

Information for Visitors

Last updated Jul-15

Investigative 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

The University of Oxford official tourist guide can be downloaded from: 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 (hr@rdm.ox.ac.uk) 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 can be severe. See: 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.

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

Key People

Head of Investigative Medicine Division

Professor Alastair Buchan
(EA—Mrs Pramodi Majithia)

Administrator

Jo Hovard

Principal Investigators

Dr Richard Barker
Professor Alastair Buchan
Professor Vincenzo Cerundolo
Professor Simon Davis
Dr Hal Drakesmith
Professor Christian Eggeling
Professor David Jackson
Dr James Kennedy
Dr Rupert McShane
Professor Chris Newbold
Professor Graham Ogg
Dr Jan Rehwinkel
Professor Alain Townsend

Head of Radcliffe Department of Medicine

Professor Hugh Watkins
(PA – Ms Kathryn Smith)



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: hr@rdm.ox.ac.uk or tel. 01865 (2) 21325 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, '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

University Information Security Policy

ICT at the University is subject to a number of regulations and policies (www.it.ox.ac.uk/rules), including the University Information Security Policy (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

Business Manager

Jo Hovard jo.hovard@ndm.ox.ac.uk

HR Team

Generic email hr@rdm.ox.ac.uk
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Meerasahib
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Directions to the Admin Office

On arrival at the John Radcliffe Hospital (main entrance), go to the central lefts and take a lift to Level 5. Follow the signs directing you down the corridor to the Nuffield Department of Clinical Medicine/NDM Experimental Medicine—Administration. At the end of the corridor, turn right and the administration office (room 5800) is the second door on the left.