

# Information for Visitors

Last updated Jul-16

Cardiovascular Medicine

Factsheet 15

## Welcome to the University of Oxford

We hope you enjoy your time here with the University. It is a thriving community, which offers a great deal for staff and students alike. The main University website provides detailed information about living and working in Oxford, the history and structure of the University: [www.ox.ac.uk/staff/about\\_the\\_university/new\\_to\\_the\\_university](http://www.ox.ac.uk/staff/about_the_university/new_to_the_university)

The University of Oxford official tourist guide can be downloaded from: [www.ox.ac.uk/visitors/visiting-oxford](http://www.ox.ac.uk/visitors/visiting-oxford)

## Getting Started

### Visitor Agreement

You are required to sign a Visitor Agreement. The Visiting Researchers Agreement is a standard form for obtaining undertakings from short-term visitors that they agree to abide by University/departmental regulations and will adhere to relevant University policies. Please talk to your local HR officer Sally Lacey & Sophia Bell for further information.

### Visas & Immigration

If you think you might require a visitor or Tier 5 visa for your stay or have entered the country with a visa, please contact your HR team for advice. The UK Home Office immigration rules are complex and the consequences of non-compliance severe. See: [www.admin.ox.ac.uk/personnel/permits/acvisitors/](http://www.admin.ox.ac.uk/personnel/permits/acvisitors/)

### Health and Safety

It is the University's responsibility to provide a safe working environment and the visitor's responsibility to work in a safe manner. On arrival, you must arrange an appointment with your Divisional Safety Officer (DSO) to discuss safety before you start work. If you are changing the location/focus of your work you must also speak to the DSO to ensure you have the necessary information. The University Safety Policy can be found at [www.admin.ox.ac.uk/safety](http://www.admin.ox.ac.uk/safety).

For further useful information about the department, see: [www.rdm.ox.ac.uk/working-at-rdm](http://www.rdm.ox.ac.uk/working-at-rdm)

## Key People

Head of Division of  
Cardiovascular Medicine  
Professor Stefan Neubauer



(PA—Mrs. Laura Bourne)

Administrator  
Mrs. Heidi J Crook



Head of Radcliffe  
Department of Medicine



## University Card

Staff, students and invited academic visitors require a University card to gain access to libraries, computing services and some College and University buildings. The card is used for security purposes and where access control or other automated systems are in use. It also serves to identify those entitled to use University facilities and services. Please request a University Staff Card application form from your HR team by e-mail: [cvm\\_personnel@cardiov.ox.ac.uk](mailto:cvm_personnel@cardiov.ox.ac.uk) or tel. 01865 234851/234668 and once completed please return it to the HR team.

## Oxford IT and email account

You can use your Oxford account to access several central IT services including WebLearn and Nexus email. This account must be activated and you will receive instructions on how to do so as soon as your University card has been issued.

## MSD IT Services

To access MSD IT networked file storage and printing services, you will need to request an MSD IT network username. On receiving your University card, go to [www.imsu.ox.ac.uk](http://www.imsu.ox.ac.uk), 'Registration' and open the 'New User Registration Form'. MSD IT will contact you within a day or two.

## Information for Overseas Visitors

The British Council produce a helpful guide specifically for researchers moving to the UK which covers a range of topics from banking, accommodation, finance, health, tax, and social security, to issues that may arise for those bringing their families with them (such as childcare and schools), to a range of topics from everyday life such as driving, leisure and politics. The guide can be downloaded from the British Council website:

[www.britishcouncil.org/new/Global/Euraxess/EURAXESS-UK-guide-for-researchers-moving-to-uk.pdf](http://www.britishcouncil.org/new/Global/Euraxess/EURAXESS-UK-guide-for-researchers-moving-to-uk.pdf)

## University Information Security Policy

ICT at the University is subject to a number of regulations and policies ([www.it.ox.ac.uk/rules](http://www.it.ox.ac.uk/rules)), including the University Information Security Policy ([www.it.ox.ac.uk/policies-and-guidelines/information-security-policy](http://www.it.ox.ac.uk/policies-and-guidelines/information-security-policy)). Adherence to the University Information Security Policy is mandatory and forms part of the terms and conditions in the Visitor Agreement.

## Administration Team

### Departmental Administrator

Heidi Crook  
[heidi.crook@cardiov.ox.ac.uk](mailto:heidi.crook@cardiov.ox.ac.uk) (2)34650

### Research Grants

Emma Burke-Smith  
[emma.burke-smith@cardiov.ox.ac.uk](mailto:emma.burke-smith@cardiov.ox.ac.uk) (2)34665

### Grants Officer

Piotr Lewandowski  
[Piotr.lewandowski@cardiov.ox.ac.uk](mailto:Piotr.lewandowski@cardiov.ox.ac.uk) (2)26944

### Personnel Officers

Sally Lacey  
[sally.lacey@cardiov.ox.ac.uk](mailto:sally.lacey@cardiov.ox.ac.uk) (2)34851  
Sophia Bell  
[sophia.bell@cardiov.ox.ac.uk](mailto:sophia.bell@cardiov.ox.ac.uk) (2)34668

### Purchasing Assistant

Lucy Lattimore  
[lucy.lattimore@cardiov.ox.ac.uk](mailto:lucy.lattimore@cardiov.ox.ac.uk) (2)27505

### Laboratory Management

Phil Townsend (JR)  
[phil@well.ox.ac.uk](mailto:phil@well.ox.ac.uk) (2)34651  
James Brown (WTCHG)  
[james@well.ox.ac.uk](mailto:james@well.ox.ac.uk) (2)87585

## Directions to the Admin Office

Enter the Hospital at the Main Hospital Entrance Level 2. Pass the Main Reception Desk and go straight on towards the Children's Hospital/West Wing. Continue past the League of Friends café, then along the West Wing link corridor to the end, to a set of double doors