



Information for Visitors

WIMM

Updated
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(Nuffield Division of Clinical Laboratory Sciences)

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

Getting Started

Visas & Immigration

If you think you might require a visitor or Tier 5 visa for your stay in the UK please contact your HR Officer carol.eaton@imm.ox.ac.uk for advice. The UK Home Office immigration rules are complex and the consequences of non-compliance can be severe. For further information please see the [Overseas Visitors leaflet](#).

On arrival at the Institute you will be expected to provide your passport and/or visa so that we are able to check your immigration status and that you have the correct permission, if required, to enter the UK and visit the Institute.

Visitor Agreement

You are required to sign a Visitor Agreement which can be obtained from reception. 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 contact the local HR Officer (Carol Eaton) for further information.

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 to attend a training session with the Safety Officer, Kathryn Robson, to discuss safety before you start work.

The University Safety Policy can be found at www.admin.ox.ac.uk/safety.

The Institute's standard operating procedure is on the WIMM's website.

Key people



Institute Director
Professor Doug Higgs
EA – Mrs Liz Cloke
Tel. (2)22336

Administrator
Dr Stella Keeble
Tel. (2)22363

Institute Safety Officer
Dr Kathryn Robson
Tel. (2)22379

Radiation Safety Officer
Dr David Anderson
Tel. (2)122629

Biological Safety Officer
Dr Allan Hayle
Tel. (2)22378

Institute Building Manager
Malcolm Shepherd
Tel. (2)22376



NHS Card

A NHS card will be issued once all the required paperwork has been completed with reception. The card is then programmed to allow access to areas of the WIMM and Hospital (at this point your card becomes your WIMM access card).

For security reasons, card holders should not allow others to tailgate WIMM and hospital doors that require swipe access.

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. Your HR team will usually send you an application form. If your card is due to expire and your contract of employment has been extended, please notify HR on wimm.hr@imm.ox.ac.uk before it expires. If you allow your card to expire IT access will be lost.

For students, the University Card application is processed through the relevant college.

University cards should be worn at all times. Please report any lost or stolen card to HR. The replacement of a lost card will incur a £10 fee payable to the University of Oxford.

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.

University Information Security Policy

IT 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.

The WIMM also has its own policy which can be found at: http://www.imm.ox.ac.uk/_asset/file/wimm-is-policy-2013.pdf

Reception

Reception is open from 8am to 5.30pm Monday to Thursday and 8am to 5pm on Friday. Outside of these times, your NHS/WIMM Access Card will give you 24 hour access via the door to the side of Reception.

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 child-care 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