UNIVERSITY OF OXFORD

DEPARTMENT OF STATISTICS

RESEARCH DEGREES

STUDENT HANDBOOK

2014-2015
## CONTENTS

1. Introduction ........................................... 2
2. Study Requirements .................................. 2
3. Progression .......................................... 4
4. Research Degree Examination Process ........... 5
5. Skills training ....................................... 12
6. Teaching by graduate students .................... 13
7. Student feedback and representation ............ 14
8. Sources of help and advice ....................... 17
9. Departmental facilities ............................. 19
Welcome to the Department of Statistics.
The purpose of this handbook is to provide you with information about the Department, key stages in progressing towards your research degree, financial matters and pastoral care. We hope that your time as a research student in Statistics will be enjoyable and successful.

1. Introduction

Useful contacts:

<table>
<thead>
<tr>
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<th>Name</th>
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<tbody>
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<td>c/o Jan Boylan</td>
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<td>Statistics Reception</td>
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</tr>
<tr>
<td>IT support</td>
<td></td>
<td><a href="mailto:ithelp@stats.ox.ac.uk">ithelp@stats.ox.ac.uk</a></td>
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<tr>
<td>Harassment Advisors</td>
<td>Dr Neil Laws</td>
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</tr>
<tr>
<td></td>
<td>Jennie McKenzie</td>
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</tr>
</tbody>
</table>

2. Study Requirements

Term Dates and residence requirements
Each term lasts eight weeks, but terms simply set the periods during which formal instruction is given by way of lectures, seminars and tutorials. The University functions throughout the year and as a research student you will need to work in vacation as well as in term time (apart from reasonable breaks). You should agree any days off in the working week (Monday-Friday) with your supervisor. As a minimum you should expect to be able to take 3 weeks leave in addition to bank holidays (8 days) and periods of fixed closure for the Department (at Christmas and Easter, 6 days in total). Keep a record of the days you have taken as holiday.
The three eight-week terms (weeks 1-8) in 2014/2015 are:

MICHAELMAS TERM
Sunday 12 October 2014 to Saturday 6 December 2014

HILARY TERM
Sunday 18 January 2015 to Saturday 14 March 2015

TRINITY TERM
Sunday 26 April 2015 to Saturday 20 June 2015.

Residence
There are minimum residence requirements for the degree. DPhil students must have lived in college-approved accommodation within the University for at least six terms and MSc by Research students for three terms. If you are unable to keep the required number of terms because of illness or other reasonable cause, the University Proctors may excuse you from part of statutory residence. Students living out of college must reside within 25 miles of Carfax in the centre of Oxford. See [http://www.admin.ox.ac.uk/proctors/info/pam/section7/] for further details.

Dispensation from the residence limits will only be granted by the Proctors in exceptional circumstances. Applications need to be made through your College Office. If you live outside the residence limits without permission, you will not fulfil the statutory requirements for your degree.

See form GSO.8 [http://www.ox.ac.uk/students/academic/guidance/graduate/progression] to apply for dispensation from statutory residence.

Extensions of time
DPhil students are expected to submit their thesis between three and at most four years of starting their doctoral course. Students lose their DPhil status if they fail to submit their thesis within 12 terms of being admitted as a research student, and will no longer be registered as a student of the University.

MSc by Research students are expected to submit their thesis within three years of starting their research course and lose their status as an MSc by Research student if they fail to submit their thesis within nine terms of being admitted as a research student.

In exceptional circumstances extensions of time can be given for up to six terms for DPhil students, and up to three terms for MSc by Research students. The Department will normally only give one term of extension at a time. Form – GS0.15 [http://www.ox.ac.uk/students/academic/guidance/graduate/progression] and further information at [http://www.ox.ac.uk/students/academic/guidance/graduate/research/submission]

If you are funded by a research council or charity you may need to make a separate application to the funding body in parallel to that being made within the University. Your funding body’s regulations for extension of time will not necessarily be the same as those of the University.

Suspension of status
If you cannot work for a particular reason then you can apply for suspension of status for not less than one and not more than three terms at any one time. Overall, you cannot suspend status for any more than six terms.
If you are funded by a research council or charity you may need to make a separate application to the funding body in parallel to that being made within the University. Your funding body's regulations for suspension of status will not necessarily be the same as those of the University. Form GSO.15 - http://www.ox.ac.uk/students/academic/guidance/graduate/progression and further information at http://www.ox.ac.uk/students/academic/guidance/graduate/research/suspension.

Students on Tier 4 visas should note the information given at http://www.ox.ac.uk/students/visa/during/changes. If you hold a Tier 4 Student visa issued using a CAS number, the University is obliged to report your suspension to the UKBA who may cut your visa length short.

Students returning from a period of suspension of status, should complete form GSO.17a http://www.ox.ac.uk/students/academic/guidance/graduate/progression

Withdrawal, Lapsing and reinstatement
If students decide to withdraw from their research degree before being given leave to supplicate, they should inform the University using form GSO.29. http://www.ox.ac.uk/students/academic/guidance/graduate/progression
It is possible to request reinstatement to the register following a withdrawal or lapsing of registration. See http://www.ox.ac.uk/students/academic/guidance/graduate/research/withdrawal for further details.

Internships
Information about internship opportunities can be found at http://www.careers.ox.ac.uk/internship-office-and-work-experience/the-internship-programme/. Students wishing to undertake internships should consult their supervisor and the Director of Graduate Studies or the Academic Administrator as issues such as suspension of status for the period of the internship need to be considered.

Maternity/paternity
Information on the University’s childcare services can be found at http://www.admin.ox.ac.uk/childcare/

Departmental information
The starting point for departmental information for research students is the webpage at http://www.stats.ox.ac.uk/current_students/research_degrees. There is also a WebLearn site for research students at https://weblearn.ox.ac.uk/x/gi7LSL.

3. Progression

General information on the research degree stages can be found at http://www.ox.ac.uk/students/academic/guidance/graduate/research.

The Divisional Graduate Schools has guidance at http://www.mpls.ox.ac.uk/learning/graduate-school/postgrad-students/grad-progression.

All the progression forms required can be found at http://www.ox.ac.uk/students/academic/guidance/graduate/progression.
The Examination Regulations can be found at http://www.admin.ox.ac.uk/examregs/

Research supervision
The Code of Practice on Supervision and the Brief Guide can be found at http://www.mpls.ox.ac.uk/ckfinder/userfiles/files/Supervision%20Code%20of%20Practice%202014-15.pdf. The University also provides a useful website on research degree supervision and examining at http://www.learning.ox.ac.uk/supervision/. Although this is aimed primarily at supervisors, it should be of interest to research students.

3.1 Transfer of status

These notes must be read in conjunction with the relevant regulations given in the University's Examination Regulations http://www.admin.ox.ac.uk/examregs/24-00_12_REGULATIONS_FOR_THE_DEGREE_OF_DOCTOR_OF PHILOSOPHY.shtml and http://www.admin.ox.ac.uk/examregs/23-00_11_REGULATIONS_FOR_THE_DEGREE_OF_MASTER_OF_SCIENCE_BY.shtml

Whilst the contents of the notes reflect the wishes of the Department, they are advisory and nothing in them should be construed as augmenting or modifying the University and Divisional regulations.

Fee implications
Before applying for transfer from Probationer Research Student to DPhil status, students should make sure that they are aware of the fee implications and that they will have adequate financial support. Applications to transfer to DPhil status need to be signed by the appropriate officer of the student's college, who will need to be assured on this point (form GS02).

Preparing for the application to transfer from probationer to DPhil student status

Category A application -
If a student has had little or no previous experience of research then he or she must prepare to make a Category A application. Most research students follow this route.

In consultation with the supervisor he or she must write a dissertation which is specifically for the purpose of supporting the application. The dissertation should be preferably 15-30 printed pages of TEX, depending on font used. It need not be bound but it should be securely fastened. It should also be typewritten or printed on A4 sheets with ample margins.

The dissertation may consist of a short piece of original work that could be included or developed to be part of a doctoral thesis, or a critical review of some part of the subject area, for example. It must offer something which is not readily available in the existing literature. Simply interlacing sections of existing texts and papers is not enough.

The purpose of the dissertation and its assessment is simply to establish whether the probationer student has the potential to undertake doctoral research. Such basic feedback should be clear and forthcoming after 12 months of graduate study, and in fairness to the student, the supervisor is expected to work towards that schedule.

Category B application -
If the applicant has already had experience of statistical research (for example if he or she has studied for a Master's degree) and thinks that he or she already satisfies these criteria, then a decision must be made whether or not the applicant should make a Category B application.
For category B applications the written work may consist of:

- a thesis or dissertation produced in connection with another course of research or study;
- or work that has been accepted for publication in a learned journal;
- or other work which is in the opinion of the applicant's supervisor of comparable standing.

If at the start of study the applicant considers that he or she has work such as this and also has carried out sufficient course work and study to prepare himself or herself for research for the DPhil, then the applicant should consult the supervisor immediately. If, in the light of the supervisor’s opinion the applicant then decides to make a Category B application, he or she should proceed to do as described in the next sections.

**Timing of the application**

**Category A**

Category A applications should normally be made by the end of the student’s first year. Only in exceptional circumstances may this be delayed beyond the end of the fourth term, when a formal application for deferral must be made for a maximum of two terms. Form GSO.2b is required for deferral beyond the fourth term.

**Category B**

If the applicant makes a Category B application, this should be done in his or her first term of study.

**Centre for Doctoral Training students**

Note that CDT students normally submit their application for transfer in the fifth term of study and must do so no later than the end of week 8 of the sixth term from admission to the CDT programme.

**MSc by Research status**

Instead of making a Category A application for transfer to DPhil student status, applicants may instead apply for transfer to MSc student status. The procedure is similar except that no written work is needed.

Transfer to MSc status is, of course, appropriate if applicants decide they would prefer to study for the MSc by Research; but it is also appropriate if applicants are uncertain. A student registered for the MSc by Research may subsequently make a Category A application for transfer to DPhil status.

<table>
<thead>
<tr>
<th>Application due</th>
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<tbody>
<tr>
<td>DPhil in Statistics category A</td>
</tr>
<tr>
<td>Normally by end of third term of study. Application should be submitted by</td>
</tr>
<tr>
<td>Wednesday 5th week of fourth term and viva held before end of fourth term.</td>
</tr>
<tr>
<td>DPhil in Statistics category B</td>
</tr>
<tr>
<td>Application should be submitted by Wednesday 5th week of first term of study.</td>
</tr>
<tr>
<td>CDT student</td>
</tr>
<tr>
<td>Application should be submitted normally in the fifth term of study and no</td>
</tr>
<tr>
<td>later than end of week 8 of sixth term of study and viva held before start of</td>
</tr>
<tr>
<td>seventh term.</td>
</tr>
<tr>
<td>MSc by Research</td>
</tr>
<tr>
<td>Normally by end of third term of study. Application should be submitted by</td>
</tr>
<tr>
<td>Wednesday 5th week of fourth term and viva held before end of fourth term.</td>
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</tbody>
</table>
Making the application for transfer to DPhil Status

To make an application the following must be submitted:
- an application for transfer from Probationer Research Student to DPhil student status (form GSO.2)
- a departmental application form (MAT.1)
- a description of the work undertaken in preparation for research (this must accompany form MAT.1);
- Two copies of a dissertation of between 15-30 pages of TEX

Forms GSO.2 and MAT.1 should be completed by the applicant and the supervisor, and form GSO.2 should also be signed on behalf of the college, usually by the Senior Tutor.
Both forms should then be forwarded to Graduate Studies, MPLS Divisional Office, 9 Parks Road who will arrange for signature by the Director of Graduate Studies.
The written work must be sent either to Graduate Studies, or directly to the assessors. This must be done by the date applicants have indicated on the MAT.1 form. If the dissertation is sent directly to the assessors it is essential that Graduate Studies is informed that this has been done. Otherwise the office will be unable to send the assessors the correct forms and information.

Transfer viva
After submission of the written work applicants should expect their assessors to contact them to arrange a time for the interview. The interview will be conducted informally. There will be an opportunity for the applicant to discuss his or her research plans, but the major portion of the time will indubitably be taken up by the assessors orally examining the applicant on the work submitted.

The form of this interview will depend considerably on circumstances and the supervisor may be able to help by providing the applicant with some general indication of what to expect. Applicants can be assured that they will not be expected to commit every detail to memory. The length of the interview will vary, but it is unlikely to last for much less than an hour, nor for much more than two hours.

The assessors will also examine the student’s skills training. The assessors will need to confirm that the student’s training is at the required rate of 10 days per year.

Having completed the interview the assessors will prepare a report. It is the responsibility of the Director of Graduate Studies to decide in the light of this report either to approve the application or to allow the applicant to transfer to MSc status, or to permit the applicant to remain only as a Probationer Research Student. An applicant failing to secure a Category B transfer to DPhil status would be allowed to apply subsequently to transfer under Category A: one further application in Category A is allowed. Applicants whose applications to transfer to DPhil status are rejected are also allowed to apply for transfer to the status of MSc by research.

The MSc by Research is less advanced in that the course of research is generally of shorter duration and also that it is a course where diligent scholarship is more likely to ensure a favourable outcome. However, it is a degree with value of its own requiring a different pattern of discipline and training.

Transfer from MSc by Research to the status of DPhil Student
This is similar to the process for transfer from Probationer Research Student to DPhil student, except that the time limit is nine terms from admission as PRS. A student whose application is rejected may re-apply just once more.
3.2 Confirmation of Status

The purpose of confirmation of status is to enable research students to receive an assessment of their work by one or more assessors. It is intended to provide an important indication that if work on the thesis continues to develop satisfactorily, then consideration of submission of the thesis within the course of three further terms would appear to be reasonable. It therefore provides a second stage of formal progress review in the 3-4 years of the student’s overall research programme. Please note however that Confirmation is by no means automatic. Those whose work does not demonstrate the necessary aptitude for research at doctoral level will not be allowed to continue in that status.

Timing

DPhil students

Confirmation of status should normally take place by the end of the eighth term after admission to graduate status, and not later than the ninth term. This timetable has been set to allow sufficient time to make confirmation of status a helpful part of a student’s development as a scientific researcher. Students are therefore encouraged very strongly to apply for confirmation of status at least 6-12 months before they expect to submit their thesis for examination.

CDT students

Confirmation of status should normally take place by the end of the ninth term after admission to graduate status.

Confirmation forms

The candidate’s application, using forms GSO.14 and MAT.3, accompanied by his or her progress report. Two assessors will be appointed to interview the candidate. The assessors will also examine the student’s Skills Training. The assessors will need to confirm that the student’s training is at the required rate of ten days per year.

Work required

Confirmation applications provide an opportunity for the assessors to decide whether a student is likely to have enough material for submission in a year’s time; and for the student to focus on constructing a thesis from the results they have, or are likely to obtain by then. Although some students will require more than 3 years in total to complete their theses, it is essential that everyone should be able to demonstrate at Confirmation a sound core of research already achieved, and a realistic timetable for the future.

To meet the first of those aims, a student should give evidence of their work: in abstract form if they have produced papers and/or given a conference talk, and in more detail if not. In the latter case, drafts of parts of the thesis already written are likely to be the most appropriate material to submit. To meet the second aim, a student might provide, for example, a table of contents of their proposed thesis, with dates for completion of each chapter. If a student proposes to submit a report substantially different from that described above, they should consult their supervisor as to whether it is likely to be suitable.

If progress has been normal, nothing like the technical detail provided at the PRS to DPhil transfer stage is required at Confirmation. In particular it is not expected that a substantial piece of work need be written specifically for the Confirmation process.

Confirmation viva

The confirmation viva takes place with two assessors. Any student, who is not successful, may have
one more attempt to be confirmed in DPhil status. Applications for the second attempt must be made normally within one term of the original application, and no later than the end of tenth term. The assessors may require evidence of progress such as written work at this second interview. The assessors will have indicated what is required of the student when making their report of the first attempt.

If, after considering a candidate’s application for confirmation of status, it is concluded that the student’s progress does not warrant this, the status of student for the degree of Master of Science by Research may be approved.

Deferral of confirmation
Directors of Graduate Studies are able to approve requests to defer confirmation of status in exceptional cases. If, for good reason, students are unable to submit an application for confirmation of status by the end of their 9th term, they may apply to defer this for a maximum of three terms, with the support of their supervisor, by completing form GSO.14b before the end of their 9th term. It is for the Director of Graduate Studies in each department to decide how many terms a candidate may be allowed to defer.

Informal interim progression steps
One Thursday afternoon each term, usually either week 7 or 8, students in years 1, 2 or 3 are required to either make a short presentation to the Department or to display a poster of their research (usually A0 or A1 size).

The timetable is:
- Michaelmas Term – Year 3 presentations
- Hilary Term – Year 2 posters
- Trinity Term – Year 1 posters.

4. Research Degree Examination Process

A flow chart of the research degree examination process can be found at https://www.ox.ac.uk/sites/files/oxford/field/field_document/Research%20Degree%20Examination%20Process_0.pdf

Information about preparation and submission of the thesis can be found at http://www.ox.ac.uk/students/academic/exams/research. This includes information on format and binding. The text of theses submitted for the DPhil should not exceed 200 pages, A4 size, double-spaced in normal-size type, but there is no limit on references, numerical tables, diagrams, computer output, etc. The normal length of a thesis, however, is nearer 100 pages (exclusive of the material defined above). Also see the Notes of guidance for research examinations for students submitting their thesis at http://www.ox.ac.uk/students/academic/guidance/graduate/progression.

Four to six weeks before the thesis is to be submitted, form GSO.3 should be submitted for appointment of examiners http://www.ox.ac.uk/students/academic/graduates/forms/

The supervisor must suggest the names of examiners on this form, after consulting the student: one internal and one external.

Two copies of the thesis should be submitted to the Examination Schools. Once the thesis has been submitted, the examiners will arrange a date for the viva voce examination. This is formal, so you must wear subfusc.
Information about the possible outcomes of the examination, and time scales for corrections to the thesis, can be found at [http://www.ox.ac.uk/students/academic/exams/research](http://www.ox.ac.uk/students/academic/exams/research).

The examination complaints procedure can be found at [http://www.admin.ox.ac.uk/proctors/info/pam/section9#d.en.40059](http://www.admin.ox.ac.uk/proctors/info/pam/section9#d.en.40059)

**Library copy of thesis**
After a student has been given leave to supplicate for their degree, he or she is required to submit a hard bound copy of the thesis, incorporating any corrections or amendments required by the examiners, to the Examination Schools for deposit with the Bodleian Library, and to submit an electronic copy to the Oxford Research Archive (ORA) [http://www.bodleian.ox.ac.uk/ora](http://www.bodleian.ox.ac.uk/ora).

Please see [http://www.rcuk.ac.uk/research/openaccess/policy/](http://www.rcuk.ac.uk/research/openaccess/policy/) for the Research Councils' policy on Open Access and also [http://www.bodleian.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues](http://www.bodleian.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues) for information on copyright and sensitive content for theses deposited in ORA.

**Graduation**
Once a student has been granted leave to supplicate, he or she will receive an email invitation with information about booking a degree ceremony. Further information about Degree Ceremonies can be found at [http://www.ox.ac.uk/students/graduation/ceremonies/](http://www.ox.ac.uk/students/graduation/ceremonies/)

**Prize**
The Corcoran Memorial lectures are named in memory of Stephen Corcoran, a DPhil student in the Department of Statistics. Stephen's research was in the field of empirical likelihood. He made substantial progress in this work but sadly his thesis remained unfinished at the time of his death from cancer in 1996. Part of Stephen's uncompleted thesis was edited by Professor A.C. Davison and published in *Biometrika* (1998, pp 967-972).

A family bequest established a lecture in honour of Stephen in which distinguished guest lecturers are invited to deliver a lecture on important aspects of their work. In addition, the Corcoran Memorial Prize is awarded every two years to students of the Department of Statistics for outstanding graduate work. The prize-winners are also invited to give a lecture.

### 4.1 Academic Integrity and the avoidance of Plagiarism

**Academic integrity**
The University’s code of practice concerning academic integrity in research is set out on the website at [http://www.admin.ox.ac.uk/personnel/cops/researchintegrity/](http://www.admin.ox.ac.uk/personnel/cops/researchintegrity/), and, while the code’s principles relate specifically to the conduct of research, all graduate students are advised to make themselves aware of the document’s contents. The University code of practice on Public Interest Disclosure can be found at [http://www.admin.ox.ac.uk/personnel/cops/pid/](http://www.admin.ox.ac.uk/personnel/cops/pid/).

**Plagiarism**

*University Definition* – see [http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism)

Plagiarism is the copying or paraphrasing of other people’s work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Collusion is another form of plagiarism involving the unauthorised collaboration of students (or others) in a piece of work.
Cases of suspected plagiarism in assessed work are investigated under the disciplinary regulations concerning conduct in examinations. **Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university.**

**Why does plagiarism matter?**

It would be wrong to describe plagiarism as only a minor form of cheating, or as merely a matter of academic etiquette. On the contrary, it is important to understand that plagiarism is a breach of **academic integrity.** It is a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another’s work as your own is not only poor scholarship, but also means that you have failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for your future career; it also undermines the standards of your institution and of the degrees it issues.

**What forms can plagiarism take?**

- **Verbatim quotation of other people’s intellectual work without clear acknowledgement.** Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else’s ideas and language.

- **Paraphrasing the work of others by altering a few words and changing their order,** or by closely following the structure of their argument, is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is entirely your own. It is better to write a brief summary of the author’s overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.

- **Cutting and pasting from the Internet.** Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.

- **Collusion.** This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.

- **Inaccurate citation.** It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (e.g. Bradshaw, D. *Title of book,* discussed in Wilson, E., *Title of book* (London, 2004), p. 189).

- **Failure to acknowledge.** You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or
supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.

- **Professional agencies.** You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided.

- **Autoplagiarism.** You must not submit work for assessment which you have already submitted (partially or in full) to fulfil the requirements of another degree course or examination.

The necessity to reference applies not only to text, but also to other media, such as computer code, illustrations, graphs etc. It applies equally to published text drawn from books and journals, and to unpublished text, whether from lecture handouts, theses or other students’ essays. You must also attribute text or other resources downloaded from web sites.

Cases of apparently deliberate plagiarism are taken extremely seriously, and where examiners suspect that this has occurred, they bring the matter to the attention of the Proctors. Your attention is drawn to the Proctors’ and Assessor’s Memorandum, Section 9.5, ‘Conduct in Examinations’, and in particular to sections 4 and 5 and the concluding paragraph of the section:

4  **No candidate shall present for an examination as his or her own work any part or the substance of any part of another person’s work.**

5  **In any written work (whether thesis, dissertation, essay, coursework, or written examinations) passages quoted or closely paraphrased from another person’s work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be clearly acknowledged.**

Although the University strongly encourages the use of electronic resources by students in their academic work, any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions.

### 5. Skills Training

**Transferable skills**

‘All research students are required to acquire “transferable” skills as part of their training, and must spend at least 10 days per year in such activities. An account of students’ skills training must be presented at transfer and confirmation of status.’

This quote is from the page [http://www.stats.ox.ac.uk/current_students/research_degrees/transferable_skills](http://www.stats.ox.ac.uk/current_students/research_degrees/transferable_skills)

Details of the Mathematical, Physical and Life Sciences (MPLS) Divisional Graduate School can be found at [http://www.mpls.ox.ac.uk/learning/graduate-school](http://www.mpls.ox.ac.uk/learning/graduate-school) and graduate training at [http://www.mpls.ox.ac.uk/learning/graduate-school/graduate-training](http://www.mpls.ox.ac.uk/learning/graduate-school/graduate-training), including a link to the Graduate Academic Programme, where a wide range of courses can be found.

**Broadening training**

All students are expected to undertake 100 hours of broadening training outside their specialist area. (EPSRC insist on this for students funded by them). The natural way to do this training (or most of it)
is to attend APTS courses in your first year. Other courses are available through the Graduate Academic Programme (and elsewhere in Oxford. Students should discuss plans with their supervisor. Students should also attend the Statistics Graduate Lectures on Thursday afternoons http://www.stats.ox.ac.uk/events and there are a number of other seminars and reading groups in the Department which might be of interest.

APTS – Academy for PhD Training in Statistics – www.apts.ac.uk – DPhil students only

A week consists of two modules, each of which corresponds to about 20 hours of training. It is not possible to take individual modules: applications have to be for one or more APTS week(s), where each week is a pair of modules. You can choose 0, 1, 2, 3 or 4 weeks, but note that later modules may build on earlier ones (to some extent) so attending later weeks only may not be very useful.

From the APTS website:
‘Each week is composed of two modules. Students attending a module are expected to engage (before attendance) in a two-week period of preparatory study directed by web-based material; this is to enable students to ensure that they have covered prerequisites necessary for the module, and to enable the module leaders to make efficient use of the training-week time. After each module there will be an assignment (exercises or mini-project), to be undertaken back in the student’s home institution and to be assessed by home-institution staff.’

Students need to take APTS seriously and should be properly prepared for each APTS week they attend. They should participate fully in the week’s activities and engage appropriately with the assessment material following the week.

Applying for APTS weeks is a firm commitment to attend. If a student is given a place on an APTS week and then drops out, there is a financial cost which will be met by a corresponding reduction in the departmental travel funding available to that student during their DPhil, unless there is a compelling reason that they cannot attend. (The last minute cancellation of a place on an APTS week may cost several hundred pounds.)

Conference Funding and Travel Expenses
Research students are entitled to claim £400 per academic year for their first three years of study for conference funding and travel expenses, in addition to any allocated funds via individual research group/supervisors. Travel and attendance at the APTS weeks in year 1 is also funded. Students should always apply to their college for assistance as well as to the Department.

Travel Insurance
Where students are travelling overseas on University of Oxford business a University travel insurance scheme operates. Please consult Liz Pring [Room 1.208 in 1 SPR] before making travel bookings; application and risk assessment forms should be completed if insurance is required.

6. Teaching by graduate students

The Department encourages graduate students to assist with undergraduate problems classes for statistics courses by acting as Teaching Assistants, marking student work and assisting in the class teaching for 3rd and 4th year undergraduates, and possibly also demonstrating at undergraduate/MSc practical sessions.

Teaching is an important part of an academic career and experienced gained during DPhil studies is desirable.
Information about the undergraduate course syllabuses is available in the *Syllabus and Synopses* booklets at http://www.stats.ox.ac.uk/current_students/bammath/course_handbooks

Anyone involved with undergraduate class teaching should attend the Class Teaching Seminar at the beginning of an academic year.

See also the training session of the MPLS Division website at http://www.mpls.ox.ac.uk/learning/graduate-school/graduate-training and the Mathematical Institute website https://www.maths.ox.ac.uk/members/students/postgraduate-courses/doctor-philosophy/training/class-teaching-training-sessions.

### 7. Student feedback and representation

**Graduate Supervisor System (GSS)**  
Each term, students are encouraged to write a short report on their progress, including training, on the Graduate Supervision System (GSS) [http://www.gss.ox.ac.uk/](http://www.gss.ox.ac.uk/). GSS is open for student reporting in weeks 6 and 7 each term. From week 8 onwards each term, the supervisor is responsible for writing a report about the student on GSS. Reports can be viewed by the student, supervisor, Director of Graduate Studies and College Advisor. Unsatisfactory progress can then be followed up by the Director of Graduate Studies.

**Surveys**  
Students are invited to take part in the Student Barometer survey - see [http://www.ox.ac.uk/students/life/feedback](http://www.ox.ac.uk/students/life/feedback).

**Graduate Liaison Committee**  
The DPhil and CDT students are invited to elect, soon after the beginning of the academic year, one representative each, who can act as a link with the staff, and in particular bring to light and discuss any problems that might arise. The representatives will be invited to attend the Graduate Liaison Committee which meets once a term in week 5.

See [http://www.stats.ox.ac.uk/current_students/research_degrees/graduate_liaison_committee](http://www.stats.ox.ac.uk/current_students/research_degrees/graduate_liaison_committee).

**Representation on other committees**  
Research student representatives also sit on the Departmental Committee which meets twice a term, the IT Committee, the Graduate Research Committee and the Good Practice Steering Group. A representative also attends the Divisional Graduate Joint Consultative Forum.

### 7.1 Complaints and academic appeals within the Department of Statistics

1. The University, the Mathematical, Physical and Life Sciences Division and the Department of Statistics all hope that provision made for students at all stages of their programme of study will make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.
2. However, all those concerned believe that it is important for students to be clear about how to raise a concern or make a complaint, and how to appeal against the outcome of assessment. The following guidance attempts to provide such information.

3. Nothing in this guidance precludes an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below). This is often the simplest way to achieve a satisfactory resolution.

4. Many sources of advice are available within colleges, within departments and from bodies like Oxford University Students’ Union or the Counselling Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.

5. General areas of concern about provision affecting students as a whole should, of course, continue to be raised through the Graduate Liaison Committee or via student representation on the department’s committees.

**Complaints**

6.1 If your concern or complaint relates to teaching or other provision made by the Department, then you should raise it with the Director of Graduate Studies (Professor Gesine Reinert in Michaelmas and Hilary Terms, and Professor Colin McDiarmid in Trinity Term) for graduate students. Within the department the officer concerned will attempt to resolve your concern/complaint informally.

6.2 If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors ([http://www.admin.ox.ac.uk/proctors/complaints.shtml](http://www.admin.ox.ac.uk/proctors/complaints.shtml)). A complaint may cover aspects of teaching and learning (eg teaching facilities or supervision arrangements), or non-academic issues (eg support services, library services, university accommodation or university clubs and societies). A complaint to the Proctors should be made only if attempts at informal resolution have been unsuccessful. The procedures adopted by the Proctors for the consideration of complaints and appeals are described in the Proctors and Assessor’s Memorandum and the relevant Council regulations ([http://www.admin.ox.ac.uk/statutes/regulations/](http://www.admin.ox.ac.uk/statutes/regulations/)).

7. If your concern or complaint relates to teaching or other provision made by your college, then you should raise it either with your college advisor or with the Senior Tutor or Tutor for Graduates (as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

**Academic appeals**

8. An appeal is defined as a formal questioning of a decision on an academic matter made by the responsible academic body.

9. For taught graduate courses, a concern which might lead to an appeal should be raised with your college authorities and the individual responsible for overseeing your work. **It must not be raised directly with examiners or assessors.** If it is not possible to clear up your concern in this way, you may put your concern in writing and submit it to the Proctors via your college. As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are on the web ([http://www.admin.ox.ac.uk/statutes/regulations/](http://www.admin.ox.ac.uk/statutes/regulations/)).
10. For the examination of research degrees, or in relation to transfer or confirmation of status, your concern should be raised initially with the Director of Graduate Studies. Where a concern is not satisfactorily settled by that means, then you, your supervisor, or your college authority may put your appeal directly to the Proctors.

11. Please remember in connection with all the cases in paragraphs 8-10 that:

(a) The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.

(b) The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate’s performance.

(c) On no account should you contact your examiners or assessors directly.

12. The Proctors will indicate what further action you can take if you are dissatisfied with the outcome of a complaint or appeal considered by them.
8. Sources of advice and help

Welfare
Students are always welcome at any time to discuss their concerns with their Departmental Supervisor, the Director and Deputy Director of Graduate Studies, the Head of Department or the Academic Administrator as appropriate. Support is also available via College Advisors and College Offices.

Every graduate student at Oxford has a College Adviser, who is an academic member of his or her College, usually a Fellow.

The role of the College Adviser is additional and complementary to that provided in the student’s department or faculty. The College Adviser is not expected to perform the role of the Department Supervisor, or to be responsible for directing students’ academic work. Rather, the intention is to provide a focal point for an individual student’s relationship with the College, and general academic or pastoral advice and assistance throughout the student’s course of study.

Other sources of advice and help include:

Student Counselling Service http://www.ox.ac.uk/students/welfare/counselling/
Oxford University Student Union http://ousu.org/advice/life-welfare/supportservices/
Nightline http://users.ox.ac.uk/~nightln/
Current information for students – health and welfare http://www.ox.ac.uk/students/shw/

Harassment
The Departmental advisors on matters of harassment are Mrs Jennie McKenzie (room 1.208, 1 South Parks Road), tel 72869, email mckenzie@stats.ox.ac.uk or Dr Neil Laws (room 1.302, 1 South Parks Road), tel 72597, email laws@stats.ox.ac.uk. The University’s Policy on Harassment including Bullying can be found at http://www.admin.ox.ac.uk/eop/harassmentadvice/

Disability
The Disability contact is Mrs Jan Boylan (room 1.101, 1 SPR), tel. ext 72870, email boylan@stats.ox.ac.uk. For University guidance and support please refer to http://www.admin.ox.ac.uk/eop/disab/ http://www.ox.ac.uk/students/welfare/disability/

University policies
Access to University policies on a wide range of issues can be found via the Student Gateway at http://www.ox.ac.uk/current_students/index.html.

These policies include:
Equal Opportunity Policy for Students http://www.admin.ox.ac.uk/eop/universityofoxfordequalitypolicy/
Race Equality Policy http://www.admin.ox.ac.uk/eop/race/policy/
Code of conduct for using IT facilities http://www.it.ox.ac.uk/legal/rules/
**Financial matters**

Information on fees and funding matters can be found at [http://www.ox.ac.uk/students/fees_funding_living_costs/](http://www.ox.ac.uk/students/fees_funding_living_costs/)

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

Continuation charge - [http://www.ox.ac.uk/students/fees-funding/fees/liability/graduate-continuation-charge](http://www.ox.ac.uk/students/fees-funding/fees/liability/graduate-continuation-charge)

Hardship funding can be found at [http://www.ox.ac.uk/feesandfunding/graduates/targetedsupport/hardship](http://www.ox.ac.uk/feesandfunding/graduates/targetedsupport/hardship)

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**The Careers Service**

The University Careers Service can be found at 56 Banbury Road with a website at [http://www.careers.ox.ac.uk/](http://www.careers.ox.ac.uk/). It is a free service for all Oxford University students including postgraduates, and also for alumni. It provides one to one guidance, support and advice; information on occupations, vacancies and further study, feedback on CVs and application forms; and skills coaching for preparing for interviews and making applications.

The Careers Service also runs the University Internship Programme [http://www.careers.ox.ac.uk/internship-office-and-work-experience/the-internship-programme/](http://www.careers.ox.ac.uk/internship-office-and-work-experience/the-internship-programme/).

Information about studying for a DPhil in Statistics at the University of Oxford can be found at [http://www.stats.ox.ac.uk/prospective_students/research_degrees](http://www.stats.ox.ac.uk/prospective_students/research_degrees)

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**University Language Centre**

International students, whose first language is not English, are strongly advised to visit the University Language Centre to find out more about the courses on topics such as Academic Writing and Advanced Communication Skills which run during term time. These have a registration fee for graduate students. Details are available at [http://www.lang.ox.ac.uk/courses/english.html](http://www.lang.ox.ac.uk/courses/english.html).
9. Departmental Facilities

**Computing**

Students will be offered a computer and desk space in a shared office. See [http://www.stats.ox.ac.uk/about_us/it_information](http://www.stats.ox.ac.uk/about_us/it_information) for information on the IT facilities available.

Courses, particularly those on high-level programming languages, which are provided by the University’s IT Services in Banbury Road may be of interest to students [http://www.it.ox.ac.uk/want/course](http://www.it.ox.ac.uk/want/course).

Students should make themselves familiar with the following departmental documents:
- Guide to Computing Services
- Guidelines for Examining Users’ Data
- Security and Privacy of Files
- Policy Statement on Computer Use, Monitoring and Surveillance.

These are available at [http://www.stats.ox.ac.uk/about_us/it_information/generalaccess/new_users_start_here](http://www.stats.ox.ac.uk/about_us/it_information/generalaccess/new_users_start_here) along with details of how to use your laptop on the Oxford Wireless LAN.

**Libraries**

The Department of Statistics has its own small library in 1 South Parks Road. Further details of the Statistics library facilities are to be found later in this handbook.

The University Card also serves as a library card and will allow access to the Radcliffe Science Library (RSL) in Parks Road, and also the Social Studies Library, Manor Road. A map can be found at [http://www.ox.ac.uk/visitors/maps-and-directions/museums-libraries-and-places-of-interest](http://www.ox.ac.uk/visitors/maps-and-directions/museums-libraries-and-places-of-interest).

The Physical Sciences Librarian with responsibility for the statistics collection in the RSL is Ljilja Ristic (email ljilja.ristic@bodley.ox.ac.uk). A specific training session for statistics research is held in Hilary Term.

College libraries may also be useful although access is usually restricted to members of that college.

Links to the University’s e-resources, including electronic journals can be found at [http://www.ouls.ox.ac.uk/eresources](http://www.ouls.ox.ac.uk/eresources).
9.1 Department of Statistics Library - Rules and Information

**Admittance to the Library**
The library can be found on the first floor at 1 South Parks Road. All new readers must register with the Academic Administrator, (Room 1.101, email lib@stats.ox.ac.uk). A current University card is required for registering and for entry to the library.

**To find a book**
Most of the departmental books and journals are catalogued on SOLO, the University's on-line catalogue. SOLO can be accessed through the library terminal.

The lending books are currently undergoing a process of re-shelving using Library of Congress classifications. Shelves have been marked accordingly.

The other library sections are as follows:
The books in each of the main sections are in alphabetical order of the surname of the first author or editor.

100. White spine labels - Main statistics lending section
     Sections also on introductory statistics; history of statistics; and general study skills.

200. Yellow - Probability and operational research

300. Green - Genetics and Biology

400. Orange - Mathematics and computation

700. Gold - Reference only. These books may not be borrowed.

There is also a lending stack area in the farthest room. These books may be borrowed.
Periodicals, dissertations and theses are for reference only.

**To borrow a book**
Books are borrowed on a self-issue basis by scanning into the self-issue computer firstly the barcode from the reader’s University card, and then the barcode sticker inside the front cover of the book to be borrowed.

Each book borrowed must be recorded on the self-issue computer in the library. The department is small and so is the library budget. Stolen books have to be replaced, reducing the budget for new books. Reference books, journals, dissertations and theses and any items without barcodes cannot be borrowed.

**To return a book**
Books should be left in the returns box in the library. If books are overdue then reminder notices will be sent out by email. If a book is reserved by another reader or needs to be recalled then a reader may receive a notice, again by email.

**To reserve a book**
Reservation requests can be made via SOLO, the University’s library catalogue. Reserved books can be collected from room 1.101.
Loan periods
Research students can borrow books for four weeks at a time and then can be renew them unless recalled by the library.

Loans may be renewed either by using SOLO before the due date, by checking them out again, or by e-mailing lib@stats.ox.ac.uk

Rules of conduct
These rules apply to all library readers. Breaches of library rules may lead to suspension of borrowing privileges, fines or suspension from the use of the library.

- Every book borrowed must be recorded on the self-issue computer in the library. Books must be returned by the due date or renewed. Any book recalled by the library must be returned as soon as possible.

- No reader may have more than nine books in their possession.

- Returned books must be replaced in the returns box. A reader is responsible for a book until it is returned to the library.

- Replacement costs will be charged for lost, damaged or defaced books.

- Eating and drinking are not permitted in the library except for bottled water.

- Please be considerate to other users and keep noise to a minimum.

- The library computers must not be unplugged or switched off.

- Personal belongings should not be left unattended in the library at any time. Any such items will be removed. The Department will not be responsible for personal belongings which are stolen or damaged.

- The library door should be kept locked at all times. Only the Librarian or Academic Administrator may give access to non-members of the Department.

- Reference books and journals may only be removed for photocopying within the Department and must be returned immediately.

- Photocopies may only be made in compliance with copyright law. Details are displayed by the Departmental printers/photocopiers.
9.2. Department of Statistics - General Information

Access to the Department’s Buildings

1 and 2 South Parks Road
The Department’s buildings at 1 and 2 South Parks Road (SPR) are accessible by the University card 24 hours a day, 7 days a week including bank holidays; administrative staff are on duty from 8.30 am to 5.30 pm (Monday to Thursday) and 8.30 am to 4.30 pm (Friday) (except from 1–2 pm Thursday and Friday). All occupants working in these buildings after 7 pm or at any time on weekends or public holidays must record their presence by signing the In and Out book (found in 1 SPR by the pigeonholes in the foyer and in 2 SPR on top of the safe, underneath the stairs in the foyer).

Peter Medawar Building for Pathogen Research
The Peter Medawar is a secure building requiring key fob access. As well as a contingency of around 50 Department of Statistics staff and students, the building houses an inter-disciplinary research consortium which investigates pathogen diversity through a combination of experimental and theoretical approaches. Key fobs are allocated after completing a 15 minute safety induction of the building. 24/7 access to the building is available, although Beverley Lane (lane@stats.ox.ac.uk) should be notified of your intention to work over the weekend. Administrative cover in the Medawar is week daily from 9 a.m. – 5.00 p.m. except Wednesdays which is from 12.30 p.m. – 4.30 p.m.

Henry Wellcome Centre of Gene Function/ Oxford Centre for Gene Function (OCGF)
Access to OCGF is accessible 24 hours a day, 7 days a week (including Bank Holidays) using the University card. Access can also be gained via the reception desk in the Department of Physiology, Anatomy & Genetics (adjacent to OCGF).

The administrative contact is based in 1 South Parks Road but makes frequent visits to the OCGF. For any queries relating to the building (including OCGF room bookings) she can be contacted at mitchell@stats.ox.ac.uk

Care of Buildings
As there is no caretaker for 1 and 2 SPR, we ask all users of the buildings to help with security. Please leave windows and doors secure; and follow the security notices posted in the buildings. Please report any infringements, lighting failures or problems needing the attention of the surveyors or cleaners, etc. to buildings@stats.ox.ac.uk.

Please do not switch off hall/stairway lighting at any time.
It is illegal to smoke in any of the buildings.
The lift in 1 SPR should not be used out of general office hours.

Any issues arising the Medawar Building should be reported to Beverley Lane (lane@stats.ox.ac.uk) and those in the OCGF to Maddy Mitchell (mitchell@stats.ox.ac.uk).

Printing/Photocopying
Individual photocopying/printing accounts are set up by the IT staff. Access to the machines in the buildings is then available by means of your university card number. A comb binding machine is available on the second floor in 1 South Parks Road.

Post
Pigeonholes in the entrance hall of 1 South Parks Road are appropriately marked for incoming post, items outgoing by University Messenger or Royal Mail post and for Department Members. There are also general trays for those working in the Medawar or OCGF buildings.
University Messenger Service collects and delivers mail for the departments and colleges of the University. Royal Mail is franked and sent out by the administration staff each afternoon. Where Departmental business is not involved, you should make your own arrangements. Non-staff business items will be franked if approved by an academic member of staff.

**Keys**

Keys for study rooms and offices are issued with the approval of the Head of Department. Access to the Statistics Library, the Computing rooms and the main Lecture Room are through the University card system. The keys are issued by the Administrative Assistant [Room 1.109].

**Telephones**

Currently, all telephones have access for internal University use, whilst others will have a combination of local, national or international access depending on where the phone is located. Should your telephone be unable to make a call, it is possible for the front office to make the call on your behalf and transfer the call to your extension.

**Kitchen facilities and Common Rooms**

Facilities and provisions for making tea and coffee are available in the kitchen in both 1 and 2 South Parks Road and Level 50 of the Medawar Building and also on Level 40 of the OCGF. Tea and coffee are free. The fridges are kept stocked with milk, but otherwise are available for use for storage of small quantities of perishable food. Please keep the kitchens tidy.

There is also a coffee machine for free bean-to-cup coffee near the Common Room in 2 SPR.

A Common Room is available next to the kitchen in 1 SPR and there is a daily newspaper available. Please do not remove newspapers from the Common Room. In 2 SPR, room 2.113 is available as a Common Room when it is not in use for meetings, as indicated on the door.

Please do not take food or drink into the Computer Labs or the Lecture Room.

**Lost property**

Items which have been found in 1 and 2 South Parks Road are lodged with the Administrative Assistant in 1.109. The items are disposed of at the end of each term.

**Emergencies, Security and Safety**

The safety officer is Dr Matthias Winkel.

**Fire**

Please read the blue fire-action notices posted in the buildings and familiarise yourself with the escape routes. If there is a fire emergency, immediately break the glass on the nearest fire alarm point and then call both Security Services (89999) and the Fire Brigade ((9)999). Operate extinguishers only if this does not put you at risk and otherwise vacate the building immediately.

On hearing the fire alarm ringing please leave the building immediately. **DO NOT** stop to pick up your belongings. If you are the last person to leave the room please close the door. The assembly points are outside 1 South Parks Road if the fire is in 2 South Parks Road, and 2 South Parks Road if the fire is in no 1. Do not re-enter the building until told by someone in authority that it is safe to do so. Someone in authority means either the Head of Department, the Administrator or the Health & Safety Officer, or in their absence a fire officer.
**Security:**
Theft of personal items does occur from time to time. It is important to remain aware of this and help maintain the security of the buildings. The entrance doors, library door and computer room doors should remain locked at all times. All windows should be closed and latched outside normal working hours. Security blinds in the Lecture Room and Common Room should be locked outside normal working hours. Personal belongings should not be left unattended at any time.

The University Security Service can be reached by phone on 89999.

**First Aid:** lists of qualified First Aiders are posted in the entrance hall to each building and First Aid Kits are in the kitchens of 1 and 2 South Parks Road. Out of hours, please phone 89999 for first aid assistance. For an ambulance phone (9)999.

Fires, security alerts and serious accidents must be reported to the Administrator and the scene of report must remain undisturbed. Safety information is filed in the Administrator’s room and the latest Departmental reports are on the notice board in 1 SPR.