

Information for Visitors

Last updated Aug-17

RDM Strategic

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

Visitor Agreement

You are required to sign a Visitor Agreement. The Visiting Researchers

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

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 RDM admin contact (**Felicity Green**) 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 Department

Professor Hugh Watkins

PA /Executive Assistant Ms
Tuula Itkonen

Head of Administration and
Finance

Mrs Lynn Clew

Research Strategy Co-
ordinator

Dr Ruth McCaffrey

Athena SWAN Co-ordinator

Ms Charlotte Smith

Graduate Studies
Administrator

Dr Bob Mahoney

Communications/Public
Engagement Officer

Dr Emma O'Brien

Assistant Research
Facilitator

Dr Serena Briant

Trainee Administrator

Miss Felicity Green



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 RDM admin contact by e-mail: felicity.green@rdm.ox.ac.uk or tel. 01865 231458 and once completed please return it to Felicity.

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.