Monday, 1st October
9.00 – 9.15: Angus Wilkinson (Acting Head of Department):
Welcome and introduction to department
9.15 – 9.35: Support structure:
   - Director of Studies
   - Graduate Studies Secretary
   - Graduate Studies Panel
   - MPLS Graduate School
   - Department Administrator (Charlotte Sweeney)
   - Academic/Finance Deputy Administrators
   - Harassment Officers
9.35 – 9.45: Skills Training (Adrian Taylor)
9.45 – 9.55: Sergio Lozano-Perez (Practical Class Organiser):
Gaining teaching experience
9.55 – 10.05: Anne Miller (Enterprise Programme Manager, MPLS)
Short talk on Enterprise provision
10:05 – 10.15: Chim Chu (Oxford University Innovation)
Intellectual property and commercialisation
10.15 – 10.25: Hazel Gardner (Chair of JCCG):
Joint Consultative Committee for Graduates - overview
Explanation of nomination procedure
Electron microscopy facilities: access and training
10:40 – 10:50 Pete Nellist (Chair of Equality and Diversity Committee)
Information about equality and diversity – equal opportunities for all
10.50 – 11.35: Registration and coffee with members of JCCG
Individual photographs to be taken during coffee
Financial details to be collected from students (if required)
11.35 – 12.50: Tour of central site
Hume Rothery:
   - Workshop (Les Chorley), Stores, Library, Admin. offices.
Holder Building:
   - EM area, Teaching Labs. (Diana Passmore), Common Room
Engineering & Technology Building:
   - IT Support (Paul Warren/Rob Saunders/Chris Akinola), ETB Committee room, IEB LR8
21 Banbury Road:
   - Lecture Theatre, Conference Room
12/13 Parks Road
12.50 – 14.00 BREAK
14.00 – 17.00 Meeting with your research group and supervisor(s)
(students to be collected from the Hume-Rothery Building reception area at 2.00 pm)
Tuesday, 2nd October

All activities will take place in the Hume-Rothery Lecture Theatre except for the tour of the Begbroke site and the tour of the Radcliffe Science Library

9.00 – 9.50: Adrian Taylor (Director of Studies):
Introduction to the Materials Research Degrees, including the key milestones

9.50 – 10.00: Jayne Shaw (Access & Outreach Manager):
Introduction to access and outreach

10.00 – 10.15: Hazel Gardner (Co-Secretary of JCCG):
Nomination of first-year candidates for the role of JCCG year representative
Election of 3-4 first-year representatives

10.15 – 10.45: Coffee with members of JCCG
Opportunity to talk with Access and Outreach Manager

10.45 – 11.00: Bus departs for Begbroke from outside the Hume-Rothery Building

11.00 – 12.30: Tour of Begbroke site (Coordinated by Dr Vanessa Cheel):
Begbroke Nano characterisation facilities
Sample preparation and electron microscopy
Non-analytical facilities eg canteen, clean room, spray forming lab, bus, key fobs

12.30 – 13.00: Return to the Hume-Rothery Building

13.00 – 14.00: BREAK

14.00 – 14.20: IT Services – Introduction to University IT Services (Dave Baker)

14:20 – 14.50: Introduction to Department IT and audio-visual services (Paul Warren)

14.50 – 15.20: Introduction to Library facilities in Oxford (Grace Sewell)

15.30 – 16.00: Tour of Radcliffe Science Library (RSL) (Ljilja Ristic)

Thursday, 4 October

16:30: Department of Materials Newcomers Party