

Information for Visitors

Last updated Sep-13

Experimental Medicine

Factsheet 31

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/new_to_the_university/index.html

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 tourist sites and brochures:

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

The University of Oxford official guide can be downloaded from www.ox.ac.uk/visitors_friends/visiting_the_university/index.html

Getting Started

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

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.

Key people

Head of Medical Sciences Division

Professor Alastair Buchan
EA – Mrs Pramodi Majithia

Head of Nuffield Department of Medicine

Professor Peter Ratcliffe
PA – Mrs Catherine King

Head of Experimental Medicine Division

Professor Fiona Powrie
PA – Ms Jenny Dollard

Principal Investigators

Dr Ellie Barnes
Professor Derrick Crook
Dr John Frater
Dr Ling Pei Ho
Dr Satish Keshav
Professor Paul Klenerman
Professor Tim Peto
Professor Rodney Phillips
Professor Fiona Powrie
Dr Naj Rahman
Prof Alison Simmons
Dr Katja Simon
Dr Elma Tchilian
Dr Simon Travis
Dr Holm Uhlig



Please request a University Visitor card application form from the HR team by e-mail: hr@ndm.ox.ac.uk or tel. (2) 21325 and once completed please return it to the HR team.

Oxford IT and e-mail 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 Management Services Unit (IMSU)

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. IMSU will contact you within a day or two to inform you of your username and password.

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

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

Business Manager

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Finance Team

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HR Team

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Laboratory Management Team - JR

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The Peter Medawar Building Administration

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Responsibilities

Accounts Payable	Sarah Cannon, Shaun Harman
Expense Claims	Nasren Akhtar, Sufeya Hussain
Funding Opportunities	Lynn Brown, James Dean, John Gilbert
General Ledger Account Management	Paul McNulty
Grant Applications	Lynn Brown, James Dean, John Gilbert
HR Management	Kasia Riley, Jessica Roberts, Maria Williams
Invoice Processing	Sarah Cannon, Shaun Harman
IT (JR)	Robin Sparkes
IT (PMB)	Information Management Services Unit
IT (WIMM)	Tom Anstey
Laboratory Management (JR)	Karen Clifford
Laboratory Management (PMB)	Janet Wood
Laboratory Management (WIMM)	Alastair Waugh
Petty Cash	Nasren Akhtar, Sufeya Hussain
Post Award Research Management	Lynn Brown, James Dean, John Gilbert
Purchase Orders (JR and PMB)	Sufeya Hussain
Purchase Orders (WIMM)	Liz Stephens
Recharges	Paul McNulty, Sarah Cannon, Shaun Harman
Research Contracts	Lynn Brown, James Dean, John Gilbert
Student Payments	Paul McNulty, Sufeya Hussain
Supplier Queries	Sarah Cannon, Shaun Harman
Travel Insurance Claims	Nasren Akhtar

Directions to the administration office

On arrival at the John Radcliffe Hospital (main entrance), go to the central lifts 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.

For more information contact

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University of Oxford, John Radcliffe Hospital

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www.expmedndm.ox.ac.uk/home