

INFORMATION FOR VISITORS

Last Updated : Feb 2017

OCDEM

Factsheet No.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: <https://www.ox.ac.uk/research/support-researchers/international-visiting-researchers?wssl=1>

You may also find it beneficial to visit the site for visiting the University, as it provides information about exploring Oxford and the University, with links to

The University of Oxford Official Guide
can be downloaded from:

www.ox.ac.uk/visitors_friends/visiting_the_university/index.html.

tourist sites and brochures:

Getting Started

Visitors 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 as a condition of their working in University premises. Please talk to your local HR team 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 visitors and employees responsibility to work in a safe manner. It is your responsibility to obtain full details concerning safety issues from your Group Leader or appropriate Departmental Safety Officer (DSO) before starting work.

If you are going to be working in the laboratories, ensure you also read the 'Laboratory Worker Safety Handbook'. If you are changing the location/focus of your work you must 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.

Key People

Head of OCDEM Division
Professor Fredrik Karpe

Lead Administrator
Lynne Whay

Principal Investigators
Associate Professor Angelyn Bethel
Prof Anna Gloyn
Associate Professor Leanne Hodson

Professor Rury Holman
Professor Paul Johnson
Professor Mark McCarthy
Associate Professor Katharine Owen
Professor Patrik Rorsman
Professor Rajesh Thakker

Head of Radcliffe Department of Medicine

Professor Hugh Watkins
PA : Ms Jeannette Ferguson



Oxford Centre for Diabetes, Endocrinology and Metabolism

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 the HR team by Tel: 857216 or e-mail: ocdem.personnel@ndm.ox.ac.uk 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 Web learn and Nexus. This account must be activated and you will receive instructions on how to do so as soon as your University card has been issued.

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/EUR-AXESS-UK-guide-for-researchers-moving-to-uk.pdf

MSD IT Services

On receiving your university card, use the "Online Username Request Form" at www.imsu.ox.ac.uk to request a username and e-mail address. MSD IT will contact you within a day or two to inform you of your username and password.

University Information Security Policy

The University Information Security Policy provides a framework for the management of information security throughout the University. Adherence of the Policy forms part of a visitor's agreement terms and conditions. A copy of the policy can also be found at www.it.ox.ac.uk/infosec/ispolicy/.

Administration Team

Lynne Whay: Departmental Administrator

Lynne.whay@ocdem.ox.ac.uk

Ext : 57212

Charlotte Kelly: Deputy Departmental Administrator

Charlotte.kelly@ocdem.ox.ac.uk

Ext : 57214

Nicola Allinson: Administrative/Finance Assistant

nicola.allinson@ocdem.ox.ac.uk

Ext : 57209

Karen Parish: Purchasing Officer

Karen.Parish@ocdem.ox.ac.uk

Ext : 57209

Dennis Carter: Finance/Facilities Officer

Dennis.Carter@ocdem.ox.ac.uk

Ext : 57215

For More Information Contact

**OCDEM
Radcliffe Department of Medicine
University of Oxford
Churchill Hospital
Oxford OX3 7LE
Tel: 01865 857216**

**E-mail: ocdem.personnel@ndm.ox.ac.uk
Website: www.ocdem.ox.ac.uk**