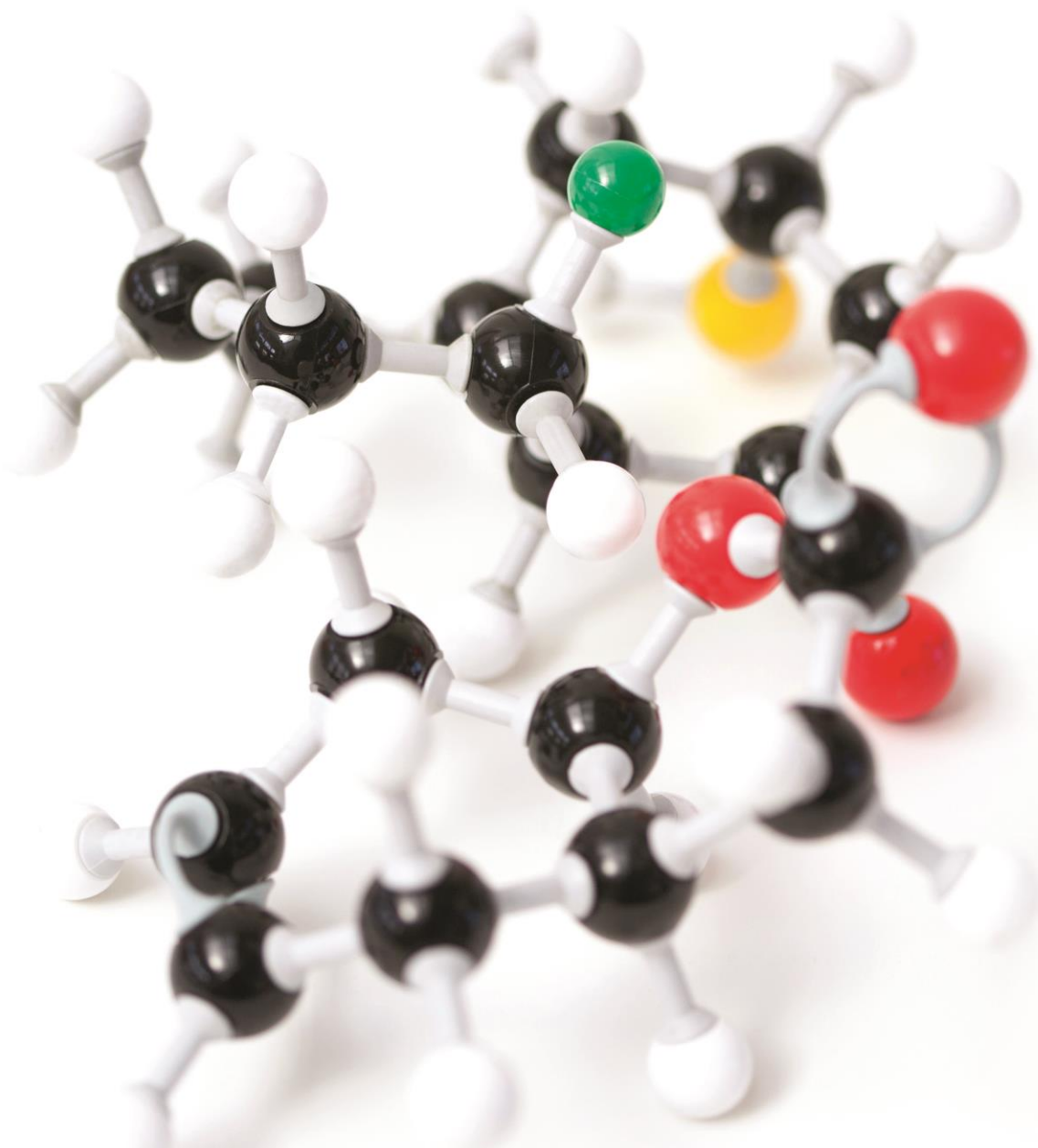




UNIVERSITY OF  
OXFORD



# Welcome to Chemistry

Department of Chemistry  
Part II Handbook 2016/17



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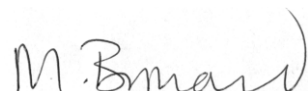
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# Section A: Welcome and introduction

## 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 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.

Work 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. The organic chemistry teaching laboratory is located in the Dyson Perrins building, accessible via South Parks Road.

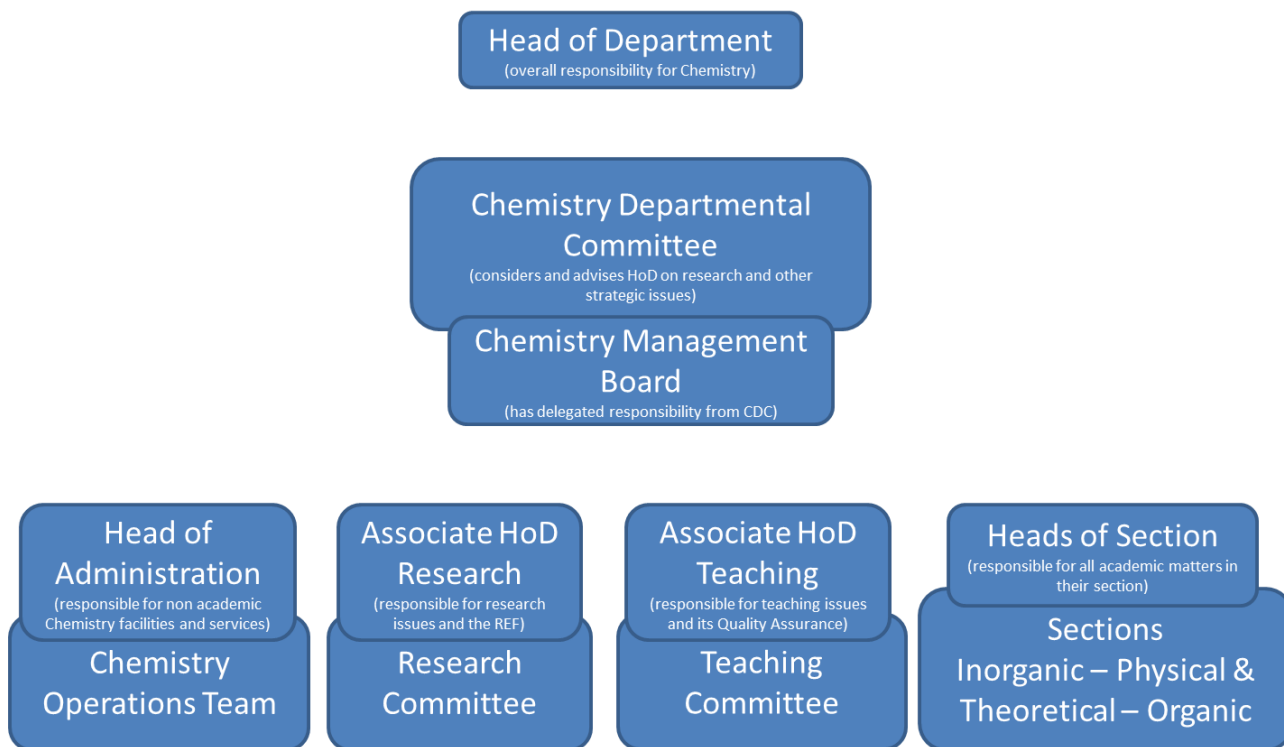
⇒ For a map of the Chemistry Department and University Science Area, please see page 6

### b Administration

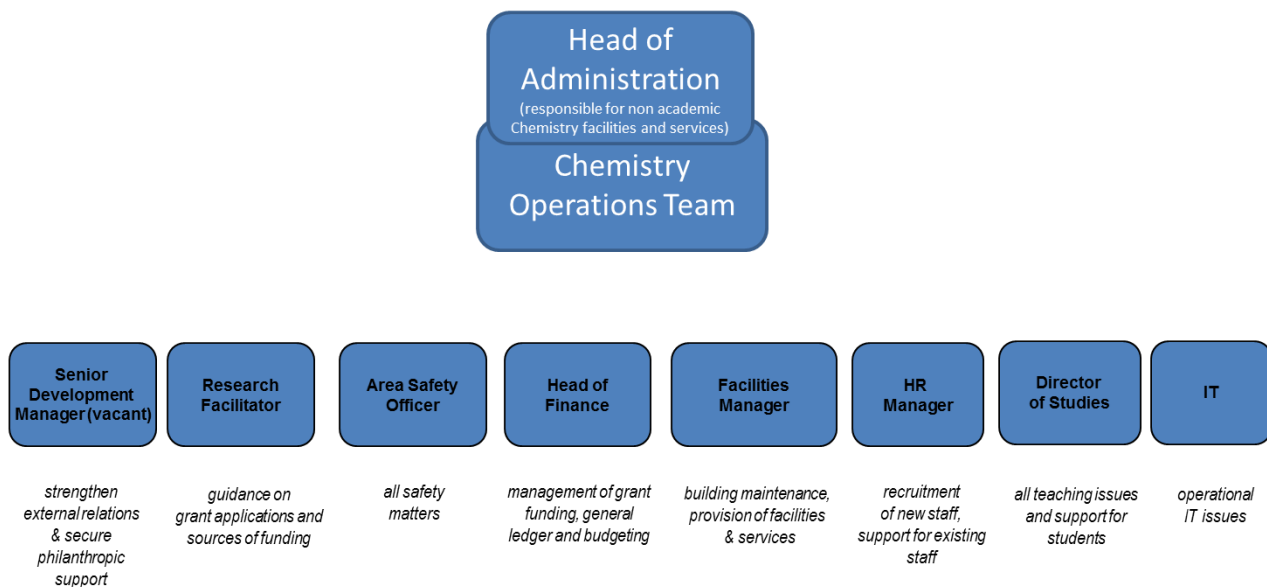
Academic work in the Department is supported by an administration team providing services such as finance, building maintenance, stores, workshops, personnel and IT, and guidance on issues such as safety and research funding.

⇒ For organisational charts and contact details of administration staff see <https://intranet.chem.ox.ac.uk/support-staff-teams.aspx>

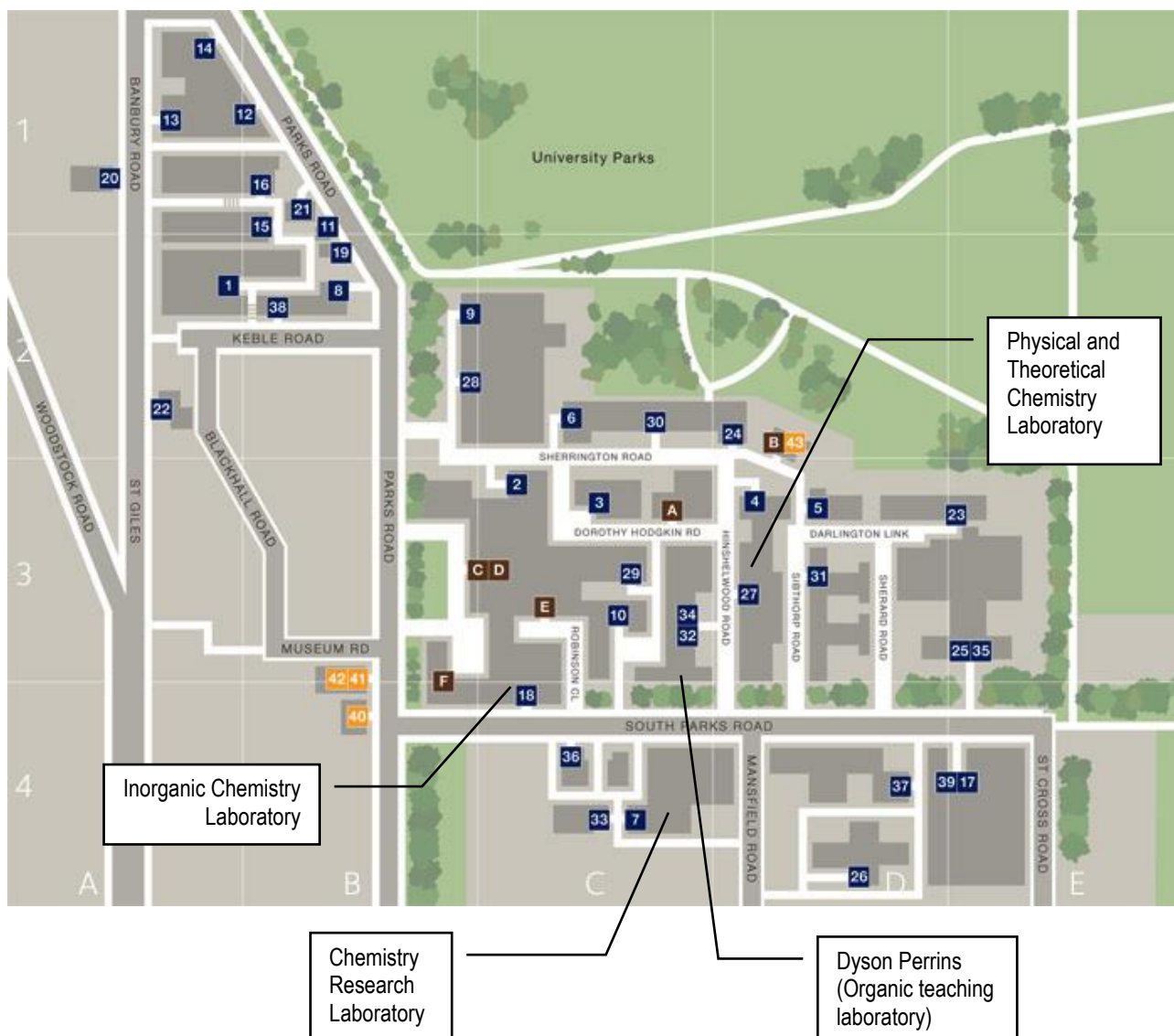
### 3 Who's who?



⇒ For information about post holders and committee structures see <https://intranet.chem.ox.ac.uk/structure-of-department.aspx>



## 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

⇒ □ For a full list of contacts for staff, facilities and services, see appendices

## 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 9-999.

### 2 Fire

If you discover a fire, activate the nearest alarm. Dial 9-999 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.

**On activating or hearing the fire alarm, leave the building by the shortest 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 fireman in charge or a safety officer.**

### 3 Medical emergencies

**In the event of a serious/life threatening medical emergency call 9-999.**

**If the injury is less serious call Oxford 9-01865 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 has moved to 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.

⇒ □ For a full list of first aiders, with contact details, see <http://safety.chem.ox.ac.uk/first-aiders.aspx>

### 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: 9-01865 220208) or the Emergency Eye Department in the hospital's West Wing (tel: 9-01865 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.

Record in the **Accident/Incident Report Book** (kept in Reception in the CRL, ICL and the PTCL, or if in the DP ask teaching lab staff) 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> 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> for details of the Facilities Team and Safety Officers

The Non-Emergency Police (Thames Valley) Number is (9)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 Facilities Office Manager 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 the next step for the Department is to investigate the possibility of achieving an Excellence award. 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:

	Hilary	Trinity	Michaelmas
2016	5 January – 23 March	4 April – 9 July	22 September – 20 December
2017	3 January – 12 April	24 April – 8 July	21 September – 19 December
2018	2 January – 28 March	9 April – 7 July	

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.

⇒ □ For 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 (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 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 £10 fee for a replacement card, if it is lost.

## 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, notice boards, home page Calendar, and the display screens.

The University “Gazette” and staff magazine “Blue Print” can be read online at <http://www.ox.ac.uk/gazette/> and <http://www.ox.ac.uk/staff/publications/blueprint/index.html>. 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.

## 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](mailto: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](mailto:advice@ousu.org)

⇒□ For contact details of the Departmental Harassment Officers, please see <https://intranet.chem.ox.ac.uk/chemistry-harassment-advisors.aspx> and posters displayed in each building

## 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/>

There is more useful information about Lab notebooks at:

[http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/researchdatamanagement/documents/labnotes\\_policy.pdf](http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/researchdatamanagement/documents/labnotes_policy.pdf)

# 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.

## 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](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](mailto:conferences@chem.ox.ac.uk).

## 4 ICT and media services

Currently there are eight members of staff who provide ICT support for the Department of Chemistry. For information on who to contact and how to receive ICT support please use the Chemistry IT help web page ([www.chem.ox.ac.uk/help](http://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 ICT 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\\_\\_](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 the network may be found on the ICT help page ([www.chem.ox.ac.uk/help](http://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](http://intranet.chem.ox.ac.uk/mailling-lists.aspx)).

The ICT 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 ICT 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://intranet.chem.ox.ac.uk/it-support-staff.aspx> for contacts for ICT 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/Beilstein/CrossFire:

- You can use Reaxys when on any University premises, eg from Chemistry Department offices or labs, college, or Radcliffe Science Library (RSL); but NOT from off-site eg. via VPN.

#### Web of Science:

- You may go into the RSL and use Web of Science as a "Walk-In User" while you are "within the Library Premises".
- You can therefore only use Web of Science within the RSL.

#### Scopus:

- You can use Scopus when on any University premises, e.g. from Chemistry Dept offices or labs, college, or RSL; but NOT from off-site eg. 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: [www.oucs.ox.ac.uk/sls/useterms.xml](http://www.oucs.ox.ac.uk/sls/useterms.xml)

### Sophos :

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>.

### ChemDraw/ChemOffice, Origin, Labview, Matlab, Mathematica, EndNote and MS Office & Windows OS:

May be installed on any University-owned computers and used on those machines by all members of Department including visitors but NO commercial use.

University licenses do NOT cover use by staff and visitors on their own machines, for this they need to buy the products themselves at full commercial prices.

## 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.

### Glassblowers

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

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.

⇒ □ For locations and contact details for workshop services, see <https://intranet.chem.ox.ac.uk/design--fabrication-workshops.aspx>

## 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](mailto: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. Your University Staff Card will be scanned on checkout at the Stores, this will automatically charge your cost centre.

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://intranet.chem.ox.ac.uk/stores-opening-times.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:

- Nuclear magnetic resonance (NMR)
- Mass spectroscopy
- X-ray diffraction
- Electron spin resonance (ESR)
- Surface analysis
- 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](mailto:iprocurement@chem.ox.ac.uk) with your details.

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

The University ideally likes to use preferred suppliers which can be found on R12. 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](mailto:Sam.Forster@chem.ox.ac.uk) who will be able to help with the 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 detail on ordering procedures please visit the Central Finance webpage <https://www1.admin.ox.ac.uk/finance/ppt/purchasing/>

## 4 Expenses and Travel Insurance

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 CRL**. All expenses claims must be supported by original receipts.

A global travel insurance policy is in place for all travel on University business. You will be expected to complete a risk assessment of where you are planning to travel and to provide details of what event you are attending and where you will be staying. [As soon as you have booked your travel arrangements](#) complete a travel insurance form, your supervisor must sign it, and then pass to the Finance team in CRL. Please ensure that the completed form has original signatures on it.

The travel insurance form and [expense claim form](#) can be downloaded from the Chemistry Intranet <https://intranet.chem.ox.ac.uk/1finance-forms.aspx>.

## 5 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 CRL](#).

## 6 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/>

## 7 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/>) 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/> .

⇒□ For details of your local stores and finance contacts, see <https://intranet.chem.ox.ac.uk/stores--logistics.aspx> and <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 College tutors

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 Nina Jupp, who is based in the Faculty Office on the ground floor of the Inorganic Chemistry Laboratory (tel: 72568 or [nina.jupp@chem.ox.ac.uk](mailto:nina.jupp@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 your progress for your College on the OxCort system
- Co-operate with you to help you write your thesis, reading drafts critically and returning them 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, and the University runs a large number of courses to help you gain these. We consider your skills development to be very important.

### **1 Departmental Courses**

The Department also 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 two centres of doctoral training, in Synthesis and Biology for Medicine and in Theory and Modelling in the Chemical Sciences, both offer a wide range of courses in their first years, and these are also available to other research students.

### **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 on-line 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 4<sup>th</sup> week of Hilary Term. Nina will contact you with the details in plenty of time for this.

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 Nina 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 7<sup>th</sup> 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 on it. The instructions to examiners for marking the thesis are available on the Part II web page. 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 on page 10 above.

## **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 Director of Studies 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 Academic Board 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](http://www.chem.ox.ac.uk). See: <https://intranet.chem.ox.ac.uk/1finance-forms.aspx>

## 2. Safety officers

Safety			
Area Safety Officer	Dr Chris Blackwell	<a href="mailto:chris.blackwell@chem.ox.ac.uk">chris.blackwell@chem.ox.ac.uk</a>	72687 / 75928
PTCL/ICL Safety Officer	Dr Chris Blackwell 	<a href="mailto:chris.blackwell@chem.ox.ac.uk">chris.blackwell@chem.ox.ac.uk</a>	75483
CRL/Dyson Perrins Safety Officer (Organic section)	Dr Malcolm Stewart	<a href="mailto:malcolm.stewart@chem.ox.ac.uk">malcolm.stewart@chem.ox.ac.uk</a>	75663 / 75926
Biological Safety Officer	Dr Zhihong Zhang	<a href="mailto:zhihong.zhang@chem.ox.ac.uk">zhihong.zhang@chem.ox.ac.uk</a>	75628
Deputy Biological Safety Officer	Professor. Luet Wong	<a href="mailto:luet.wong@chem.ox.ac.uk">luet.wong@chem.ox.ac.uk</a>	72619
Senior Radiation Protection Supervisor	Vacant		75677
Senior Radiation Protection Supervisor	Professor Stephen Faulkner	<a href="mailto:stephen.faulkner@keble.ox.ac.uk">stephen.faulkner@keble.ox.ac.uk</a>	72723
Laser Supervisor	Professor Stuart Mackenzie	<a href="mailto:stuart.mackenzie@chem.ox.ac.uk">stuart.mackenzie@chem.ox.ac.uk</a>	75156

 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](http://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:

Name	Section/team	Location	Phone number
Abbie Muchechti	HR	ICL	75098
Jayne Shaw	Faculty	PTCL	75093
Chris Blackwell	Safety	ICL	72687
Stephen Faulkner	Inorganic	ICL	85148
Claire Vallance	PTC	CRL	75179
Chris Timmel	Inorganic	ICL	72682
Kevin Valentine	Workshops	PTCL	75442

### 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:

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

Chemistry Director of Studies:

Dr Nick Green                      ☎: 82760                      [nicholas.green@chem.ox.ac.uk](mailto:nicholas.green@chem.ox.ac.uk)

Administrative matters for Part II students are dealt with by Nina Jupp, Undergraduate Administrator, who is based in Inorganic Chemistry Laboratory (tel: 72568 or [nina.jupp@chem.ox.ac.uk](mailto:nina.jupp@chem.ox.ac.uk))

## 5. Term dates/closure days

### Term dates

	Hilary	Trinity	Michaelmas
2016	17 January – 12 March	24 April – 18 June	9 October – 3 December
2017	15 January – 11 March	23 April – 17 June	8 October – 2 December

### Extended term dates for Part II chemists:

	Hilary	Trinity	Michaelmas
2016	5 January – 23 March	4 April – 9 July	22 September – 20 December
2017	3 January – 12 April	24 April – 8 July	21 September – 19 December
2018	2 January – 28 March	9 April – 7 July	

### University closure dates

(All dates are inclusive)

	Easter	Christmas
2016	Friday 25 March – Monday 28 March	Thursday 22 December – Monday 2 January
2017	Friday 1 April – Monday 17 April	Friday 22 December – Tuesday 2 January
2018	Thursday 29 March – Monday 2 April	Friday 21 December – Tuesday 1 Tuesday

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.html](http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.html) .

## 6. Opening hours

### Reception

	AM	PM
CRL	8.00am	5.15pm
PTCL	8.00am	5.15pm
ICL	8.00am	5.15pm

### Stores

	AM	PM
CRL Mon – Thurs	9.30am	5.30pm (no lunchtime closure)
Fri	9.30am	4.00pm (no lunchtime closure)
PTCL Mon - Thurs	8.30am – 1.00pm	2.00pm – 4.30pm
Fri	8.30am – 1.00pm	2.00 – 4.00pm
ICL Mon - Thurs	8.30am – 1.00pm	2.00pm – 4.30pm
Fri	8.30am – 1.00pm	2.00 – 4.00pm

## 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](mailto:frances.russell@safety.ox.ac.uk)

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