



## **Welcome to the Sir William Dunn School of Pathology**

Welcome to the Sir William Dunn School of Pathology. We are a Department in the Medical Sciences Division of the University of Oxford. We have an extensive research programme covering Cell Biology, DNA replication and Cancer, Infection and Immunity, RNA and gene expression, and Stem Cells and Development. The Head of Department is Professor Matthew Freeman.

This sheet contains information that should help you when you arrive at the Dunn School and the University of Oxford.

### **The University of Oxford**

The University of Oxford is the oldest University in the English-speaking world and a leader in teaching and research. It is a collegiate University, consisting of the central University and 38 Colleges. The central University is comprised of Departments and Research Centres, Administrative Departments, Libraries and Museums. The 38 Colleges and six permanent Halls are self-governing and financially independent institutions, related to the central University in a federal system.

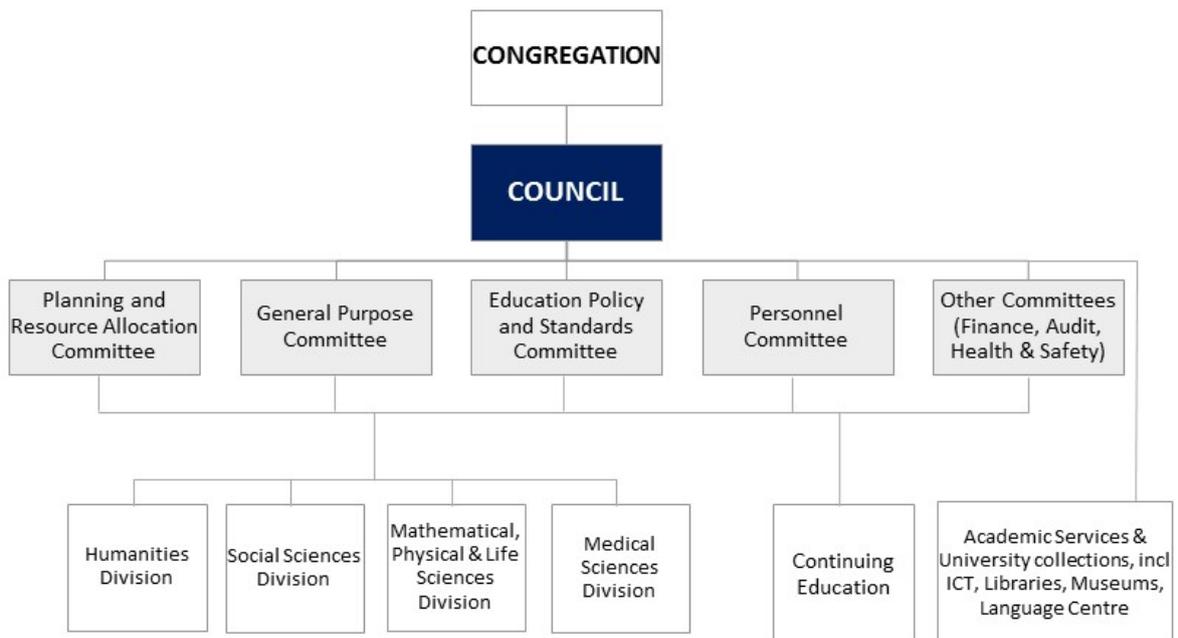
For more information about the University, please go to the main University website:

[www.ox.ac.uk](http://www.ox.ac.uk)

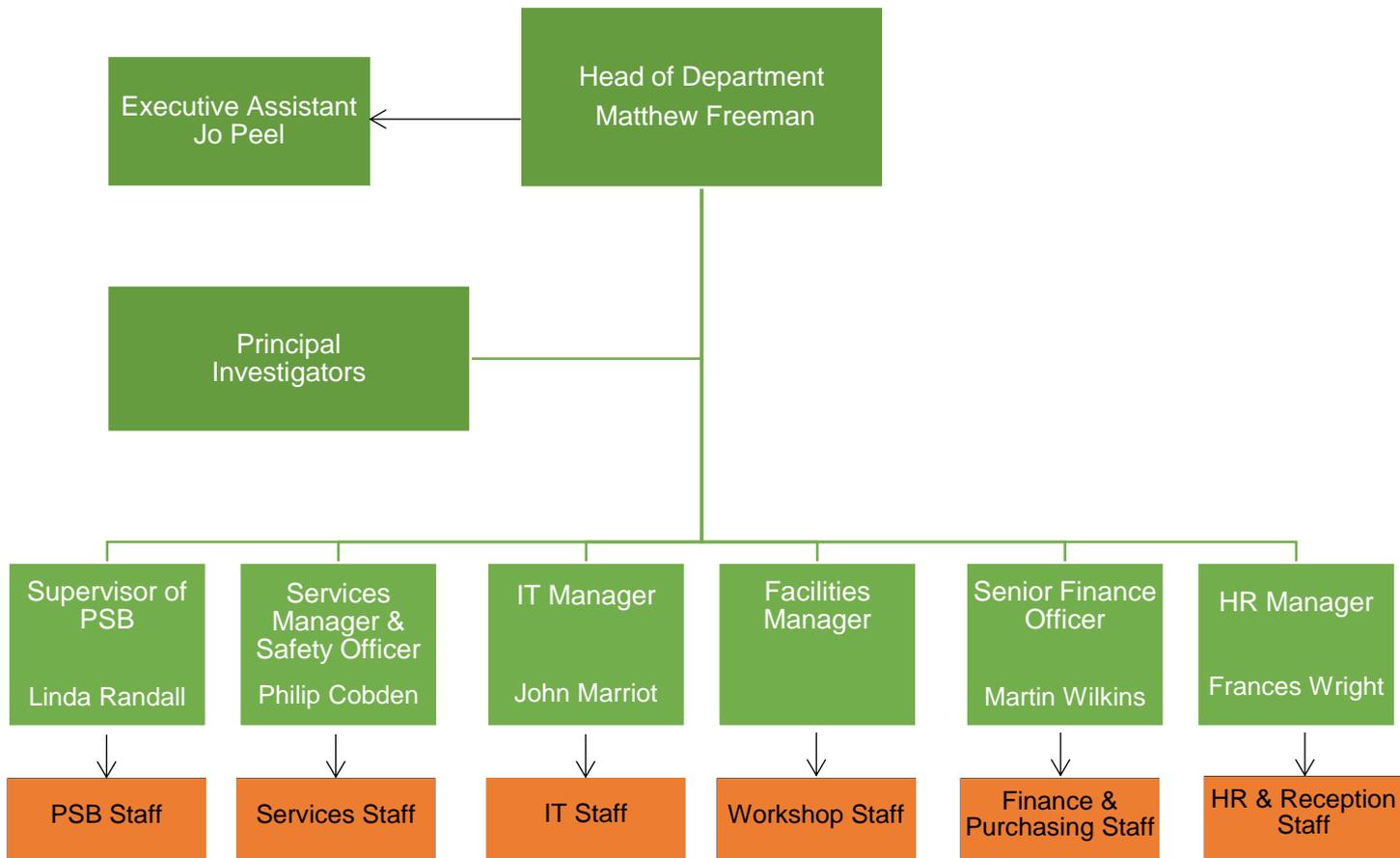
To help understand the Divisional structures of the University, please see the diagram below. For more detailed information on this and other aspects of the University please see the University's staff handbook:

[http://www.admin.ox.ac.uk/personnel/staffinfo/handbook\\_acrel/](http://www.admin.ox.ac.uk/personnel/staffinfo/handbook_acrel/)

### The Structure of the University of Oxford



## The Structure of the Dunn School:



The Dunn School has a Departmental Committee, which includes all Group Leaders, the Senior Finance Officer, the Services Manager and Safety Officer, the Facilities Manager, the IT Manager, the HR Manager, the Supervisor of Pathology Support Building (PSB) and all staff who run the Research Facilities in the Department. The Departmental Committee meets three times a year.

### Seminars

The Dunn School seminars are usually held during term time at 2 pm on Fridays in the Medical Sciences Teaching Centre. All are welcome.

There are various other seminars organised throughout the year, which everyone can attend.



### **Families at the Dunn School**

The Dunn School is a friendly and collegiate place to work, and prides itself on the support it offers to people with families and caring responsibilities. We try to foster an environment where everyone feels that they are helped at all stages of their careers, and where the additional pressures that come with family life can be mitigated by both an outstanding work environment and active support. We have developed specific family friendly policies that include flexible working arrangement, holding Departmental events between 10am to 4pm, designating much of the non-lab space to open to children, and encouragement of shared parental leave, as well as leave for carers and during adoption.

### **Athena Swan**

In recognition of our work to support female scientists, we have been awarded an Athena SWAN Silver award. Athena SWAN (<http://www.ecu.ac.uk/equality-charter-marks/athena-swan/>) is a national scheme aimed at ensuring that University departments work hard to prevent women leaving science which is a common problem. We have scrutinised the careers of female scientists at the Dunn School, consulted all staff about what we do well and what could be improved, and have developed specific plans to improve the working environment here. We continue to make, significant changes. Encouragingly, we see evidence that these are having the desired effects.

## Childcare

The University offers a range of options for childcare, including their own nurseries with the salary sacrifice scheme or childcare vouchers for services outside of the university provision. When children are 3 years old they are entitled to 15 hours free childcare a week during term time. For more information please go to:

<http://www.admin.ox.ac.uk/childcare/>



The Dunn School Summer Party

## Staff Representation

All members of the Dunn School have the right to join any trade union of their choice if they meet the joining requirements. Please see [www.admin.ox.ac.uk/personnel/staffinfo/joint/](http://www.admin.ox.ac.uk/personnel/staffinfo/joint/) for more information.



## Training and courses

Listed below are some of the training courses provided by the University and a link to all the training the University provides. Also, for new researchers, please find a link to the support for researcher's website which has some very useful information.

- The History of the University is an illustrated talk which gives an insight into the structures and traditions of the University:  
[http://www.learning.ox.ac.uk/seminar\\_desc.php?cat=cc&ls=all&cc=IND/HIS&page=19](http://www.learning.ox.ac.uk/seminar_desc.php?cat=cc&ls=all&cc=IND/HIS&page=19)

- The Oxford Learning Institute (OLI) hold a welcome event for new research staff which is well worth attending:  
[http://www.learning.ox.ac.uk/seminar\\_desc.php?cat=cc&ls=all&cc=IND/CRS&page=19](http://www.learning.ox.ac.uk/seminar_desc.php?cat=cc&ls=all&cc=IND/CRS&page=19)

- The Support for Researchers website is:  
<http://www.ox.ac.uk/research/support-researchers>

This site for contains information on the Oxford Research Staff Society (OxRSS) which connects researchers from across the University socially and professionally.

IT services run a variety of IT courses and you can sign up for them here:

<http://www.it.ox.ac.uk/want/course>

The Medical Sciences Division also run a variety of skills training courses and these are open to graduate research students and all research staff:

<http://www.medsci.ox.ac.uk/skillstraining>

The Oxford University Language Centre offers members of the University and Colleges foreign language courses and self-study options:

<http://www.lang.ox.ac.uk/index.html>

The Safety Office offer a range of courses:

<http://www.admin.ox.ac.uk/safety/safetytraining/>

### **Bullying and Harassment**

The Department takes any instance of Bullying and Harassment very seriously. The Department has its own policy on bullying and harassment which can be found on the intranet. The department also has Harassment Advisers who are available to speak to any member of the department.

**Lucinda Risius** – Graduate Studies Administrator [Lucinda.Risius@path.ox.ac.uk](mailto:Lucinda.Risius@path.ox.ac.uk) Tel: 75524

**Quentin Sattentau** – Group Leader [Quentin.Sattentau@path.ox.ac.uk](mailto:Quentin.Sattentau@path.ox.ac.uk) Tel: 75511

**Angela Moncada Pazos** – Postdoc [Angela.moncadapazos@path.ox.ac.uk](mailto:Angela.moncadapazos@path.ox.ac.uk) Tel: 85652

### **Pensions and Benefits**

You will automatically be added to a University pension scheme either OSPS for grades 1-5 or USS for grade 6 and above. For details on each scheme see :

[www.admin.ox.ac.uk/finance/pensions/](http://www.admin.ox.ac.uk/finance/pensions/)

The University also offers a large range of staff benefits, from healthcare to discounted rates at The Randolph! For more information please see:

[www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/) and

<http://www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/>

### **Staff Gateway**

The University website contains a large amount of information that you may find very useful. In particular the Staff Gateway is very helpful:

[www.ox.ac.uk/staff/](http://www.ox.ac.uk/staff/)

## **Information, Clubs and Societies**

There is a volunteer run Oxford Newcomers Club. Details can be found here:

<http://www.newcomers.ox.ac.uk>

The University Club is a sports and social club located on Mansfield Road. It is a members club for Oxford University staff, graduates and alumni. It offers accommodation, catering and hospitality, including breakfasts, lunches, evening meals and private catering:

<http://www.club.ox.ac.uk>

Oxford University LGBT (Lesbian, Gay, Bi-Sexual and Trans) Staff Network is for all LGBT Oxford University staff, academic and non-academic. For more information please see:

<http://www.admin.ox.ac.uk/eop/sexualorientation/informationforstaff/#d.en30485>

The Oxford Women's Network (OWN) is committed to enhancing the quality of life for the community of women within the collegiate University:

<http://www.admin.ox.ac.uk/eop/gender/own/> or <http://www.learning.ox.ac.uk/support/women/>

## **National and Local Information**

Overseas staff may find this website useful:

<http://www.britishcouncil.org/new/euraxess/>

Also you may find this information about the National Health Service helpful:

<http://www.nhs.uk/nhsengland/aboutnhsservices/uk-visitors/pages/accessing-nhs-services.aspx>

For information on housing, local events, pets for sale etc, the Daily Info is an extremely informative local website:

[www.dailyinfo.co.uk](http://www.dailyinfo.co.uk)

Oxfordshire County Council has a family information service which can be found here:

[www.oxfordshire.gov.uk/parents](http://www.oxfordshire.gov.uk/parents)

## **Staying in Oxford**

Accommodation can be tricky to find in Oxford, daily info is a good place to look for rooms. The University has an Accommodation office who keep lists of private and University housing options:  
<http://www.admin.ox.ac.uk/accommodation/>.

The University Gazette is also a good place to check for accommodation  
<http://www.ox.ac.uk/gazette/>