilities team.

⇒ *For details of Stores opening times, please see https://unioxfordnexus.sharepoint.com/sites/CHEM-Facilities/SitePages/Stores.aspx*

Liquid Nitrogen, Gas Cylinders, Dry Ice

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

9 Analytical services

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

a Nuclear magnetic resonance (NMR)

b Mass spectrometry

c X-ray diffraction

d Electron spin resonance (ESR)

e Surface analysis

f UV/IR spectroscopy

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

⇒ *Further details of analytical services, including contact details, is available on the Chemistry intranet at https://intranet.chem.ox.ac.uk/analytical.aspx .*

10 Repairs and maintenance

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

⇒ *For contact details for your local facilities team, please see https://unioxfordnexus.sharepoint.com/sites/CHEM-Facilities/SitePages/Buildings%20and%20maintenance.aspx*

11 Religious observance

If you wish to pray during the working day and need to find a quiet space to do this please contact the Facilities Office Manager to identify what space is available within the Department.

Muslim students and staff at Oxford University have their own dedicated prayer space within the University. The Prayer Room is located in the University's Robert Hooke building (Parks Road). The space is available to students and staff of the University for prayer. The Prayer Room is equipped with separate male and female ablutions facilities. It is accessible 24 hours a day.

Section E: Finance

1 Income

The Department's funding comes from two main sources:

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

2 Expenditure

All expenditure in the Department must be allocated to a relevant cost centre. Cost centres are either project-specific or Departmental. If you are likely to incur costs, e.g. through ordering goods for your research, photocopying or travel expenses, you should find out from your supervisor the most relevant cost centre for these activities.

3 Purchasing

All orders (with the exception of items purchased from Stores) should be placed using the Oracle R12 (iProcurement) system. Speak with your supervisor about the specific R12 setup for your group. Should you need access to the R12 system please e-mail iprocurement@chem.ox.ac.uk with your single sign on, your supervisor's name and your location.

You can access R12 via the following link http://www.admin.ox.ac.uk/finance/support/

The University encourages the use of preferred suppliers, a full list can be found here https://finance.admin.ox.ac.uk/purchasing

By using preferred suppliers you will benefit from the best prices, service and terms. For purchases from non-preferred suppliers you will be required to provide quotes for all orders. For orders over £1,000 you will need to provide two or more quotes. Orders £25,000 and over will require a formal tender, please contact orders@chem.ox.ac.uk and the team can help you with this process.

All IT purchases should be referred to the IT support team. Please contact a member of the team https://intranet.chem.ox.ac.uk/it-support-staff.aspx

For more information on ordering procedures please contact orders@chem.ox.ac.uk.

4 Expenses

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

Expenses claims need to be submitted using Concur eExpenses system. Detailed information and guidance is available at: https://finance.admin.ox.ac.uk/expenses . If you need additional clarification, please contact: finance@chem.ox.ac.uk:

5 Travel Insurance

A global travel insurance policy is in place for all University staff and Students for any travel on University business. You can apply for travel insurance using the online tool (TIRS), the link can be found here. https://finance.admin.ox.ac.uk/tirs-information As part of this application you will be expected to provide details of where you are planning to travel, what event you are attending, where you will be staying and how you are travelling. Please note this application should be completed as soon as you have booked your travel arrangements, and will require your supervisor to approve it before the insurance cover is confirmed. If you are to be doing lab work/experiments as part of your travel, you will be expected to complete a risk assessment and get this signed by your supervisor, which can be attached to your online travel insurance application.

6 Deposits

You may be required to pay a deposit for a locker, depending on where you are working. If this is the case, please speak with the Finance team in the ICL.

7 Fraud

If you suspect financial fraud, you must report the matter to the Director of Finance or the Registrar or to compliance@admin.ox.ac.uk providing a brief description of the alleged irregularity, the loss or potential loss involved, and any evidence that supports the allegations or irregularity and identifies the individual or individuals responsible.

All cases of suspected fraud will be investigated whether they concern the assets of the University or of persons or bodies connected with the University. Any member of staff, regardless of their position or seniority, against whom *prima facie* evidence of fraud is found, will be subject to disciplinary procedures that may result in dismissal. Further information regarding the University Anti-Fraud Policy can be found at https://compliance.admin.ox.ac.uk/anti-fraud-policy

8 Bribery

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

Members of staff, or students or other individuals who reasonably suspect bribery or fraud in the University, should report their concerns as soon as possible to the Director of Finance or the Registrar, providing a brief description of the alleged irregularity, the loss or potential loss involved, and any evidence supporting the allegations or irregularity or identifying the individual or individuals responsible.

Any report will be treated as a disclosure under the University's Policy and Procedure on Public Interest Disclosure (https://hr.admin.ox.ac.uk/public-interest-disclosure-whistle-blowing-code-of-practice) and as such will be brought to the attention of the Registrar, who will decide on the procedure to be adopted.

⇒ *For details of your local stores and finance contacts, see https://unioxfordnexus.sharepoint.com/sites/CHEM-Facilities/SitePages/Stores.aspx and https://unioxfordnexus.sharepoint.com/sites/CHEM-finance*

Section F: Supervision

Sections F to J of this Handbook should be read in conjunction with the 'Information for postgraduate research students' available on the MPLS website, which contains further information and policies relating to graduate study in the Department.

1 Supervisor

Patterns of supervision differ in the Chemistry Department according to the nature of the subject under investigation. In many cases you will have a sole supervisor; but for some projects, which may be collaborative, interdisciplinary or involve experiments in other places, you may have two or more supervisors, with one designated as the main supervisor (the 'primary supervisor'). In other types of research, particularly where there are large research groups there will be a supervisory team, which may involve one or more academics, independent research fellows, post-doctoral researchers or departmental lecturers. Some students working under a supervisor who is at an early stage of their academic career will also have a more senior joint supervisor.

Where more than one supervisor is appointed, or where there is a supervisory team, one of the supervisors will clearly be designated as the primary supervisor.

Whenever your supervisor leaves Oxford, for example for a holiday or for a conference, they must ensure that proper supervisory cover is arranged during their absence.

The MPLS Division Code of Practice on the Supervision of Graduate Research Students is available at: https://www.mpls.ox.ac.uk/graduate-school/information-and-resources-for-supervisors/essentials-of-supervision

2 Departmental and College advisors

Every graduate student has access to one or more named persons in addition to the supervisor to whom he/she can turn for support. Unless you have been told otherwise your departmental advisor will be the Director of Graduate Studies for your section. Your College will also provide a College advisor. If you need advice on any matter you may approach your Departmental or College advisor, your Head of Section, the Director of Studies or the Head of the Department of Chemistry. If you wish to discuss a sensitive issue, this can be done in complete confidence.

3 Directors of Graduate Studies

Each section has a Director of Graduate Studies (DGS). These senior academics exercise academic oversight over the selection and admission of graduate students, graduate training, monitoring progress and ensuring that you pass through all the required milestones. They are also members of the Graduate Studies Committee, both of the Department and the Division, and so have input into policy matters.

The Directors of Graduate Studies are.

Directors of Graduate Studies:

Inorganic: Prof Michael Hayward	☎: 72623	michael.hayward@chem.ox.ac.uk
Organic & Chemical Biology: Prof Jeremy Robertson	☎: 75660	org-dgs@chem.ox.ac.uk
Physical &Theoretical: Professor Peter Hore	☎: 75415	peter.hore@chem.ox.ac.uk

For students who are supervised by one of the DGSs, the Chemistry Director of Studies or his Deputy acts as advisor and DGS:

Dr Martin Galpin	☎: 85721	martin.galpin@chem.ox.ac.uk
Dr Jim Thomson	☎: 82760	james.thomson@chem.ox.ac.uk

4 Graduate Studies Administrator

Administrative matters for graduate students are handled by the Graduate Studies Administrator, Aga Borkowska, who is based in the Faculty Office on the ground floor of Inorganic Chemistry Laboratory (tel.: 72569). For general administrative matters, you can contact Aga and her team via graduate.studies@chem.ox.ac.uk but for confidential matters you may use Aga's personal email address aga.borkowska@chem.ox.ac.uk instead.

5 Your supervisor is expected to

- Help and advise you scientifically at all points of your project
- Establish a timetable of regular meetings for detailed discussion of your progress (these meetings should take place at least once every two weeks averaged across the year).
- Agree a research plan and programme of work, and establish clear academic expectations and milestones.
- Agree with you a timetable for the submission of any written work and return your work within a reasonable time.
- Advise you of your Department's health and safety regulations. Supervisors are responsible for all aspects of safety under their control, and in particular for the safe conduct of all experiments carried out in the course of their students' research.
- File a report on your progress on the Graduate Supervision Reporting (GSR) system 4 times per year.
- Assess formally your subject-specific and personal and professional skills training needs on a regular basis and ensure you are aware of the opportunities available to meet these needs. A full review of your skills training needs should be carried out each year with your supervisor.
- Ensure you are aware of the formal requirements in relation to transfer and confirmation of status and final submission, and help you to incorporate these into your plan of work. They should also advise you if you need to defer transfer or confirmation of status.
- Co-operate with you to help you write your thesis, reading drafts critically and returning them promptly.
- Help you prepare for your viva, and in making any necessary corrections to the thesis.

6 You are expected to

- Meet with your supervisor regularly and give due weight to any guidance or corrective action proposed, keeping a written record of your discussions where appropriate.
- Draw up a research plan and timetable of work in consultation with your supervisor, and keep relevant records of all aspects of your work.
- Co-operate with your supervisor to make a detailed joint report on your progress at the end of each term.
- Take ultimate responsibility for your research programme, including the development of subject-specific, research, personal and professional skills.
- Carry out research with proper regard to good health and safety practices.
- Be aware of and comply with the University's guidance on plagiarism and of any ethical or legal issues, health and safety requirements, or intellectual property issues arising from your research.
- Pursue opportunities to engage with the wider academic community at University, national and international level.
- Keep a portfolio of training courses you attend and transferable skills activities. You will need to provide this at Transfer and Confirmation of Status.
- Submit a report on your progress on the Graduate Supervision Reporting system (GSR) 4 times per year.

Section G: Skills Development

During the course of your project you are expected to gain a number of skills, both scientific and generic, and the University runs a large number of courses to help you gain these. We consider your skills development to be very important. In the beginning of your DPhil research you should complete a Training Needs Analysis (TNA) in discussion with your supervisor(s). The TNA template can be downloaded from: https://www.mpls.ox.ac.uk/training/pgr/what-training-do-i-need ,and it is a good idea to review it regularly. We recommend that you attend three courses in your first year, and that at least one of these should be aimed at broadening your scientific background. At various points in your degree your DGS will monitor the skills training you have received, and it will not be possible to pass certain milestones, such as Transfer of Status, unless you have undergone a satisfactory amount of training.

You are expected to complete six weeks of transferable skills training in your 2nd and 3rd year. This can include demonstrating in the teaching labs, getting involved in the department's outreach activities, or teaching maths classes, for example. But please make sure that you have your supervisor's permission before committing to anything.

It is your responsibility to keep a portfolio containing a record of all the courses you have been on and activities you have undertaken. This will be examined at the various milestones described in the next section.

The Departmental Graduate Studies website https://chem.web.ox.ac.uk/graduate-skills-training contains up-to-date information about skills training courses offered in the Department and elsewhere. Some of the key training opportunities are also described below.

1 Departmental Courses

The Department organises a number of courses, some of these are part of the graduate induction process, e.g. learning to use X-ray crystallography etc. Others can be taken at any time during the year by arrangement, e.g. courses in NMR, and the mechanical workshop. There is also an academic course in Statistics, which operates in Michaelmas Term. Our centres of doctoral training offer a wide range of courses in their first years, and these are also available to other graduate students via the Divisional Graduate School, subject to space limitations. These and other opportunities can be found on our Skills training website (see the link above).

2 Divisional courses

The Divisional Graduate School offers over 300 courses to Graduate Students; please visit: https://www.mpls.ox.ac.uk/training/pgr for more information and to book training and development courses. For example, you might want to attend a course on scientific writing, making a presentation or time management.

3 Research Seminars

The Department offers a wide variety of research seminar programs, and you are expected to attend at least your main section seminar, which takes place regularly during term. It is important for your development as a researcher that you learn to appreciate the wider landscape of research. It is all too easy to fall into the trap of thinking "I won't attend this one because it is not relevant". A common comment of DPhil examiners is that the candidate is very good in the narrow area of their project but does not appreciate how it relates to the wider scientific context. It is not good training to become an expert in such a narrow area that you can never do anything else.

4 Teaching, demonstrating and outreach

With the permission of their supervisor, students may do a limited amount of tutorial/class teaching, or demonstrating in the teaching labs. The Department organises classes in Mathematics and Physics for first year undergraduates and in Quantum Chemistry and Crystallography for students taking these as a Supplementary Subject.

These opportunities are advertised annually by email to all DPhil students, and in each case you will need to be trained by the organiser of the course. For example, in the teaching labs you will be trained by the appropriate lab coordinator or departmental lecturer to ensure that you understand the

experiments you will be demonstrating and the practical assessment process. If you are a tutor, you will also need to attend regular meetings where you are briefed on what to expect in the students' work and can discuss with the other tutors any difficulties you may be having.

Senior DPhil students may also be asked to give college tutorials or classes. These are organised by the colleges, and you will need to attend a short course on tutorial and class teaching before you do this.

You may wish to become involved in the department's public engagement or outreach activities, for example through the "Alchemists" student ambassadors group. Again, make sure that your supervisor is happy for you to do this. If you are interested in joining this group, please fill in the form here.

5 Enterprising researchers

Researchers increasingly need to be able to demonstrate impact, attract funding, collaborate and communicate with commercial partners at the same time as exploring new research ideas.

The MPLS Enterprise programme offers you ways to develop skills that support these activities through a progressive series of half day workshops and a variety of seminars, networking events and activities. If you find that you want to do more then there is scope to participate in Business School programmes (but no pressure to do so). There is also support to participate in national and international competitions, if you want to do that, too.

More details on courses and workshops are available from the MPLS Enterprise pages: https://www.mpls.ox.ac.uk/training/enterprise .

There are also links to the University-wide portal **Enterprising Oxford**, which encourages and promotes entrepreneurship. This make it easy for students, researchers and staff to find out about (and join in with) local entrepreneurship events and training. We support collaboration across many disciplines in developing responses to challenges, both big and small. To find out more go to http://www.eship.ox.ac.uk

Read more about how one researcher got involved at http://www.eship.ox.ac.uk/when-can-i-call-myself-science-entrepreneur

The enterprise programme also covers many aspects highlighted on the **Researcher Development Framework** (RDF).

Section H: Monitoring your progress

Many of these milestones have associated GSO (Graduate Studies Office) forms, which can be found on the University website at Graduate forms | University of Oxford.

1 Graduate Supervision Reporting system (GSR)

This is an on-line reporting system, which is used by the DGS to monitor your progress. Four times a year (three times a year for graduate taught students) you are required to write a short assessment of your own progress and to raise a flag if you have any worries about this. Anything you write will be read by your supervisor(s), your DGS, and your College Advisor.

It is mandatory to complete a self-assessment report every reporting period. If you have any difficulty completing this you should speak to your supervisor or Director of Graduate Studies. Your self-assessment report will be used by your supervisor(s) as a basis to complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead. You should use this opportunity to:

- Review and comment on your academic progress during the current reporting period
- Measure your progress against the timetable and requirements of your programme of study
- Identify skills developed and training undertaken or required (within the self-assessment report for taught programmes, and via the TNA – Training Needs Analysis form in GSR for research programmes)
- Describe your engagement with the academic community
- Raise concerns or issues regarding your academic progress to your supervisor
- Outline your plans for the next term (where applicable)

Your supervisor is also required to file a report on your progress on each GSR reporting period. Your supervisor will raise a flag if they have any concerns about your progress. GSR will alert you by email when your supervisor or DGS has completed your report and it is available for you to view. Their report may be viewed by you, by your DGS and by your College Advisor, and is an early way for us to detect if there are any problems and to seek to help you if there are.

2 Transfer of Status

When you are admitted you are a Probationary Research Student (PRS). Towards the end of your first year of research you are invited to apply to submit an application for Transfer of Status, your first progression milestone as a graduate student. Upon completion of transfer of status you become a fully-fledged graduate student. Standard DPhil - and MSc(Res) students - are permitted 4 terms to undergo this assessment (however, the Departmental practice is to invite students after 3 terms of research). CDT students have 6 terms to transfer status (this extension is a consequence of the extensive first year training programme). If you need more time, you can apply for deferral of transfer of status (for a term or a maximum two terms) via your Student Self-Service.

MPLS Preparing for Transfer of Status form: The term before you are due to transfer you are invited to complete and upload (via GSR) this form. The form has been created to be used in supervisions/meetings to support the student in reflecting on their level of preparedness for the transfer of status assessment. You should go through this with your supervisor to help you identify if there are any specific areas where you might still need help.

All PRS students need to complete the University's online research integrity course (https://www.mpls.ox.ac.uk/training/mpls-training/our-courses/mpls-research-courses/research-integrity-online-courses) and the information security course (https://www.infosec.ox.ac.uk/module) before applying for the Transfer of Status assessment.

The detailed requirements for Transfer of Status will be circulated in advance of your assessment, but you will be expected to do the following:

1 Submit an application for Transfer of Status via Student Self-Service. This application must then be approved by your supervisor, your college, and the Director of Graduate Studies for your Section. You will be required to provide a list of formal and informal training in your application for transfer for status. You are advised to be as comprehensive as possible, as the Assessors will consider this information as part of your transfer of status assessment.

2 Upload and submit a progress report via Student Self-Service. The report should include a short description of the aims and nature of your project, its context, a critical account of your progress to date, and a plan of your intended future work. This section must be no more than 5 standard A4 pages long (an additional page for references is permitted). In addition to the progress report, you should append a summary documenting a list of seminars, lectures and conferences that you have attended during your probationary year. You are also required to prepare a short (half page) lay summary aimed at an audience with general scientific knowledge.

3 Prepare a 10-minute PowerPoint presentation of your research work to date (concisely summarising the background to your research, your aims and goals, results and proposed future work). The presentation will be delivered during a *viva voce* examination with two members of academic staff (Assessors), and will be followed by a short interview (typically not more than 20 minutes). One of the Assessors will contact you directly via email, and arrange a suitable time for your live presentation and interview. Following your Transfer of Status assessment, you will receive communication from the MPLS Graduate Studies Office outlining the outcome of your assessment and feedback from the assessors.

Detailed instructions will be circulated prior to your assessment.

3 Confirmation of Status

The second progression milestone is known as Confirmation of Status and is only applicable to DPhil students, not MSc(Res) students. This process takes place no later than 9 terms (10 terms for CDT students) after admission as a graduate student. The purpose of Confirmation of Status is to confirm that you are continuing to work at the appropriate doctoral level and to provide assurance that if the work on the thesis continues to develop satisfactorily, then consideration of submission within the course of three further terms would appear to be reasonable. It is possible to request deferral of Confirmation of Status if there is a genuine need to do so.

You are encouraged to make use of the MPLS Confirmation of Status Checklist. This checklist maps directly onto the assessment criteria that the assessors will be using.

MPLS Preparing for Confirmation of Status form. You should use this form to reflect on your progress towards confirmation; it should be completed and uploaded to GSR the term before the confirmation assessment is due to take place. You should go through this with your supervisor to help you identify any specific areas where they might still need help.

1 Submit an application for Confirmation of Status via Student Self-Service. This application must then be approved by your supervisor, your college, and the Director of Graduate Studies. The form will ask you and your supervisor to provide a clear indication of your progress to date, and a brief timeline for submission of your thesis.

2 Upload and submit a thesis outline plan/progress report via Student Self-Service.

3 Prepare a short (approximately 15-minute) PowerPoint presentation of your research work to date (concisely summarising the background to your research, your aims and goals, results and proposed future work). The presentation will be delivered either at either at your section's Graduate Symposium, or during a *viva voce* examination with two members of academic staff (Assessors), and will be followed by some questions from your assessors. Following your Confirmation of Status assessment, you will receive communication from the MPLS Graduate Studies Office outlining the outcome of your assessment and feedback from the assessors.

Detailed instructions will be circulated prior to your assessment

You may not submit your thesis for examination until your status has been confirmed, and you are expected to submit within 3 terms after Confirmation of Status.

4 Thesis submission and examination

Proof-reading: It is your responsibility to ensure your thesis has been adequately proof-read before it is submitted. Your supervisor may alert you if they feel further proof-reading is needed, but it is not their job to do the proof-reading for you. You should proof-read your own work, as this is an essential skill in the academic writing process. However, for longer pieces of work it is considered acceptable for students to seek the help of a third party for proof reading. Such third parties can be professional proof-readers, fellow students, friends or family members (students should bear in mind the terms of any agreements with an outside body or sponsor governing supply of confidential material or the disclosure of research results described in the thesis). Proof-reading assistance may also be provided as a reasonable adjustment for disability. Your thesis may be rejected by the examiners if it has not been adequately proof-read. The University's Policy on Use of Third Party Proof-readers may be found at: Use of Third Party Proof-readers | Academic Support (ox.ac.uk) . The MPLS Division offers training in proof-reading as part of its Scientific Writing programmes.

Statement of authorship: MPLS Graduate School Committee has approved a Statement of Authorship template, which has been developed in response to the new regulations for examination by integrated thesis. The template should be used to provide a statement of authorship for those cases where joint/multi-authored papers are included in a thesis, to certify the extent of the new student's own contribution. The template can be downloaded Submitting your thesis — Mathematical, Physical and Life Sciences Division (ox.ac.uk) .

Appointment of examiners: When you are ready to submit your thesis you will need to apply for appointment of examiners (via your Student Self-Service). The examiners will normally be nominated by your supervisor, but the nominations have to be checked as suitable by the University (i.e. suitably qualified and not connected with you).

Submission: You will be required to submit a digital copy of your thesis via Student Self-Service. Your internal examiner will contact you to arrange a date and place for the *viva voce* (oral) examination, which will also be advertised, either in the University Gazette or by a notice in the Department and the Examinations Schools.

Viva examination: The viva is a University examination and you are required to wear academic dress for it. It will normally take between two and three hours and you will be asked questions on your project and on its scientific context. After the viva the examiners will decide on an outcome and write a report. Many different outcomes are possible, the most common are to recommend the award, or to ask for minor corrections to the thesis, which must be completed within two months and approved by one of the two examiners. If more substantial corrections ('major') are required you will be given six months to complete them, and your examiners may need to re-examine you (please note that the major corrections option is available for DPhil programmes only, not MSc by Research). Once the required revisions have been approved you must submit a final version of your thesis to http://ora.ox.ac.uk for the electronic thesis archive. Currently on deposit you have a choice of selecting immediate release of your thesis via ORA, or a choice of a 1-year or 3-year embargo period (starting from the date you were granted leave to supplicate). It should be noted however that if you are in receipt of funding from the Research Councils UK (UKRI) or another sponsor, the length of the embargo to be applied may be determined by the terms of your funding grant. Please check the policy conditions if you are in receipt of a funding grant. Should there be a need for you to apply an embargo to your thesis that is greater than 3 years, you may apply for dispensation. Other possible viva outcomes are: a request for a complete rewrite (reference back), to award a lower degree or to fail the student outright, although these outcomes are unusual in Chemistry, and we would hope to have identified any serious problem in advance as part of the usual monitoring process. A full list of the possible outcomes and more information can be found at: https://www.ox.ac.uk/students/academic/exams/research and https://examregs.admin.ox.ac.uk

Remote vivas: With the permission of the relevant board (given through the Director of Graduate Studies), vivas may be held with any or all of the candidate and examiners attending remotely via video call. A potential reason for this may be that an examiner or the candidate are based outside the UK, and would be travelling to the UK for the sole purpose of attending the viva. All parties must agree to the viva being held in this format.

5 Other events

There are many other eventualities that may arise during your DPhil, which require some action, notably the completion and submission of a GSO form which must be approved by your supervisor, the college and the department (the DGS). The most common are suspension of status, deferral of Transfer of Status/Confirmation of Status, or Extension of time for thesis submission.

Suspension of status: if you are ill or for some other reason are unable to continue research for a substantial time then you can apply for suspension of status. Students are allowed to apply for a maximum of six terms suspension in total. However, you may only apply for a maximum of three terms at any one time. You can also apply for suspension of status for Maternity, Paternity or Adoption leave (more information is available at: https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/extensions-and-suspensions). You will then also need to apply for return from suspension of student status when you wish to come back.

Doctoral students registered with Chemistry (and other MPLS – Mathematical, Physical and Life Sciences Division's departments) who suspend for maternity leave are entitled to 26 weeks paid leave regardless of their current funding situation at the Research Council stipend level. In those cases when both the mother and father are students, this financial support can be shared if it enables the female student to return to study in her MPLS department. Funding is available in years 1-4 of their programme.

More information is available at: https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/your-rights-and-responsibilities .

A complete list of GSO forms is found in the next section.

6 GSO forms

The Graduate Studies Office (GSO) has forms for virtually every eventuality. These may be downloaded from https://www.ox.ac.uk/students/academic/guidance/graduate/progression

Section I: Research Ethics and Integrity

The ethical values that underpin research are the same as those generally accepted in a civilised society. These are honesty, truthfulness, objectivity, respect for others and fairness. Serious violations of these standards are commonly referred to as Scientific Misconduct, and can be a very serious matter. There is an excellent book, "On being a scientist", published by the US National Academy of Sciences, which is recommended reading for anyone embarking on a research career.

Falsification or fabrication of data. In the worst instances this can be complete invention of data subsequently claimed as experimental results, or the deliberate alteration of data to support a hypothesis. Such practices are very serious because they can mislead other researchers into following false leads. Practices such as smoothing data may be acceptable, but if you do this you must report how it was done. A grey area here is selection of data. Data presented should be representative and not just the best examples you can find.

Mistakes. Scientific research, by its nature, is prone to errors. If you discover that something you have written or published is wrong, then it is important to correct this error so that people following up on your research are not misled.

Plagiarism and referencing. According to the University web page
http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism

Plagiarism is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

In scientific research it is really important to use proper attribution so that you are not claiming other people's work as your own. This not only includes proper use of referencing, but also proper acknowledgement of people who have contributed to the work.

Conflict of interest. This covers a variety of situations, for example conflict between the scientific aims of a project and the commercial aims of the company funding it or the spin-out company of the supervisor. You may also be confronted with conflicting calls on your time: it is clearly not acceptable to accept a grant or a stipend to do research and then to spend your time in some other activity. There may also be a conflict between your research and a religious belief.

Consequences of research. Research does not take place in isolation, and your research will hopefully have consequences for society in general. It is the duty of a scientist to try to think through the possible ways in which your research may be applied or misused.

Bullying and harassment. This has been dealt with on page 14.

Research integrity is a commitment to creating an environment that promotes responsible conduct by embracing standards of excellence, trustworthiness and lawfulness. The University expects its students to maintain the highest standard of integrity in their research.

For individual researchers, research integrity entails a commitment to a range of practices including:

- intellectual honesty in proposing, performing, and reporting research;
- accuracy in representing contributions to research proposals and reports;
- transparency in handling conflicts of interest or potential conflicts of interest;
- protection of human participants in the conduct of research;
- humane care of animals in the conduct of research.

There are no universally correct ways to do research. There are, however, standards of practice which apply generally. Researchers should:

- be aware of the legislation, codes of practice and University policies relevant to their field;
- have the necessary skills and training for their field;
- comply with the University and funder policies relating to research data management;
- be aware of the publication rules for the journals they want to publish in;

- ask if they feel something isn't quite right;
- not ignore problems;
- be accountable to the University and their peers for the conduct for their research.

All researchers are expected to be committed to ethical principles and professional standards. Not upholding such standards, either intentionally or through lack of knowledge, damages the scientific process and may harm research participants, colleagues, the University and society as a whole.

Policies and resources

All those involved with research at Oxford are expected to read and abide by the University's Code of Practice and Procedure for Academic Integrity in Research:

https://hr.admin.ox.ac.uk/academic-integrity-in-research

The Department requires that all new graduate students attend Dr Galpin's talk on 'Effective and Responsible Research' which is scheduled as part of the Chemistry Induction.

The University's Research Integrity website:

https://researchsupport.admin.ox.ac.uk/governance/integrity contains a number of additional resources, including links to information on authorship, conflicts of interest, research data management, health and safety, human participation in research, intellectual property, research involving animals, and research misconduct.

Your supervisor will play an important role in helping you to develop skills for good practice in research, and is the first person you should ask if you have queries about any aspect of research integrity. Other sources of support and advice include Director of Graduate Studies, other academics, and the ethics advisors in University Research Services:

https://researchsupport.admin.ox.ac.uk/about.

Section J: Student feedback

The Department wants your experience of research in Oxford to be as positive, enjoyable and rewarding as possible, and we always want to hear your feedback, particularly on aspects that can be improved. Suggestions can be made to your supervisor, to your DGS, to your Head of Section or to the Director of Studies/Deputy Director of Studies at any time. There is also a forum where students and staff together meet twice a term to discuss any issues that might arise; this is the Graduate Chemistry Joint Consultative Committee (Graduate CJCC).

1 Graduate Chemists' Joint Consultative Committee (Graduate CJCC)

This committee comprises graduate students, Part II students and postdocs. The staff members are the Deputy Director of Studies (Chair), the three Directors of Graduate Studies and the Graduate Studies Administrator.

The Graduate CJCC reports directly to the Graduate Studies Committee and to the Chemistry Faculty, and has made a real contribution to improvements in the Department.

2 Student representation

The Departmental committee dealing with Graduate matters is the Graduate Studies Committee and has Graduate student representation. Two student members from the Graduate CJCC generally attend meetings of the GSC.

The MPLS Division has a Graduate Joint Consultative Forum (GJCF), on which a student representative from the Department of Chemistry sits. One member of the GJCF sits on the MPLS Divisional Board and the MPLS Graduate School Committee. More information can be found here on the MPLS website.

3 Opportunities to provide evaluation and feedback

Students on full-time and part-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at: https://academic.admin.ox.ac.uk/student-barometer-survey.

4 Complaints and appeals

There is a formal complaints procedure, which is linked to from the web page https://chem.web.ox.ac.uk/graduate-policies-and-procedures. Initially it is preferable to resolve any complaints informally, but if this is not possible, then you should talk to your academic advisor (usually your DGS), who will attempt to resolve the issue or pass it on to someone who can. If the Department is not able to resolve the problem, then you can make a formal complaint to the Proctors.

Appendices

1. Forms you will need

The most important forms, that should be completed as soon as possible after you start in the Department, are the following:

a Your details in the on-line database at: https://intranet.chem.ox.ac.uk/myinfo

b (for staff and students working in laboratories) Safety Code of Conduct document which will have been handed to you at induction.

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

a Expenses Claim Form

b Purchase Order Form

c Travel Insurance Form

d Sickness Form

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

2. Safety officers

Safety			
Area Safety Officer	Dr Paul Roberts (*)	paul.roberts@chem.ox.ac.uk	75915
Departmental Safety Officer (Biological Safety Officer and Senior Radiation Protection Supervisor)	Dr Adam Hardy (*)	adam.hardy@chem.ox.ac.uk	75177
Departmental Safety Officer (Hazardous Waste Expert)	Ms Deborah Palmer (*)	deborah.palmer@chem.ox.ac.uk	75676
Chemistry Teaching Laboratory (CTL)	Dr Malcolm Stewart	malcolm.stewart@chem.ox.ac.uk	85108
Laser Safety Officer	Dr Lavina Snoek	lavina.snoek@physics.ox.ac.uk	73349

(*) can be contacted by radio via Reception or the Facilities Team

3. Who's who and contact details

Key Contacts

See: https://unioxfordnexus.sharepoint.com/sites/CHEM-Administration/SitePages/Department-structure.aspx

Meetings and Committees

See: https://unioxfordnexus.sharepoint.com/sites/CHEM-Administration/SitePages/Meetings-and-committees.aspx

Safety Officers

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

See: https://unioxfordnexus.sharepoint.com/sites/CHEM-Safety

Finance Team

See: https://unioxfordnexus.sharepoint.com/sites/CHEM-Finance/SitePages/Meet-the-team.aspx

Facilities Team:

See: https://unioxfordnexus.sharepoint.com/sites/CHEM-Facilities/SitePages/Buildings%20and%20maintenance.aspx

HR Team

See: https://unioxfordnexus.sharepoint.com/sites/CHEM-HR

IT Team

See: https://oxfordchemistry.freshdesk.com/support/solutions/articles/201000049741-chemistry-it-support-staff

Graduate Studies Office

Director of Studies & Associate Head of Department (Teaching)

Dr Martin Galpin ☎: 85721 martin.galpin@chem.ox.ac.uk

Deputy Director of Studies (Chair of Graduate Studies Committee and Graduate CJCC):

Dr Jim Thomson ☎: 82760 james.thomson@chem.ox.ac.uk

Directors of Graduate Studies:

Inorganic Chemistry:

Professor Michael Hayward ☎: 72623 michael.hayward@chem.ox.ac.uk

Organic Chemistry and Chemical Biology:
Professor Jeremy Robertson ☎: 75660 org-dgs@chem.ox.ac.uk

Physical and Theoretical Chemistry:
Professor Peter Hore ☎: 75415 peter.hore@chem.ox.ac.uk

Administrative matters for graduate students are handled by the Graduate Studies Administrator, Aga Borkowska, and her assistants Dionne Offord and Charlotte Cooper, who are based in the Faculty Office on the ground floor of the Inorganic Chemistry Laboratory (tel.: 72569 / 72567). Please use the shared mailbox graduate.studies@chem.ox.ac.uk to contact the team via email or contact Aga directly for confidential matters (aga.borkowska@chem.ox.ac.uk).

Undergraduate student matters

Administrative matters for undergraduate students are dealt with by Laura Fenwick, Undergraduate Studies Administrator, also based in the Inorganic Chemistry Laboratory (tel.: 72568; undergraduate.studies@chem.ox.ac.uk).

4. Term dates/closure days

See: https://www.ox.ac.uk/about/facts-and-figures/dates-of-term

The Department is closed for the August Bank Holiday.

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

5. Opening hours

Reception

See: https://unioxfordnexus.sharepoint.com/sites/CHEM-Facilities/SitePages/Receptions.aspx

Stores

See: https://unioxfordnexus.sharepoint.com/sites/CHEM-Facilities/SitePages/Stores.aspx

6. Useful University contacts

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

Research Services

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

www.admin.ox.ac.uk/rso

MPLS team based at 9 Parks Road:

a. Nathan Davis, Research Funding Specialist, email: nathan.davies@admin.ox.ac.uk (main contact for Chemistry): 82598
b. Barbara Murray (Head of Research Services, Science Area): 82585

Finance

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

Mathematical, Physical and Life Sciences Division

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

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

https://www.mpls.ox.ac.uk/graduate-school/

Personnel Services

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

In the first instance, you should contact your local Chemistry HR contacts (see organisational charts above).

Occupational Health

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

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

Safety Office

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

Hazardous waste disposal

For hazardous waste disposal (which includes most chemicals), contact Deborah Palmer on 75676 or deborah.palmer@chem.ox.ac.uk