

INDUCTION COURSE PROGRAMME (1st – 2nd October 2018)

(Hume-Rothery Lecture Theatre)

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
- 10.25 – 10.40: **Neil Young (EM Facility Manager):**
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