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Section A: Welcome and introduction

1 Welcome

Welcome to Part II

Welcome back to Oxford, on behalf of all the academic and support staff of the Department, for the start of your Part II year. For many Oxford Chemists, the Part II experience (which has had a very similar format for over 100 years) is very much the jewel in the crown of the Oxford Chemistry course. You will have the opportunity to engage your mind, and use the knowledge and understanding of chemistry you have developed, to carry out research that may be at the cutting edge of the field. You will develop new skills and qualities that should stand you in good stead for whatever direction your life takes beyond this year. And, as with all things in life, what you get out of this experience will depend on how much you are prepared to commit to it – so we hope that you immerse yourself fully in the excitement of ‘real research’ and above all have an enjoyable and productive year.

Professor Mark Brouard
Head of the Department of Chemistry

2 About the Department

a Academic sections

The Department is organised into three main sections: Physical and Theoretical Chemistry; Inorganic Chemistry; and Organic Chemistry. A further sub-section focuses on research into Chemical Biology. The Department is led by the Head of Department, Professor Mark Brouard.

Research in the Department is carried out across three main buildings. The Physical and Theoretical Chemistry Laboratory (PTCL) and Inorganic Chemistry Laboratory (ICL) focus on work in physical and inorganic chemistry respectively. However, chemists from all sections carry out research in the Chemistry Research Laboratory (CRL). This building is the focus of work in organic chemistry and chemical biology. There is a new Chemistry Teaching Laboratory, accessible from Mansfield Road, which was handed over to the Department in July 2018.

⇒ For a map of the Chemistry Department and University Science Area, please see page 7

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://intranet.chem.ox.ac.uk/support-staff-teams.aspx
3  Who’s who?

For information about post holders and committee structures see https://intranet.chem.ox.ac.uk/structure-of-department.aspx
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 of fire extinguishers, fire exits, safe escape routes and assembly points in the building in which they are working in case of emergency.

1 Emergency calls

Emergency telephone calls can be made from any telephone on the University network by dialling 999.

2 Fire

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

On hearing the fire alarm, leave the building by the shortest approved route. Do not use lifts. Proceed to the assembly point. Do not re-enter the building until you are told it is safe to do so by the senior fire fighter in charge or a safety officer.

3 Medical emergencies

In the event of a serious/life threatening medical emergency call 999.

If the injury is less serious call Oxford 01865 220208 for Accident Service, John Radcliffe Hospital, Headington.

If it is an EYE accident: send the injured person to the Eye Hospital and call 01865 224800 to warn the hospital of their arrival (24-hour service). Please note that the Eye Hospital is in the West Wing at the John Radcliffe Hospital. The Eye Emergency Department operates a booking system, although patients with urgent, painful or sight threatening conditions will be seen promptly, so ensure that you phone ahead. First aiders may, of course, assess that ambulance transport is needed for some injuries.

4 Accidents causing injury

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

Eyes: if a chemical gets into an eye, wash out the substance at once and continue washing for at least ten 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 private car 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 224800). If possible, call the hospital to warn them in advance. Ask at your local reception to arrange for a taxi to take you to the hospital.

⇒ For a full list of first aiders, with contact details, see http://safety.chem.ox.ac.uk/first-aiders.aspx
Record in the Accident/Incident Report Book (kept in Reception in the CRL, ICL, PTCL and the CTL) as soon as possible:

- All accidents causing injury,
- Incidents that do not cause injury but which under other circumstances might have done so – 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. The completed form, and Accident Book, must be returned upon completion. The form will then be given to the Area Safety Officer for processing.

See [http://safety.chem.ox.ac.uk/first-aiders.aspx](http://safety.chem.ox.ac.uk/first-aiders.aspx) for details of first aiders

5 Other emergencies

eg security issues, gas or water leaks

**During working hours:** contact a member of the Facilities Team or a safety officer. 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.

See [http://safety.chem.ox.ac.uk/emergency-contacts.aspx](http://safety.chem.ox.ac.uk/emergency-contacts.aspx) for details of the Facilities Team and Safety Officers

The Non-Emergency Police (Thames Valley) Number is 101, if you need to contact the local Police force.
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 laboratory areas 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 see the Assistant Area Safety Officer to arrange an appointment for an eye test or to order glasses.

Although the Departmental buildings are open 24 hours a day (to those with a University card that is enabled on Chemistry’s security system), no-one is permitted to work alone when carrying out experimental work. If you are planning to work outside normal working hours, ie after 6pm and before 8am, you must sign the late working book available in the reception area of the building in which you are working. Note that the reception area itself is likely to be unmanned at this time so, if you are planning to work late, make sure you know where the book is kept and make sure you have your University card with you.

The Department participates in the NUS Green Impact scheme, which promotes a sustainable environment to study and work in. Having achieved the Gold Award, and the Gold for our Labs, as well as an Excellence Award, the next step for the Department is to maintain that exceptional standard. You can help to contribute towards achieving this 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: Part II students are expected to work extended terms.

Extended term dates for Part II chemists:

<table>
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<th>Year</th>
<th>Hilary</th>
<th>Trinity</th>
<th>Michaelmas</th>
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<tr>
<td>2019</td>
<td></td>
<td></td>
<td>26 September – 20 December</td>
</tr>
<tr>
<td>2020</td>
<td>3 January – 8 April</td>
<td>20 April – 11 July</td>
<td>24 September – 22 December</td>
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There is some flexibility: it is possible for the MPLS Division to vary these dates but you must make sure that your supervisor knows and approves any deviation from this. The most important thing is that it is a 38 week project. It is particularly important that you are available for the viva examination, which will take place in the last two weeks of the extended Trinity Term.

Illness: If you are away from the Department because of illness you should inform your supervisor as soon as possible. Your supervisor will be asked to say whether your project was affected by illness, and if so then supporting documentation will need to be provided in the usual way through your College Senior Tutor.

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 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.

⇒ Faculty 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 (note the restrictions on lone experimental working).

Once you have updated your information in the online database at [https://intranet.chem.ox.ac.uk/myinfo](https://intranet.chem.ox.ac.uk/myinfo) and completed the Code of Conduct Form, you should hand the form in to the reception desk of the Chemistry Research Laboratory, and then your University card number can be added to the Chemistry system, 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](https://www.oxforduniversitystores.co.uk/product-catalogue/university-card-office/lost-cards).

3 **Notices and the intranet**

Relevant Departmental notices will be displayed 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 and the display screens.

The University “Gazette” and staff magazine “Blueprint” can be read online at [http://www.ox.ac.uk/gazette/](http://www.ox.ac.uk/gazette/) and [http://www.ox.ac.uk/staff/publications/blueprint/index.html](http://www.ox.ac.uk/staff/publications/blueprint/index.html). The 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.

4 **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.

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 OUSU 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@ousu.org.

For contact details of the Departmental Harassment Officers, please see [https://intranet.chem.ox.ac.uk/chemistry-harassment-advisors.aspx](https://intranet.chem.ox.ac.uk/chemistry-harassment-advisors.aspx)

5 **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.

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

There is more useful information about Lab notebooks at: [http://www.admin.ox.ac.uk/media/global/wwwadminox.ac.uk/localsites/researchdatamanagement/documents/labnotes_policy.pdf](http://www.admin.ox.ac.uk/media/global/wwwadminox.ac.uk/localsites/researchdatamanagement/documents/labnotes_policy.pdf).

In some Groups an electronic Laboratory notebook is used – please check with your Supervisor, and ask about training to use it efficiently.
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.

You can use the Atrium Café in the CRL building (usually open between 8am and 4pm), and the PTCL common room.

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. Each building also has showers for use by cyclists.

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. You should consult the room booking policy (http://www.chem.ox.ac.uk/rooms/room-booking-policy-may-2016_f.pdf) as there are restrictions on when rooms can be booked.

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.

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 web page (www.chem.ox.ac.uk/help), 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 at https://intranet.chem.ox.ac.uk/it-rules.aspx and help concerning the connection of non-Departmental machines to our network may be found on the IT help page (www.chem.ox.ac.uk/help).

A large number of tailored mailing lists are available to facilitate communication with various categories/groups of personnel within the Department of Chemistry (intranet.chem.ox.ac.uk/mailling-lists.aspx).

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

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://intranet.chem.ox.ac.uk/it-support-staff.aspx 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 (eg. 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://intranet.chem.ox.ac.uk/software.aspx

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 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 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 it is not possible to send parcels.

7 Workshops

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

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

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

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

Purchases

Chemistry currently operates three Stores, one in each of the CRL, ICL and PTCL buildings. For details of Stores opening times, please see https://intranet.chem.ox.ac.uk/stores-opening-times.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 lee.douglas@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 Staff Card is linked, items can be purchased from any of the three Chemistry Stores. In CRL your University Staff 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.

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 spectroscopy
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://intranet.chem.ox.ac.uk/facilities-management.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 has been refurbished and 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, eg 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/](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](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 Sam.Forster@chem.ox.ac.uk who 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](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.

An expenses claim form is available on the Department of Chemistry intranet and should be completed, signed and counter-signed by your supervisor. Completed forms should be passed to the Finance team in the ICL. All expenses claims must be supported by original receipts.
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](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](mailto: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 [http://www.admin.ox.ac.uk/councilsec/compliance/briberyfraud/](http://www.admin.ox.ac.uk/councilsec/compliance/briberyfraud/).

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 ([http://www.admin.ox.ac.uk/personnel/cops/pid/](http://www.admin.ox.ac.uk/personnel/cops/pid/)) and as such will be brought to the attention of the Registrar, who will decide on the procedure to be adopted.

Further information regarding the University Bribery Policy can be found at [http://www.admin.ox.ac.uk/councilsec/compliance/briberyfraud/](http://www.admin.ox.ac.uk/councilsec/compliance/briberyfraud/).

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*For details of your local stores and finance contacts, see [https://intranet.chem.ox.ac.uk/stores--logistics.aspx](https://intranet.chem.ox.ac.uk/stores--logistics.aspx) and [https://intranet.chem.ox.ac.uk/finance.aspx](https://intranet.chem.ox.ac.uk/finance.aspx)*
Section F: Supervision

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 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, post-doctoral researchers or senior graduate students. 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.

2 Further advice

If you need advice on any matter you may approach your College tutor, your Head of Section, the Director of Studies or the Head of the Department of Chemistry.

3 Part II Administrator

Administrative matters for Part II students are handled by Laura Fenwick, who is based in the Faculty Office on the ground floor of the Inorganic Chemistry Laboratory (tel: 72568 or undergraduate.studies@chem.ox.ac.uk).

4 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 termly report of your progress for your College on the OxCort system
- Co-operate with you to help you write your thesis, reading one draft critically and returning it promptly.
- Help you prepare for your viva.
5 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
Section G: Skills Development

During the course of your project you are expected to gain a number of skills, both scientific and generic. We consider your skills development to be very important. The Part II also gives you the opportunity to develop different skills from the previous three years, in addition to the knowledge and understanding that you develop in your project area. The key skills that we want you to develop in Part II are

2. Problem solving. Troubleshooting problems with experiments / computations / theory.
4. Lateral and global thinking. Understanding the context of the project.
5. Information handling. Literature survey.

These are all important for your future professional career. Your intellectual engagement in a Part II project should go well beyond simply following a set of instructions provided by a supervisor or other members of the group. The University runs a large number of courses to help you gain these.

1 Departmental Courses

The Department organises a number of courses, some of these are part of the 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 research students, subject to space limitations.

2 Research Seminars

The Department offers a wide variety of research seminar programs, and you are encouraged 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 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.
Section H: Monitoring your progress

1 OxCort System

This is an online reporting system, which is used by your College to monitor your progress. Your supervisor is required to file a report on your progress at the end of each term. This report may be viewed by you, and by your College Senior Tutor, and is an early way for your College to detect if there are any problems and to seek to help you if there are.

2 Thesis submission and examination

You must submit a form containing the title of your thesis, approved and signed by your supervisor, to the PA of your Head of Section by Friday 4th week of Hilary Term. Laura will contact you with the details in plenty of time for this. The form can be found on the Departmental website at http://teaching.chem.ox.ac.uk/part-ll-subject-of-investigation-form.aspx.

During the Easter vacation the examination timetable will be drawn up and circulated at the start of Trinity Term.

The thesis is expected to be a professionally written scientific report, properly referenced and professionally presented. There is a page limit of 60 pages, detailed instructions will be sent by Laura on behalf of the Examination Board and are available on the web page at http://teaching.chem.ox.ac.uk/latest-examination-information.aspx.

The deadline for handing the thesis in to the Examination Schools is noon on Friday 7th week of Trinity Term. This is an absolute deadline, theses that are late will be reported to the Proctors, who may fine you, or instruct the examiners not to mark the thesis, or delay your degree result. If the thesis is marked there will also be an academic penalty, as specified in the Examination Conventions. You have 38 weeks to produce the thesis; please don’t leave it too late.

The thesis will be read in detail by two examiners, who will also give you an oral examination (viva) on it. There will be at least one and probably two other examiners present in your viva, they are not a part of the examination, but are required to be present to ensure fairness. The instructions to examiners for marking the thesis are available on the Part II web page, http://teaching.chem.ox.ac.uk/assessment-guidelines.aspx. The thesis will be independently marked out of 100 by each examiner and the viva out of 10 by each examiner, giving a total out of 220. This mark has a weight of 25% in your final degree classification.
Section I: Research Ethics

The ethical values that underpin research are the same as those generally accepted in a civilised society. These are honesty, trustworthiness, 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/goodpractice/about/ "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 in section C above. The key is that you should have respect for your co-workers, and you can expect them to treat you with respect.

Research integrity. 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 standards 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 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 of 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.

There is an online research integrity course, which students are encouraged to take, especially if they are considering a research career: online Research Integrity.

The University’s Research Integrity website contains a number of additional resources, including links to information on authorship, conflicts of interest, research data management, health and safety, human participations 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 your Director of Studies, other academics in the Department, and the ethics advisors in University Research Services.

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1 http://www.admin.ox.ac.uk/personnel/cops/researchintegrity/
2 https://weblearn.ox.ac.uk/portal/site:/skills:ricourses
3 to https://researchsupport.admin.ox.ac.uk/governance/integrity
4 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 Head of Section or to the Associate Head of Department (Teaching) at any time.

1 Chemistry Joint Consultative Committee (CJCC).

The Chemistry Joint Consultative Committee (CJCC) is a forum where students and staff together meet twice a term to discuss any issues that might arise. This forum contains Part II representatives. Since this committee is mainly concerned with the course there is also a Graduate consultative committee that deals with research-related issues.

2 Graduate Joint Consultative Committee (GJCC).

This committee comprises eight graduate students, two Part II students and one postdoc. The staff members are the Director of Studies, the three Directors of Graduate Studies and the Graduate Studies Administrator.

The GJCC reports directly to the Graduate Studies Committee and to the Chemistry Faculty, and has made a real contribution to improving the Department.

3 Student representation

The Departmental committee dealing with Academic matters is the Chemistry Teaching Committee and has student representation (three Part II students).

4 Complaints and appeals

There is a formal complaints procedure, which is linked to from the web page http://teaching.chem.ox.ac.uk/complaints-and-appeals-procedure.aspx. Initially it is preferable to resolve any complaints informally, but if this is not possible, then you should talk to your college tutor, 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

⇒ 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 www.chem.ox.ac.uk. See: https://intranet.chem.ox.ac.uk/1finance-forms.aspx

2. Safety officers

<table>
<thead>
<tr>
<th>Safety</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Safety Officer</td>
<td>Chris Blackwell</td>
<td><a href="mailto:chris.blackwell@chem.ox.ac.uk">chris.blackwell@chem.ox.ac.uk</a></td>
<td>72687 / 75928</td>
</tr>
<tr>
<td>Assistant Area Safety Officer</td>
<td>Debbie Palmer</td>
<td><a href="mailto:deborah.palmer@chem.ox.ac.uk">deborah.palmer@chem.ox.ac.uk</a></td>
<td>75676</td>
</tr>
<tr>
<td>Teaching Laboratory Safety Officer</td>
<td>Malcolm Stewart</td>
<td><a href="mailto:malcolm.stewart@chem.ox.ac.uk">malcolm.stewart@chem.ox.ac.uk</a></td>
<td>85108</td>
</tr>
<tr>
<td>Biological Safety Officer</td>
<td>Zhihong Zhang</td>
<td><a href="mailto:zhihong.zhang@chem.ox.ac.uk">zhihong.zhang@chem.ox.ac.uk</a></td>
<td>75628</td>
</tr>
<tr>
<td>Deputy Biological Safety Officer</td>
<td>Luet Wong</td>
<td><a href="mailto:luet.wong@chem.ox.ac.uk">luet.wong@chem.ox.ac.uk</a></td>
<td>72619</td>
</tr>
<tr>
<td>Senior Radiation Protection Supervisor</td>
<td>Stephen Faulkner</td>
<td><a href="mailto:stephen.faulkner@keble.ox.ac.uk">stephen.faulkner@keble.ox.ac.uk</a></td>
<td>72723</td>
</tr>
<tr>
<td>Senior Radiation Protection Supervisor</td>
<td>Adam Hardy</td>
<td><a href="mailto:adam.hardy@chem.ox.ac.uk">adam.hardy@chem.ox.ac.uk</a></td>
<td>75677</td>
</tr>
<tr>
<td>Laser Supervisor</td>
<td>Stuart Mackenzie</td>
<td><a href="mailto:stuart.mackenzie@chem.ox.ac.uk">stuart.mackenzie@chem.ox.ac.uk</a></td>
<td>75156</td>
</tr>
</tbody>
</table>

⚠️ can be contacted by radio
3. Chemistry harassment advisers

Harassment advisers are there to listen and advise. Any further action will be your choice.

Further advice on dealing with harassment, including the full Code of Practice, is on www.admin.ox.ac.uk/eop/har. A printed copy is also available from the Equality and Diversity Unit by telephoning (2) 89825.

Department of Chemistry harassment advisers:

<table>
<thead>
<tr>
<th>Name</th>
<th>Section/team</th>
<th>Location</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Blackwell</td>
<td>Safety</td>
<td>ICL</td>
<td>72687</td>
</tr>
<tr>
<td>Stephen Faulkner</td>
<td>Inorganic</td>
<td>ICL</td>
<td>72723</td>
</tr>
<tr>
<td>Claire Vallance</td>
<td>PTC</td>
<td>CRL</td>
<td>75179</td>
</tr>
<tr>
<td>Chris Timmel</td>
<td>Inorganic</td>
<td>ICL</td>
<td>72682</td>
</tr>
<tr>
<td>Kevin Valentine</td>
<td>Workshops</td>
<td>PTCL</td>
<td>75442</td>
</tr>
</tbody>
</table>

4. Who’s who and contact details

Chemistry Management Board:

See: https://intranet.chem.ox.ac.uk/chemistry-management-board.aspx

Chemistry Operations Team:

See: https://intranet.chem.ox.ac.uk/cot.aspx

Safety officers/Teaching Laboratory Officers

Overall responsibility for safety in the Department lies with the Head of Department, Professor Mark Brouard. 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 and supervisors:

See: http://safety.chem.ox.ac.uk/safety-officers-.aspx

Finance Team

https://intranet.chem.ox.ac.uk/finance.aspx

Facilities Team:

See: https://intranet.chem.ox.ac.uk/1facilities.aspx

HR Team

See: https://intranet.chem.ox.ac.uk/hr-team.aspx

IT Team

See: https://intranet.chem.ox.ac.uk/it-support-staff.aspx
Faculty Office
Associate Head of Department (Teaching):
Nick Green ☏: 01865282760 nicholas.green@chem.ox.ac.uk
Administrative matters for Part II students are dealt with by Laura Fenwick, Undergraduate Studies Administrator, who is based in Inorganic Chemistry Laboratory (tel: 01865272568 or undergraduate.studies@chem.ox.ac.uk)

5. Term dates/closure days

Term dates

<table>
<thead>
<tr>
<th>Hilary</th>
<th>Trinity</th>
<th>Michaelmas</th>
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<tbody>
<tr>
<td>2019</td>
<td></td>
<td>13 October – 7 December</td>
</tr>
<tr>
<td>2020</td>
<td>19 January – 14 March</td>
<td>26 April – 20 June</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11 October – 5 December</td>
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</table>

Extended term dates for Part II chemists:

<table>
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<tr>
<th>Hilary</th>
<th>Trinity</th>
<th>Michaelmas</th>
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</thead>
<tbody>
<tr>
<td>2019</td>
<td></td>
<td>26 September – 20 December</td>
</tr>
<tr>
<td>2020</td>
<td>3 January – 8 April</td>
<td>20 April – 11 July</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24 September – 22 December</td>
</tr>
</tbody>
</table>

University closure dates
(All dates are inclusive)

<table>
<thead>
<tr>
<th>Easter</th>
<th>Christmas</th>
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<tbody>
<tr>
<td>2019</td>
<td>Monday 23 December – Wednesday 1 January 2020</td>
</tr>
<tr>
<td>2020</td>
<td>Friday 10 April – Monday 13 April</td>
</tr>
</tbody>
</table>

The Department is also 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.
Provisional dates, and the dates for Encaenia, can be found at: http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.htmlт.
6. Opening hours

Reception

<table>
<thead>
<tr>
<th></th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRL</td>
<td>8.00 am</td>
<td>5.15 pm</td>
</tr>
<tr>
<td>PTCL</td>
<td>8.00 am</td>
<td>5.15 pm</td>
</tr>
<tr>
<td>ICL</td>
<td>8.00 am</td>
<td>5.15 pm</td>
</tr>
<tr>
<td>CTL</td>
<td>9.30 am</td>
<td>5.15 pm</td>
</tr>
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</table>

Stores

<table>
<thead>
<tr>
<th></th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRL</td>
<td>Mon – Thurs 9.30am</td>
<td>Fri 9.30am 4.00pm (no lunchtime closure)</td>
</tr>
<tr>
<td>PTCL</td>
<td>Mon - Fri Swipe Card Access</td>
<td>Swipe Card Access</td>
</tr>
<tr>
<td>ICL</td>
<td>Mon - Fri Swipe Card Access</td>
<td>Swipe Card Access</td>
</tr>
</tbody>
</table>

7. Useful University contacts

For e-mail and telephone details for University employees, see [www.ox.ac.uk/applications/contact_search/](http://www.ox.ac.uk/applications/contact_search/)

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/](http://www.mpls.ox.ac.uk/)

Safety Office

10 Parks Road, [www.admin.ox.ac.uk/safety](http://www.admin.ox.ac.uk/safety) or call 70811

For hazardous waste disposal (which includes most chemicals), contact Frances Russell on 70815 or frances.russell@safety.ox.ac.uk
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