

Information for Visitors

Last updated Jul-16

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

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 team (hr@ndcls.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 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 NDCLS

Prof Alison Banham



Administrator

Dr Mark Evans

Principal Investigators

Prof Alison Banham

Prof Jackie Boulwood

Prof David Ferguson

Prof Kevin Gatter

Associate Prof Deborah Gill

Associate Prof Steve Hyde

Dr Xu Yu Jin

Prof David Kerr

Prof Francesco Pezzella

Prof Dave Roberts

Prof Suzanne Watt

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: hr@ndcls.ox.ac.uk 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

Senior administrator

Mark Evans mark.evans@ndcls.ox.ac.uk
(2)20355

Finance Team

Julie Sladen julie.sladen@ndcls.ox.ac.uk
(2)21693

Michelle Gould michelle.gould@ndcls.ox.ac.uk
(2)20482

Monitored mailbox: h4billing@ndcls.ox.ac.uk

HR Team

Michaella Smart michaella.smart@ndcls.ox.ac.uk
(2)20078

Helen Oldham helen.oldham@ndcls.ox.ac.uk
(2)220551

Monitored mailboxes: hr@ndcls.ox.ac.uk

admin@ndcls.ox.ac.uk

Health & Safety

NDCLS Safety Officer

Andrew Graham andrew.graham@ndcls.ox.ac.uk
(2)20555

Deputy Safety Officer

Amanda Anderson amanda.anderson@ndcls.ox.ac.uk

IT

MSD IT Services helpdesk

JR Hospital: help@imsu.ox.ac.uk
(2)21323