



COURSE HANDBOOK

2023/2024

Engineering Science

Postgraduate Students

FOREWORD

Statement of Coverage

This handbook applies to students starting on a graduate programme in the Department of Engineering Science in the 2023-2024 academic year. The information in this handbook may be different for students starting in other years.

Disclaimer

The Examination Regulations relating to your course are available at <https://examregs.admin.ox.ac.uk/>. If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Student Administration Office at postgraduate.studies@eng.ox.ac.uk.

The information in this handbook is accurate at the time of publication, however it may be necessary for changes to be made in certain circumstances, as explained at www.ox.ac.uk/coursechanges. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed. The up-to-date version may always be found on the Virtual Learning Environment (VLE).

| Date of Amendment | Version control | Amendment/s |
|-------------------|-----------------|---------------------------------------|
| 16/10/2023 | v.1.0 | Original Publication |
| 04/12/2023 | v.1.1 | Key contacts updated |
| 18/03/2024 | v.1.2 | Addition of new MPLS Internships Form |

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WELCOME FROM THE HEAD OF DEPARTMENT



I am delighted to welcome you all to the Department of Engineering Science at the University of Oxford.

The Department was established in 1908 and has grown to become a world leading academic unit with a portfolio that incorporates most engineering disciplines. We maintain exceptional reputations in multiple aspects of engineering, lead in the training of young minds, and excel at the generation of new knowledge -- all the while working closely with companies such as Google, Rolls-Royce, Jaguar Land Rover and Dyson to name but a few.

Our professors work at the vanguard of new technology development, innovation, and implementation. Their work impacts government policy, industry, healthcare, infrastructure, communications, transport, and security -- with the goal of making the world a better place to live. Notable contributions include advanced prosthetic limb joints, apps for smartphones, better batteries, advanced materials, more efficient aircraft engines, better ways to deliver drugs, smarter machines, driverless cars, and several new technologies that bolster pandemic response.

With 44 years of academic experience derived from study and work at six different universities on two continents, I can tell you with certainty that the quality of our professors and staff and the richness of the Oxford collegiate environment make the study of engineering at Oxford a completely unique experience. We are pleased to welcome you and look forward to helping you advance your engineering skills during your studies.

Prof Ron Roy BS MS MA MPhil PhD

[...and a welcome from the Graduate Studies Team](#)

Chris Mitchell, Head of Student Administration

Robyn Mitchell, Graduate Studies Administrator

Joanna Galka, Graduate Studies Officer

Farah Lim, Graduate Studies Officer

Fai Tam, Graduate Studies Officer

Erin Nyborg, MSc Programmes Administrator

Professor Dan Eakins, Director of Graduate Admissions

Email: postgraduate.studies@eng.ox.ac.uk

Where to find us: Student Administration Office, 8th floor, Thom Building

COVID-19/CORONAVIRUS INFORMATION

The Covid-19 pandemic continues to impact life across the entire globe and has resulted in changes to how almost everything is done at the University of Oxford. In order to keep yourself safe and those around you safe, we urge you to follow the advice given by the UK government and the University. We acknowledge that there is lots of other advice out there (some good and some not so good) but it is expected the students and staff at the University at the follow official guidance. We highlight two key websites and because advice is regularly updated you will need to be proactive in engaging with these websites.

The first point of contact for how research should be carried out is your supervisor. The two of you should work together to find a strategy for your research which allows you to be as productive as possible whilst maintaining a safe environment for everyone.

University of Oxford

The best location to go to for current university guidance is the centrally administered website:

<https://www.ox.ac.uk/coronavirus>

United Kingdom Government

The UK government site for national guidelines on Covid-19 is:

<https://www.gov.uk/coronavirus>

The rules are constantly being updated and restrictions are carried out a local/regional level depending on what the local infection conditions are. You must be aware of the rules that apply to where you live. There can be large fines if you are found to be breaking the rules.

IMPORTANT THINGS TO NOTE IN YOUR FIRST TERM

1. Departmental Safety Induction

All new postgraduates MUST attend a safety induction with the Departmental Safety Officer, Philip Paling. If you are unable to attend the initial session arranged for you at the start of your first term, please contact Philip Paling directly to make alternative arrangements (philip.paling@eng.ox.ac.uk).

No lab work will be allowed until you have been signed off as having attended this.

2. Departmental Demonstrating Training

It may be possible for you to do a few hours of work as a demonstrator in the undergraduate teaching laboratories during term time.

To be eligible to work as a demonstrator you will need to complete training, and complete a right to work check, which ensures that you have the right to work (RTW) in the UK, which the University requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006. You will not be permitted to do any demonstrating work before completing these two things. **If you do any lab demonstrating without the training and the RTW check you will not be paid.**

For further information, please see the information on the intranet about Lab Demonstrating at <https://intranet.eng.ox.ac.uk/lab-demonstrating-information/>. To register for the online demonstrator training course, or for any further queries, please contact the Head of the Teaching Design Support Group (TDSG), Bob Scott for further information bob.scott@eng.ox.ac.uk.

3. Teaching Assistant Opportunities

Each year the department offers Teaching Assistant opportunities to graduate students who have passed Transfer of Status, and post-doctoral members of the department, for the third-year undergraduate specialist paper options (B Papers).

The teaching primarily involves small class tutorial teaching in groups of four, in a similar mode to College teaching. No teaching experience is required for these opportunities; full training will be offered, and course lecturers will provide briefings on the tutorial sheet as required. Worked solutions are provided for each tutorial sheet and lecture notes can be provided.

There is a direct call for applications for B Paper Tutors around August time each year. The Director of Third Year Studies will send an email to all graduate students about this so please make sure you monitor your emails carefully.

4. General Data Protection Regulation and Data Privacy

<https://compliance.admin.ox.ac.uk/data-protection-policy>. We take data protection and data privacy extremely seriously and we strongly recommend that you complete the Information Security Awareness Module <https://www.infosec.ox.ac.uk/services#/> as soon as you are able. The University's IT Services sends the department a report once a term of who has completed the training and this is checked by the Departmental Administrator.

You'll need to know people and places in the Thom Building...

| | |
|---|--|
| LEVEL 8 Student Administration Lecture Rooms LR4, LR5, LR6 Student Study Room | <ul style="list-style-type: none">• Contact: Graduate Studies Team postgraduate.studies@eng.ox.ac.uk |
| LEVEL 7 Finance, Health & Safety, HR | <ul style="list-style-type: none">• Contact: accounts@eng.ox.ac.uk• Contact: Philip Paling, Departmental Safety Officer philip.paling@eng.ox.ac.uk• Contact: Helen Burton, HR Manager helen.burton@eng.ox.ac.uk |
| LEVEL 6 IT@ENG (Computing Support) | <ul style="list-style-type: none">• Contact: https://thehub.eng.ox.ac.uk/ or phone 73069• Advises on loans of software and hardware; licensing queries; setting up of accounts or technical help.• Provide PC and network support for PC software, hardware, operating systems and networks. |
| LEVEL 5 Electronics Workshop | <ul style="list-style-type: none">• Contact: electronics@eng.ox.ac.uk• The workshop provides support for both staff and students. Further details at https://intranet.eng.ox.ac.uk/workshops/electronics-workshop/ |
| LEVEL 4 Staff/Student Workshop (DBT Lab) | <ul style="list-style-type: none">• Contact: 73093• The workshop provides support for both staff and students. |
| LEVEL 1 Lecture Rooms LR1,LR2 LR3, | <ul style="list-style-type: none">• Contact: 73069 (IT@ENG) to report an equipment fault• Contact: facilities@eng.ox.ac.uk to report a building fault |
| GROUND FLOOR Reception, General Office, Stores, Mechanical Workshop | <ul style="list-style-type: none">• Contact: reception@eng.ox.ac.uk or phone 73000• Contact: General Office (73011) for building access, keys, post, travel/conference grants etc• Contact: Stores (73053) to obtain equipment manage a large selection of items that can be charged against a project code. This is also the delivery point for Goods Inwards.• Contact 73071.The Mechanical Workshop can design, manufacture, service, repair or modify a wide variety of mechanical items. |
| BASEMENT Maintenance | <ul style="list-style-type: none">• Contact: Greg Maddock, Maintenance Team Manager.• To report any building faults please email facilities@eng.ox.ac.uk including your contact details, location of the fault and details of the problem.• More information may be found at https://intranet.eng.ox.ac.uk/facilities/ |

And in the Holder Building ...

Common Room & Holder Café

The Common Room is on the right as you enter from the concourse. The Holder Café is situated here and sells food and drinks from 10.00am to 3:00pm, Monday to Friday. **Please note, these times are accurate at the time of publication. For updated times and menu please see <https://estates.admin.ox.ac.uk/cafe-services#collapse1880506>.**

The University, Departments, Colleges and You...

You can read about how Oxford has evolved at www.ox.ac.uk/about

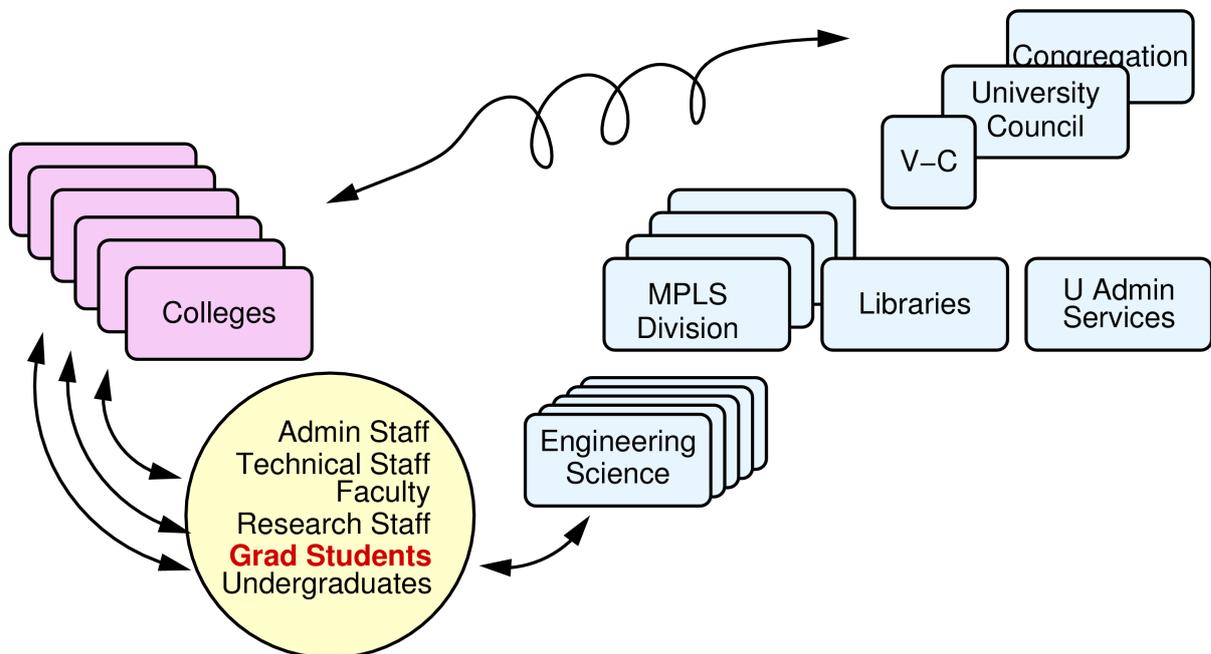
These are just reminders of where you fit in...

The University and Colleges

The University and Colleges in Oxford are separate, independent institutions, but collaborate with each other to provide a unique experience for students and, indeed, Faculty.

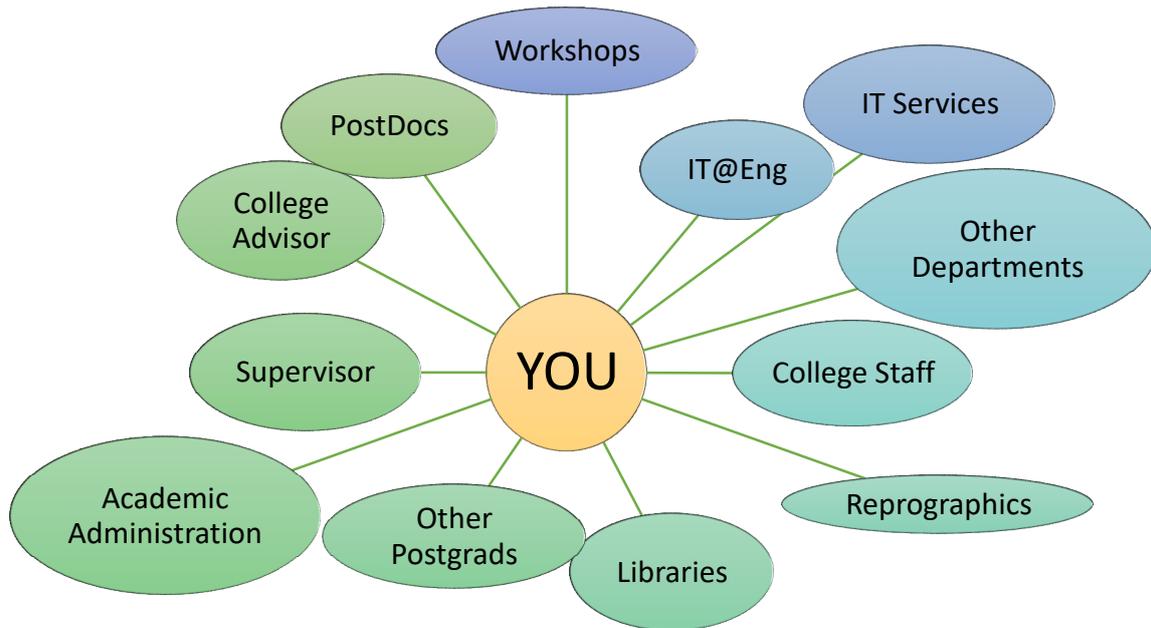
You must be a member of both a Department and a College, and so you will find two sets of people able to help you settle in and progress your research. Don't think of one as work and the other as play — your college will contribute to your intellectual life, just as the others in the Department will add to your social life.

Departments are grouped into four Divisions. Engineering Science is part of MPLS, the Mathematical, Physical and Life Sciences Division at www.mpls.ox.ac.uk. You are a member of the MPLS Graduate School, and they will write to you from time to time.



And you?

You may think that you are near the bottom of a towering hierarchy. Nothing could be further from reality. Without graduate students, next to nothing would get done in this or any department. A better picture is of you at the centre of things.



Part B: USEFUL INFORMATION

KEY CONTACTS IN THE DEPARTMENT

The Student Administration Office on the 8th Floor in the Thom Building is the main location to go to hand in documentation, or if you have any general queries.

Our usual opening hours are 9.00am to 4:30pm, Monday to Friday. Please email postgraduate.studies@eng.ox.ac.uk or call 01865 283249 in advance if you are planning to make a special trip to the department and you will be travelling some distance to reach us, as occasionally we may need to operate reduced hours, especially out of term time.

The Student Administration Office team is headed up by lead academics – for graduate studies this is the Director of Graduate Studies. Details of the current Student Administration Office team and associated staff supporting graduate students are listed below:

Graduate Studies Administrator

Robyn Mitchell, postgraduate.studies@eng.ox.ac.uk

Graduate Studies Officers

postgraduate.studies@eng.ox.ac.uk

The Graduate Studies Officers share administrative work for all students, however there is a primary GSO for each panel as follows:

Joanna Galka (Biomedical, Chemical and Materials & Mechanics)

Farah Lim (Control and Information)

Fai Tam (Civil, Electrical and Thermofluids)

MSc Programmes Administrator

Dr Erin Nyborg, (maternity cover Dr Nigel Perrin) mscprogrammes@eng.ox.ac.uk

Director of Graduate Studies (DGS)

Professor Daniel Eakins, dogs@eng.ox.ac.uk

Deputy Directors of Graduate Studies (DDGS)

Professor Felix Hofmann (Civil, Electrical and Thermofluids)

Professor Daniel Bulte (Control, Information and AIMS CDT)

Dr Luca Di Mare (Biomedical, Chemical and Materials & Mechanics)

Head of Student Administration / Disability Contact / Harassment Officer

Mrs Chris Mitchell, christine.mitchell@eng.ox.ac.uk

Head of Teaching Design Support Group (TDSG)

Dr Nikita Hari, nikita.hari@eng.ox.ac.uk

Departmental Safety Officer

Mr Philip Paling, philip.paling@eng.ox.ac.uk

Other useful general contact email addresses:

Graduate Studies – for all queries relating specifically to graduate course administration
postgraduate.studies@eng.ox.ac.uk

Department Reception – for general queries to the department reception@eng.ox.ac.uk

Department IT Helpdesk – for help with IT:

✉ thehub@eng.ox.ac.uk

🖥 <https://intranet.eng.ox.ac.uk/it/>

📞 (external) 01865 273069 or (internal) 73069

IMPORTANT SOURCES OF INFORMATION

Examination Regulations

The *Examination Regulations* is the authoritative document on University regulations. The *Examination Regulations* defines the requirements for examinations, and changes to it are strictly regulated by the University to ensure that you cannot be disadvantaged by any changes which are made after you start your course. It is available online at <https://examregs.admin.ox.ac.uk/>. The most up to date version of the regulations is always available online.

Engineering Science Canvas site

The most comprehensive source of information for your studies is the Engineering Science Canvas site at <https://login.canvas.ox.ac.uk/>. On this site you can find details of the graduate programmes you are a member of, details of student representatives, and many other useful pieces of information.

University Student Handbook

The University Student Handbook is produced by the Proctors and Assessor and is handed out by colleges to new students at the start of Michaelmas Term. It is mainly aimed at undergraduate students but there is much general information which will be useful to graduate students also about welfare, support, recreation, and University regulations. It is available to access at <https://www.ox.ac.uk/students/academic/student-handbook>.

Important Reference Documents

The student portal at www.ox.ac.uk/students provides a single point of access to information, services, and resources for students.

Please ensure that you are familiar with the following University policies:

- Equal Opportunities Statement for Students
- Disability
- Harassment
- Safety for Students
- Proctors' and Assessors Memorandum (The University Student Handbook)
- Computer Usage Rules and Etiquette

During the course of your studies, you might also need to consult other policy documents such as those on:

- Intellectual Property Rights which is set out in the University Statues and Regulations at <https://researchsupport.admin.ox.ac.uk/innovation/ip/policy>
- General Data Protection Regulation and Data Privacy <https://compliance.admin.ox.ac.uk/>. We strongly recommend that you complete the Information Security Awareness Module <https://www.infosec.ox.ac.uk/do-the-online-training> as soon as you are able.
- The online version of the Examination Regulations is available at <https://examregs.admin.ox.ac.uk/>.

DATES OF TERM 2023-24

| | |
|-----------------|---|
| Michaelmas Term | Sunday 8th October – Saturday 2nd December 2023 |
| Hilary Term | Sunday 14th January – Saturday 9th March 2024 |
| Trinity Term | Sunday 21st April – Saturday 15th June 2024 |

OPENING HOURS

Thom Building

The main door to the Thom Building and the Thom Building reception desk is open on weekdays between 7:45am and 6:00pm all year around.

Holder Building

During weeks 1-8 of term the main doors to the Holder Building on the first floor are unlocked from 8:00am and are locked at 4:45pm. They are permanently on swipe-card access during vacations. Detailed rules governing access to the department are included in Appendix C.

Other sites will also have their own opening hours. Please check with the local administrator.

THOM BUILDING 8TH FLOOR STUDY AREA



An open study area with Wi-Fi is available for all engineering students to use on the eighth floor in the Thom Building. There are tables for individual and group study, and individual study carrels.

Students are welcome to use their laptops in the open study area but are asked to sit close to a plug socket if their laptop needs to be connected to a

power source. Trailing electrical leads may cause a trip hazard in open study areas.

Students are asked to vacate the eighth-floor study area promptly at 7:00pm. Please note that you will not be able to gain access to the Thom Building after 6:00pm.

If you leave the building after 6:00pm you will not be able to gain access again so, please keep your personal belongings with you at all times.

OTHER ENGINEERING SCIENCE LOCATIONS

Just to the north of the Thom Building is the **Holder Building** which houses the Holder Café where you can purchase food and drinks. Beyond that, you will find the **Engineering and Technology (E&T) Building** in which the Design Office is located. Both the Holder and E&T Buildings are shared with the Department of Materials.

Information Engineering Building

The Information Engineering Building is located on the Banbury Road alongside these buildings and includes lecture rooms 7 and 8 on the ground floor. At the northern tip of the Triangle is the Jenkin Building which housed the whole Engineering Science department from 1914 until 1963, and now contains staff offices, a student workshop, and several research laboratories.

Southwell Laboratory

The Thermofluids Research Laboratory in the Southwell Building is situated at Osney Mead not far from the Rail Station. The new laboratory was opened by the Vice Chancellor in 2010 as part of the University's strategic investment in the UK's science base. The laboratory houses some of the most sophisticated turbine and high-speed flow facilities in the world, and the research group includes internationally recognised experts in CFD, flow and heat transfer experiments. The laboratory is home to the Rolls-Royce University Technology Centre in Heat Transfer and Aerodynamics and is where we work with colleagues in industry to develop more fuel-efficient jet engines.

Institute of Biomedical Engineering

The department's Institute of Biomedical Engineering (www.ibme.ox.ac.uk) is located on the Churchill Hospital campus next to Oxford's major clinical teaching hospitals. It offers a centralised venue for engineers and clinicians to work together to coordinate expertise, discoveries, and best practice to enhance the diagnosis and treatment of a range of conditions. The Institute provides purpose-built research laboratories, shared common support facilities, a core of securely funded staff, the latest equipment for research and development and the right setting to promote collaboration among medical, biological, and physical scientists and engineers.

Begbroke Science Park

The Begbroke Science Park is a fully integrated research and development facility, located north of the city. It hosts over 20 research groups from a range of departments in the Mathematics, Physical and Life Sciences Division of Oxford University – including Engineering Science.

GENERAL INFORMATION

Communications

The Student Administration Office uses email as the main means of communication with Graduate students. Please check your email regularly – at least once a day.

You will be added to a mailing list of all current graduate students and you will receive emails from graduate administration staff from the email address postgraduate.studies@eng.ox.ac.uk. Please add this email address to your list of preferred senders to prevent important communications going into your junk email folder.

Department and course information is available online:

- Materials and documentation are made available on the University's Virtual Learning Environment, otherwise known as Canvas <https://login.canvas.ox.ac.uk/>
- The home page at www.eng.ox.ac.uk includes a link to the department's intranet (accessible from the 'ox.ac.uk' domain only).
- You can also follow the department on Twitter @oxengsci or Facebook (Department of Engineering Science)

Members of staff may be contacted by e-mail, phone, or in person – details are available at www.eng.ox.ac.uk/people.

Digital display screens along with noticeboards on the ground floor and first floor of the Thom Building carry important announcements. It is essential to check these regularly. The examinations notice board is located on the eighth floor of Thom Building.

Student Information Pages (Department)

<http://studentinfo.eng.ox.ac.uk>

Details of visits from companies to the department, opportunities for further study, and internships will be made available through the student information pages at <http://studentinfo.eng.ox.ac.uk>. You will need to sign in using your single sign on (SSO) to access these pages. We may also send important Student announcements to your University email account and we advise that you check your emails on a regular basis to make sure you are aware of any relevant notices.

The Careers Service is also an invaluable resource, right from the start of your studies. Visit www.careers.ox.ac.uk to find out more about how the Careers Service is able to assist you in improving your employability skills. The Careers Service also has a job search database called CareerConnect for internships, placements, and graduate job opportunities.

Room Booking

Rooms for meetings and group study in the Keble Road triangle buildings are available for booking through Reception on the ground floor of the Thom Building. If you wish to book a room, please contact Reception on 01865 273000 or reception@eng.ox.ac.uk. While we will make every effort not to amend your booking, we ask that you remain cooperative should a more urgent need for the room you have booked arise. Please note that other arrangements may apply for other sites.

Computing facilities in the Department

The Software Laboratory on the sixth floor of the Thom Building houses a network of workstations running Linux and MS Windows operating systems. These provide a wide variety of software and Computer Aided Engineering packages.

A design suite is located on the ground floor of the Engineering and Technology Building. The majority of the PCs are used for timetabled laboratories, but four are made available for project work.

All these computing facilities are supported by the Engineering IT Services section

<https://intranet.eng.ox.ac.uk/it/>. Notes are issued to all new users, who will also be asked to sign an undertaking to abide by the University Rules for the use of computers. You must ensure that you read and understand the Oxford University Computer Usage Rules and Etiquette at <https://www.it.ox.ac.uk/governance-strategy-and-policies>.

Graduate Liaison

Graduate opinion on facilities, as well as on the general quality of life in the department, can be very helpful and is valued by staff. Comment is particularly helpful if you provide it as soon as possible after the event and is most likely to be effective if presented politely.

There are several mechanisms for liaison between students and staff:

- Students may approach academics directly, or through College Advisors. Constructive criticism will always be welcome.
- The departmental Graduate Joint Consultative Committee (GJCC) provides discussion between graduate students and staff on administrative and academic matters. Graduates elect their own representatives to serve on this committee. Open meetings, with staff members present, are held once a term in Week 3. This body has an important function in collecting and communicating student opinion in an organised way.
- There are student representatives on relevant Departmental and University Committees.
- The Engineering Science Confidential Reporting System - the intention is that this Confidential Reporting System (CRS) will help highlight hazardous and dangerous situations, understand what causes these and pinpoints unsafe practices. Further information is available at <https://intranet.eng.ox.ac.uk/media/dllkdj42/confidential-reporting-system.pdf>.
- Students on full-time and part-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at <https://www.ox.ac.uk/students/life/student-engagement>.

Food and refreshments

The Common Room in the Holder Building is managed by the Compass Group (trading as Occasions) and is open between 10:00am and 3:00pm each day. Items available to purchase include hot and cold drinks and food. Food and drink **must not** be taken into lecture rooms, computer rooms, or the student study area on the eighth floor.

Student Societies

The Oxford University Engineering Society

The Oxford University Engineering Society www.ou-eng-soc.org exists to promote a wider interest in Engineering than is possible through the academic courses. A regular programme of meetings and visits is run by an undergraduate committee with the support of a senior member from the staff of the department. You are warmly invited to participate.

Women in Engineering

A women's networking group has been established in the department with the intention of organising talks, social events, and other networking activities (for all members of the department). Membership of this organising group consists of Postdoctoral Research Assistants, Postgraduate students, Undergraduate students, and an academic member of staff.

If you are interested in joining the network organisation group, please email engs-wie@maillist.ox.ac.uk. Meetings are usually held termly over lunch.

Plagiarism

If you find yourself under pressure as the deadline approaches for submission of work, you might be tempted to cheat by copying from a book, a published article, or even the work of one of your friends. **This is not clever, nor is it harmless. It is a serious offence called plagiarism.**

In *The University Student Handbook*, there are clear guidelines issued regarding the issue of plagiarism in section 8.8. It states that:

"All students must carefully read regulations 3, 4 and 5 in the Proctors' Disciplinary Regulations for University Examinations, which make clear that:

- you must always indicate to the examiners when you have drawn on the work of others, using quotation marks and references in accordance with the conventions of your subject area.
- other people's original ideas and methods should be clearly distinguished from your own.
- the use of other people's words, illustrations, diagrams etc should be clearly indicated regardless of whether they are copied exactly, paraphrased, or adapted.
- material you have previously submitted for examination, at this University or elsewhere, cannot be re-used unless specifically permitted in the special Subject Regulations.

Failure to acknowledge your sources by clear citation and referencing constitutes plagiarism. The University's description of plagiarism should be read carefully. That description includes a link to the University's online course about understanding what plagiarism is, and how to avoid it. You are strongly advised to complete the course."

In recent years, the examiners have uncovered several instances of plagiarism in relation to engineering coursework. All cases were referred to the Proctors who imposed heavy penalties on the offenders.

For information about good academic practice and how to avoid plagiarism, please refer to the University's website at:

www.ox.ac.uk/sites/files/oxford/field/field_document/Academic%20good%20practice%20a%20practical%20guide.pdf

Safety

The Department Safety Officer is Philip Paling. Philip can be contacted on philip.paling@eng.ox.ac.uk. Full information can be found at <https://intranet.eng.ox.ac.uk/health-safety/>.

There are always risks associated with the operation of equipment. The guidance notes for students on health and safety are contained in Appendix A.

Guidance notes for what to do in the event of an attack by an armed person are in Appendix D.

Mobility Issues

If you experience mobility issues due to illness or injury (even if only temporarily), please report this to the Departmental Safety Officer, Philip Paling (philip.paling@eng.ox.ac.uk). This is so that appropriate help can be arranged at a local level which will be available in the event of an emergency evacuation.

STUDENT LIFE AND SUPPORT

Help and Advice

It is possible that at some point during your time here, you may need some additional support. It could be that your work gets on top of you. You might have health problems or difficulties with your personal life. All of these things can stop you from enjoying your time at Oxford and prevent you from studying effectively.

If you do experience a problem, the main thing to remember is that, although it may not feel like it, you are unlikely to be the only person to have had a particular issue, and many people are available to offer advice and support.

Do ask for help if you need it - don't struggle on and wait for the problem to go away of its own accord.

In College:

The natural person for you to turn to first is your college adviser. They can help you if you are having any problems. Your adviser may also be able to help with non-academic problems, but if you don't feel able to turn to them, there are many alternatives within the college community, such as the Senior Tutor, Welfare Officers, Chaplain, Nurse, Doctor, and Tutor for Women. Your college handbook or website may also be a useful source of information on who to contact and what support is available through your college.

In the Department:

Staff with a particular responsibility for graduate issues are:

- Professor Daniel Eakins (Director of Graduate Studies)
- Mrs Chris Mitchell (Head of Student Administration, Departmental Welfare Officer, Disability Lead, Harassment Officer, Mental Health First Aider)
- Dr Joanna Rhodes (Head of Finance and Administration)
- Professor Ron Roy (Head of Department)

At University level:

At University level, you can seek advice and counselling from:

- The University Counselling Service (270300)
- Nightline: Listening and Information Service (270270)
- Oxford SU Student Advice Helpline (280440) or www.ox.ac.uk/students/welfare

Harassment:

The University condemns harassment as an unacceptable form of behaviour and has an advisory system to help people who think they are being harassed. Harassment includes any unwarranted behaviour directed towards another person which disrupts that person's work or reduces their quality of life. Further information and guidance is available at <https://www.ox.ac.uk/students/welfare/harassment>.

The Department of Engineering Science has 12 confidential advisors (<https://intranet.eng.ox.ac.uk/support-updates-to-academics-and-line-managers/26-january-2021/harassment-advisors/>). At present these are:

- Chris Mitchell (Head of Student Administration)
- Professor Harvey Burd (Associate Professor in Engineering Science)
- Karen Bamford (PA)
- Daniel Eakins (Associate Professor)
- Caroline Brown (Office Manager & PA)
- John Coull (Senior Research Fellow)
- David Gillespie (Associate Professor)
- Laura O'Mahony (ORI Administrator)
- Nicholas Hawes (Associate Professor)
- Grahame Faulkner (Departmental Laser Safety Officer/ Teaching and Design Engineer)
- Wendy Poole (AIMS CDT Administrator)
- Jarlath Brine (Staff Development Manager)

any of whom may be consulted in relation to matters of harassment.

Equality and Diversity:

Information about the University's Equality and Diversity Unit can be found at <https://edu.admin.ox.ac.uk/>.

Disabilities:

If you have any form of disability, we strongly encourage you to disclose this to Chris Mitchell (Head of Student Administration), in order that we can make provision for you. Furthermore, your college will advise you of your Disability Contact who will be pleased to talk to you in the strictest confidence.

Students with a disability may also find useful advice and guidance on the University of Oxford Disability Office web page at www.ox.ac.uk/students/welfare/disability.

COMPLAINTS AND APPEALS

Complaints and academic appeals within the Department

The University, the MPLS Division and the Department of Engineering Science all hope that provision made for students at all stages of their course of study will make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.

Nothing in the University's complaints procedure precludes an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below). This is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available within colleges, within faculties/departments and from bodies like Student Advice Service provided by Oxford SU or the Counselling Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.

General areas of concern about provision affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the faculty/department's committees.

Complaints

If your concern or complaint relates to teaching or other provision made by Department of Engineering Science, then you should raise it with the Director of Graduate Studies, Professor Daniel Eakins who will first attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, you may take your concern further by making a formal complaint to the Proctors under the University Student Complaints Procedure (<https://www.ox.ac.uk/students/academic/complaints>).

If your concern or complaint relates to any provision made by your college, you should raise it either with your tutor or with one of the college officers or Senior Tutor (as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

Academic appeals

An academic appeal is defined as a formal questioning of a decision on an academic matter made by the responsible academic body.

For graduate courses, a concern which might lead to an appeal should be raised with your college authorities and the individual responsible for overseeing your work. It must not be raised directly with examiners or assessors. If it is not possible to clear up your concern in this way, you may put your concern in writing and submit it to the Proctors via the Senior Tutor of your college.

Please remember in connection with all the academic appeals that:

- The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.
- The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate's performance.

- On no account should you contact your examiners or assessors directly

POLICIES AND REGULATIONS

The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University regulations, codes of conduct and policies available on the Oxford Students website at <https://www.ox.ac.uk/students/academic/regulations> . We also draw your attention to the University's Conflict of interest policy and guidance, which you can find at <http://researchsupport.admin.ox.ac.uk/integrity/conflict>.

Part C: ACADEMIC MATTERS

What happens this year?

It depends on whether you are starting:

- the 1st year of a four-year DPhil or DEng in the WAMESS CDT; or
- the 2nd year research-intensive phase of your DPhil in the FPP or another MPLS CDT; or
- a “regular” non-CDT DPhil or MSc(Res).

DPhil and DEng in Wind and Marine Energy Systems and Structures (EPSRC CDT) (WAMESS)

WAMESS is a collaboration between the Universities of Oxford, Strathclyde and Edinburgh. The Director of the programme at Oxford is Prof. Chris Martin who takes an over-arching supervisory role. The focus for the centre is the engineering of offshore structures, considered in the large, from the visible structure (typically similar to those encountered in the ship and offshore oil and gas sectors) and the unseen geotechnical engineering. All Oxford's WAMESS CDT students are integrated into the Civil Engineering group, providing a robust support network.

WAMESS DEng

If you are starting your DEng you will be based primarily in industry and will spend four years attending a structured programme of taught modules as well as completing a doctoral-level thesis or portfolio of work. You'll spend 75% of your time completing supervised research and development work in their companies but attend intensive and more academic training periods at the universities for taught modules, group project working and other activities. DEng students will have a dedicated academic supervisor in addition to an industrial supervisor.

WAMESS DPhil

If you are pursuing a DPhil you are primarily university-based, following the same taught programme as the DEng students and have a dedicated academic supervisor. DPhil students will spend the majority of their time based at the Department of Engineering Science in central Oxford. The teaching involves taught general modules and taught specialist modules, and occurs in an intensive first term, followed by return visits over the remaining three years. A typical taught module involves one week of intensive lectures and classes followed by coursework, assignments, and examination. The first year includes a six-month design project. Each year includes transferable skills training, an annual conference as well as a range of specialist industry run short courses.

In summary: This year will start as a "training-intensive" one, with the "research-intensive" phase kicking in later. Although there will be specific things you must achieve, the first major research milestone of "Transfer of Status" will occur next academic year.

2nd year of 4-year programme in the Future Propulsion and Power CDT or another MPLS CDT

The FPP CDT programme follows a 1+3 model but is special in that all of you have been at Cambridge for your first year obtaining the MRes degree in Future Propulsion and Power. You are now registered for the DPhil and carry out research in the Osney Laboratory.

If you are in the Life Sciences Interface CDT or the Synthetic Biology CDT you are at much the same stage in that the Department is new to you, but Oxford is familiar.

In summary: You are starting the research-intensive stage of your DPhil. As you have had considerable exposure to your research areas, it is expected that your research work will take off quite quickly. You will have to pass the milestones of "Transfer of Status" this academic year and "Confirmation of Status" at the end of your third year. You are expected to submit at the end of your fourth year overall — that is, in three years' time.

1st year of a non-CDT DPhil in Engineering Science

The DPhil in Engineering Science has been the core graduate research programme available in all seven research areas mentioned. In one sense your research-intensive stage starts straight away like the 2nd year CDT researchers, but while they are at full power on the runway, you will need first to taxi out from the boarding gate.

In summary: You need time to read yourselves into your research topic, and to engage in training in relevant research methodology. Then you will start more full-time research as the year progresses. You will have to pass "Transfer of Status" at the end of this academic year, "Confirmation of Status" at around the 30-month point, and to submit between the end of the third and end of the fourth year.

1st year of MSc(R) in Engineering Science

You start very much as the non-CDT DPhil students, but you have much to do in a short time.

In summary: Your research-intensive stage starts straightaway too, but again time is required to read into your research topic and to acquire the research skills you need to complete your thesis. You will have to pass "Transfer of Status" at the end of this academic year. After that you should submit your thesis at some point in the following year. The MSc(R) can be done in one year, but most students will submit at the end of their second year.

Becoming a productive research student

There is, of course, no entirely simple recipe. You first have to accept that engaging in research is a risky business. However brilliant you have been in the past, and remain now, there is no way of completely de-risking it. But risk and novelty are what makes research fun, and why people make a career out of it. There are however sensible practices to manage the process. Here are some thoughts from the DGS.

- Engage. You need to own but share the process of finding out new stuff. It's "your" research, but your supervisor, and often others in the lab, wants to know the answer. So, engage with the topic, and with your supervisor. Keep the relationship a positive bi-lateral one.
- Read critically. Don't believe it is all "done" just because it is in the International Journal of Stuff 23 (2019) 13-27. Nothing is really done. What is the shortcoming in their methods, results, analysis, etc.?
- Learn to explain. Practice orally and in writing. From the off, write draft reports, summaries of techniques and papers. Make slides to talk to in meetings.
- Propose ideas. Just because you are new, don't be shy. Shine a light on them, refine, prioritise, discard.
- Design experiments, both the hardware AND the analysis. What is the critical thing you are trying to show or find that no-one else has. Do you know enough about statistics to know how much data you need?

- Discuss initial hardware designs with relevant workshops. Software too, don't reinvent the wheel.
- Cherish data. Own them, interrogate them, back them up safely, verify, visualise...
- Write up your thesis as you go. Write drafts for discussion, write/give talks to co-workers, write and submit a paper. Learn to take criticism: answer the “why did that idiot not understand me?” question.
- Help others. Get involved in managing the lab — it is not always someone else's job.
- Make a website. Think about the impact your work will make. (Please use official channels.)

As well as building research expertise in your specialism, you should seek to develop more broadly. Possibilities are many and varied: attend group seminars; organize reading groups; attend advanced courses in this and other departments; attend rather basic HOW TO courses; organise college cross-discipline seminars and discussion groups; obtain teaching experience — undergraduate practical laboratories are a good place to start, followed by tutorials in both Department and College. This is all part of “Skills training” or, better, “Researcher development”.

In Hilary Term, attend the student-led session, “Owning a Successful DPhil” where you can find out more about how to manage the process, yourself, and your supervisor. You will also have a chance to speak with other DPhil students who are at different stages of their studies and ask their advice/opinion.

[Preparatory questions to keep asking yourself](#)

Colleagues throughout MPLS have been thinking about how to help students in their progression toward Transfer of Status and beyond. Students have always had to make termly reports on “GSR” (Graduate Supervision Reporting), but now there is a template set of questions to ask yourself continually as you work through your degree and to update as the basis of your report.

[Transfer of Status: preparatory questions to keep asking](#)

The questions below are intended to provoke and to assist you to reflect on your research progress so far and on your proposals for future work. You should maintain this document as a rolling log of activity and make it the basis of (a) a special termly discussion with your supervisor; and (b) your termly report on GSR. It also makes good specific preparation for Transfer of Status, since the questions relate to the criteria used by your assessors.

[1. Consider the work you have completed to date:](#)

- Describe the contribution that it has made to your field of study.
- Describe its contribution to your understanding of the field of study — in terms of (a) the relevant bodies of literature; (b) underlying theory; (c) experimental methods and data analysis; (d) drawing conclusions which guide future work; and (e) the ability to communicate verbally and in writing with other researchers.
- Comment on your confidence in each of these areas.
- What researcher development and/or training courses have you attended?

[2. Consider your ideas and proposals for future work:](#)

- Describe the level of familiarity that you have with the various bodies of literature relevant to your proposed area of work.

- Justify the necessity, value, and/or originality of your proposed work
- Assess the potential that your proposed work has to make a significant contribution to your field of study.
- From a practical perspective, do you understand what your next steps are and what timescales are involved?
- Do you think that all the resources that you need are in place, e.g. equipment, funding for relevant field trials, etc.?
- Do you think that you are likely to complete within (preferably) your funded period, and (certainly) by your maximum submission date? (This date will have been sent to you by the MPLS Graduate Studies Office, and is defined by University Regulations. You can find it on Student Self Service <https://www.ox.ac.uk/students/selfservice>.) If unlikely, please explain.
- Are there any factors that might threaten and/or impact upon the successful completion of your research and of your writing up?
- What further specific research skills do you need to acquire?

3. More broadly...

- Are you working appropriately toward becoming an independent researcher?
- Looking ahead, what steps have you taken to investigate or secure your career options?

Monitoring Progress: GSR reporting

You are required to make a termly report of progress on Oxford's Graduate Supervision Reporting, accessed via Student Self Service. You will be sent an email to remind you to fill in a report, but it is worth visiting the site ahead of time so that you know where and what it is. Your reporting window is open for a short time- three weeks per term (Weeks 7 through 9) so don't get caught out. You should use the template to guide your report.

Your supervisor will also fill out a termly report. You can help by emailing yours to your supervisor as a polite "wake up call".

Graduate Progression, Training, and Professional Development

Full guidelines on progression, training, and professional development are published on Canvas <https://login.canvas.ox.ac.uk/>. We will communicate any changes that affect you via email and/or direct consultation but this site should be your initial source of information. If you have any queries, or concerns about this area please contact the Graduate Studies Officer in the first instance.

Opportunities in the Department

The 4th year MEng course here delivers lectures across the range of research areas in 28 different papers. The first 26 papers (4C1 through 4C26), are engineering related and lecturers are happy for graduates to attend – as these lectures have been moved online, please contact student.administration@eng.ox.ac.uk for access to the relevant Canvas page.

C1 Automotive Engineering

C15 Microelectronics

C2 Aerothermal Engineering

C16 Advanced Communications

| | |
|---|---|
| C3 Micromechanics and Materials Modelling | C17 Power Electronics |
| C4 Mechanical Performance and Integrity | C18 Machine Vision and Robotics |
| C5 Advanced Structures | C19 Machine Learning |
| C6 Geotechnics | C20 Multivariable Control |
| C7 Hydraulics | C21 Nonlinear and Predictive Control |
| C8 Sustainable Energy | C22 Medical Imaging and Informatics |
| C9 Environmental Engineering | C23 Cellular Engineering and Therapy |
| C10 Bioprocess Engineering | C24 Probability, Systems and Perturbation Methods |
| C11 Chemical Engineering I | C25 Mathematical Techniques |
| C12 Chemical Engineering II | C26 Electrochemical Energy Technology |
| C13 Production Engineering | C27 Management Practice |
| C14 Optoelectronics | C28 Advanced Entrepreneurship |

Guest Lectures and Graduate Recruitment Visits

The Department also hosts visits by major engineering companies. Don't be put off if these appear to be more targeted towards undergraduates. Go along and learn. You are also welcome to attend the first year 'Engineering in Practice' lectures in which an engineering professional or academic involved in industry will give a lecture based on how particular engineering principles are applied in industry.

Copies of the timetables are published in advance on Canvas, and the timetable is published on a week-by-week basis on the display screens around the Keble Road triangle.

Opportunities in MPLS

The University and MPLS Division put on some 400 courses for research students and postdoctoral researchers. The MPLS Graduate School web site brings together a range of information about transferable skills development and has details of skills training courses, seminars and workshops offered throughout the University in a searchable database. Visit www.mpls.ox.ac.uk for more.

Internships

During your studies you may choose to take time out to complete an internship. If you would like to undertake an internship you will need to complete the MPLS Internship Form (an MS Teams form available at [MPLS Internship form](#)). Within the form there is a link to a supervisor form that your supervisor must complete before you complete the online application, as you will need to upload it to the form. If you are unsure on the process or have other questions please contact postgraduate.studies@eng.ox.ac.uk so that the Student Administration team can advise.

Part D: DEPARTMENTAL & UNIVERSITY SERVICES AND ADMINISTRATION

Departmental Services

Visiting <https://intranet.eng.ox.ac.uk/> is the best way to see the range of links to services in the Department. We highlight four here, as they apply to security and safety.

IT@ENG (Computing Support)

A full introduction to our facilities is at <https://intranet.eng.ox.ac.uk/it/>

We are located on Level 6 of Thom and contactable via thehub@eng.ox.ac.uk. Here are a few immediate points.

1. WHAT IS AVAILABLE

Your supervisor will advise you on the Departmental facilities that will be made available to you. Research Groups have well tried and trusted operations that you must follow.

2. CONNECTING A PERSONAL MACHINE

If you wish to use your own computer/laptop in the Department, you must ensure (a) that it satisfies the department's electrical safety requirements and (b) you need to make sure it complies with the Engineering Network Regulations.

3. BACKING UP DATA

We cannot emphasise strongly enough the importance of backing up your data. It is your responsibility to back up your data. The university makes the IBM Spectrum Protect (was HFS) available to do this. Please ask your supervisor for further instructions and consult the IT Services HFS information webpage at <http://help.it.ox.ac.uk/hfs/index>.

4. EMAIL

You will be given an @eng.ox.ac.uk email account. Although you already have an @college address, your @eng address is the one that will be used to contact you from the Department. You are required to check your Departmental email once a day as a minimum.

Electronics Workshop

A full introduction is at <https://intranet.eng.ox.ac.uk/workshops/electronics-workshop/>.

We are on Level 5 of Thom, Room 50.14 and contactable on electronics@eng.ox.ac.uk.

Here are a few immediate points:

1. COMPONENTS & CONSUMABLES

We have a comprehensive stock of standard components e.g. resistors, capacitors, semiconductors, connectors, switches, batteries, etc. Orders are placed on Monday and entries must be in before midday Friday, delivery for ordered items is usually three to seven days. The preferred component suppliers are Farnell/CPC, RS Components and Rapid Electronics (see Electronics website for the ordering process). Please note that all requests must include a current research grant code (a "DF" number) or 4YP project code. Your supervisor can advise you, or you can contact accounts accounts@eng.ox.ac.uk directly for advice.

2. REPAIRS

The workshops carry out servicing and repairs to electronic equipment. To assist and speed up this process (should it become necessary), please ensure that a service manual is obtained or purchased with all new equipment. Manuals can often be obtained free of charge at the time of purchase as 'part of the deal'.

3. SAFETY

If you intend to construct any mains powered equipment yourself, you must contact the Electronics Workshop for guidance on construction and wiring methods before commencing work. All such MUST BE INSPECTED and SAFETY TESTED BEFORE USE.

4. SAFETY: Portable Appliance Testing (PAT)

It is a legal requirement that ALL electrical equipment entering the Department that is to be used on departmental premises, including commercially built and personal items, must also be electrically inspected and safety tested before use. PAT inspections are passed for a period from one to five years depending upon the type of equipment. A PAT re-test must be arranged by the user prior to expiry of the current test or at any other time if the user suspects there may be a fault or damage. Equipment without a valid test date must not be used. To arrange a Portable Appliance Test please email electronics@eng.ox.ac.uk.

Mechanical Workshop

The Department's mechanical workshops can design, manufacture, service, repair or modify a wide variety of mechanical items.

The workshop technicians have detailed knowledge and are highly experienced in mechanical engineering practices and can offer advice and guidance in design, manufacture, construction and installation of mechanical components.

Components can be manufactured from verbal discussion, sketches or full CAD drawings. The more information that is provided the quicker a job can be completed.

Visits to the workshop and discussion with the technicians manufacturing your job are always welcomed.

We can be contacted on (office) 73070.

University Services

IT services

Do visit www.it.ox.ac.uk to read about setting up VPN and using Eduroam wireless connections, etc. You can also obtain free licenses for you own machine for some very useful software.

Electronic journal access

The University and Department are signed up to all relevant electronic resources made available by publishers and institutions. You should therefore be able to access the pdf for any journal article and conference paper via its DOI from your desktop or laptop.

If you are outside of the Oxford network you can do the same provided you obtain a VPN login.

The Bodleian and Radcliffe Science Libraries

The Radcliffe Science Library (RSL) (www.bodleian.ox.ac.uk/science) is the main science research library at the university. Most of your engineering library research can be done using this library's resources. The library is located less than five minutes away from the Engineering Science Department, at the corner of Parks Rd and South Parks Rd.

There is also an online library guide (ox.libguides.com/engineering) specially prepared to provide you with information about, and access to, resources available through the Bodleian Libraries to help support learning, teaching, and research in Engineering Science.

The Subject Librarian responsible for Engineering Science is Alessandra Vetrugno (alessandra.vetrugno@bodleian.ox.ac.uk), and she is based at the RSL. Please contact her for assistance, if you have questions, such as:

- How do I get started using article databases?
- How can I quickly and easily insert citations and create bibliographies?
- Where do I search for standards?
- What tools can I use to keep up to date in my field?
- Who is citing my work?
- How do I find patents?
- What tips and tricks can I use to improve my searches?

RSL training courses

Part 1: Radcliffe Science Library (RSL) Introduction to the Library Catalogue and Services. Sessions are run for new students and those who require a refresher.

To book a place or find out more you can phone 01865 272800, email enquiries.rsl@bodleian.ox.ac.uk or visit the Entrance Hall Enquiry Desk in the RSL.

Part 2: Finding Research Information (aimed at students new to searching bibliographic databases and library resources to find journals and articles, conference proceedings and papers, standards, theses, patents, etc.).

Email the Engineering Subject Librarian (alessandra.vetrugno@bodleian.ox.ac.uk) if you have any queries or would like to book a spot. Other training sessions are offered throughout the year on reference management, research impact, open access and more.

Departmental Administration

Departmental and Graduate Studies pages, and MPLS

Do please find out what is where on the Departmental web pages, and particularly on the graduate studies webpage. These provide information relating to various academic and administrative procedures. Follow the links from www.eng.ox.ac.uk

The majority of graduate-related information is on Canvas <https://login.canvas.ox.ac.uk/>. Do note that a link to all forms for your degree progression are available from here. You will also find details relating to the Transfer of Status and Confirmation of Status processes.

If there is material that you think should be on there which currently isn't, or isn't particularly clear, please let us know by emailing postgraduate.studies@eng.ox.ac.uk.

Do also get to know your way around the MPLS web site, and particularly the MPLS Graduate School website at <https://www.mpls.ox.ac.uk/graduate-school> .

Graduate Joint Consultative Committee

The Graduate Joint Consultative Committee (GJCC) was formed during the 2015/16 academic year as a spinout from the Joint Consultative Committee as a forum solely for our graduate students to discuss items of importance to them. It consists of graduate students, academics and staff from the Department of Engineering Science and meets regularly (once termly) to discuss and decide upon aspects of relevance to the support of graduate students and to gain their input into the running of the department.

The GJCC is the formal means by which graduate students can provide vital feedback to the faculty and the means by which the faculty can consult with students regarding any proposals or possible changes to the department and courses.

For the GJCC to be representative of the student body it requires active participation from graduates at all stages in their degrees. There are two ways for you to be involved – by being a GJCC student representative, attending meetings and canvassing the opinions of your peers, or by providing feedback to your GJCC representative. Student feedback is invaluable to the working of this committee!

More information on the GJCC is available on Canvas (<https://login.canvas.ox.ac.uk/>).

Finally, please recall the Head of Department's welcome...

This Department, your College and Oxford more widely are great places in which to research and live.

Many congratulations on making it!

You've invested an enormous amount of intellectual energy and intellectual capital in getting to this point...

So ... do now enjoy becoming the world's expert in your chosen topic!

APPENDIX A: Health and Safety

Introduction

In England and Wales, everyone has a 'duty of care' under Common Law both to themselves and others. Each one of us must take reasonable care of our own health and safety and that of others who may be affected by our acts and omissions. Further, under Statute Law in Great Britain, everyone has a duty to co-operate with their employer, in this case the department, so far as is necessary to enable the department to comply with its duties under the Health and Safety at Work Act 1974. Graduates, as visitors to the department, do not have the same responsibilities under Sections 7 and 8 of the Act. However, as visitors, you will be expected to comply both with the spirit of the law and, when the occasion demands, the letter. To this end, the department has a basic set of safety rules that apply to all graduates and these are listed below.

Departmental safety rules for graduates

1. Graduates may use apparatus in laboratories only when supervised and within normal working hours, for the following purposes:
 - (a) Programmed experiments as timetabled, under the direct supervision of the laboratory organiser and which satisfy current safety regulations.

Programmed experiments outside timetabled hours (see Access Hours and Lone working information in Appendix B) by specific permission of the organiser of the relevant laboratory class which satisfy current safety regulations, and which are directly supervised.
 - (b) Project work by arrangement between the project supervisor, the staff member responsible for safety in the relevant laboratory and the staff member responsible for the apparatus required providing all necessary risk assessments under current safety regulations have been completed before the project work starts.
 - (c) For the purposes other than programmed experiments or project work by permission of:
 - the member of staff responsible for the safety in the relevant laboratory or,
 - the Administrator or,
 - the head of the relevant workshopproviding all necessary risk assessments under current safety regulations have been completed before the work starts.
2. Outside normal working hours, graduates may use apparatus only if there is a specific reason for which approval is granted by the Head of Department or Associate Head (Teaching). This use must be in the presence of a member of staff. Such approval is currently granted for supervised access to computing facilities only.
3. Machine tools in the Staff/Student Workshop may be used only when supervised by an authorised person or by the technician in charge. The technician must be satisfied that the undergraduate is competent to operate the required machinery safely. The technician in charge has full authority to refuse anyone the use of machine tools if evidence of competency cannot be provided.

4. Except by permission of the member of staff responsible, graduates are not permitted to enter research laboratories, staff offices, stores, workshops, roof areas, service areas, photographic darkrooms, reception areas (except public spaces), or any room displaying a specific hazard warning notice. Except in the case of fire, graduates will not access the seventh-floor balcony of the Thom Building.
5. Each practical and experimental exercise will provide more detailed safety requirements. All graduates will be expected to abide by these additional specific safety requirements and act on them accordingly.
6. It is an offence under law for anyone to intentionally interfere with or misuse anything provided in the interests of health, safety and welfare. It is also an offence not to use any personal protective equipment (PPE) provided in the interests of health and safety. PPE must be maintained in good order and you have a duty to report any PPE that is damaged or if it does not suit your needs. Report the fact to your supervisor or member of staff responsible for the laboratory or workshop.

APPENDIX B: Department of Engineering Science – Access and Lone Working

This table provides guidance for graduates, postgraduates and members of staff. Detailed guidance is available on the department’s health & safety intranet page at this link: <https://intranet.eng.ox.ac.uk/health-safety/> Please note that hours listed here are correct for normal working conditions

| Category/Hours | Core Hours 08:00-18:00 | Non-Core Hours Monday to Friday 18:00-22:00 | Weekends 08:00 - 22:00 | Late Working 22:00 – 08:00 | Departmental closed periods e.g. Easter, Christmas and Bank Holidays outside term |
|---|--|---|---|--------------------------------------|---|
| Graduate | Access allowed from 08:00 – 18:00, 0-10th week inclusive (Hilary and Michaelmas Terms) and 0-8th week inclusive (Trinity Term). Undergraduates are allowed to remain until 18:00 apart from the 8th floor study area where access is allowed until 19:00 | Access requires Extended Hours Permit & Risk Assessment | Access requires Extended Hours Permit & Risk Assessment | No access | No access |
| Postgraduate & Staff Members (Academic, Research Assistants, Support Staff) | Access allowed | Access allowed | Permitted for office-based work only | Permitted for office-based work only | Permitted for office-based work only |

Note: Core hours for IBME are 08:00 – 18:00 (Monday to Friday)

Lone Working

Lone working (other than for solely office-based activities) is only permitted for students and staff subject to a Risk Assessment by their Line Manager or Supervisor. In all cases arrangements for summoning assistance in the event of an accident should be established and this information communicated to all relevant persons.

APPENDIX C: Access to Departmental Buildings

1. Graduate Students are permitted to use the main entrances to the Thom (including 8th floor study area) and Holder Buildings in the Keble Triangle between the hours of 08:00hrs and 18:00hrs during the following periods:
 - Weeks 0th -10th (inclusive) in the Michaelmas and Hilary terms
 - Weeks 0th – 8th of Trinity term
2. This permission is granted for the purposes of attending lectures and other course related meetings, visiting the 8th floor study area.
3. This permission is granted on the strict condition that the only activities that can be undertaken are desk based, e.g. computer analysis of data, literature reviews or writing up of results but **not** the use of mechanical, electrical or chemical equipment and materials which would in other circumstances require the Graduate Student to be supervised in its use.
4. In certain circumstances and under conditions set by the Departmental Safety Officer (DSO), this access permission can be extended to allow activities by the Graduate Student which involve tests and experiments using mechanical, electrical or chemical equipment and materials which are deemed by the DSO to be hazardous to health and safety. The minimum condition will normally be that the Graduate Student is supervised by a competent person (usually a member of academic staff).
5. If a Graduate Student applies for extended access permission to undertake activities of the nature described in clause 4, the application must include a full description to enable the DSO to fully assess the risk and determine whether the activity can be allowed and, if so, the precautions that need to be taken and the supervision that will be required. At the discretion of the DSO extended access to nominated areas may then be permitted for a short, specified period under clearly defined conditions.
6. This permit, together with a current University Identity Card, must be carried at all times within the department, and produced upon request. Any Graduate Student that is unable to meet these requirements will be asked to immediately leave the department premises.
7. IMPORTANT NOTE: Random checks on Graduates Students present in the department during the periods and hours listed in Clause 1 will be conducted by the Head of Finance and Administration and the DSO. Students found to be not complying with the conditions of issue of the extended access permission or undertaking works or activities that have not been specifically authorised (including the manner in which this authority was given) will have their extended access permission withdrawn and the Head of Department notified.

APPENDIX D: Guidance in the event of an attack by an armed person or persons

1. Be prepared and stay calm

The purpose of this guidance is to alert and not to alarm – it is not being provided in response to any specific information. Although students are asked to be mindful and alert, please do not be overly concerned. You are asked to carry on with your day-to-day life as normal.

In the event of an incident, quickly determine the best way to protect yourself.

2. Evacuate

- If it is possible to do so safely, exit the building or area immediately
- Have an escape route in mind (Fire Exit signs are a good point of reference)
- Evacuate regardless of whether others agree to follow
- Help others, if possible
- Prevent others from entering the area of danger
- Do not attempt to move wounded people
- When you are safe, call 999 and ask for the police

3. Hide

- If evacuation is not possible, find a place to hide where the offender is less likely to find you
- If you are in a room/office, stay there
- If you are in a corridor, get into a room/office
- Lock the door and blockade it with furniture
- Silence your mobile phone and remain quiet
- Turn off the lights and draw any blinds
- Hide out of view and behind something solid (desk or cabinet)
- If it is possible to do so safely, call 999 and ask for the police

4. Inform

If you contact the police, provide the following information:

- Location of and the number of offenders
- Any physical descriptions of the offenders
- Number and type of weapons used by the offenders
- Number and potential victims at the location
- Your location

STAY SAFE

Further information and advice is available from [Oxford University Security Services](https://www.ox.ac.uk/security) on 01865 (2) 72944 or security.control@admin.ox.ac.uk.