

Follow-up document after graduate welcome

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The 6 NDCN subdivisions

We would recommend you have a flick through the [‘induction for new people’ webpages on the NDCN intranet](#) which will provide appropriate links for each of these.

- Division of Clinical Neurology (David Bennett)
- MRC Brain Network Dynamics Unit (Peter Magill)
- Nuffield Division of Anaesthetics (Andrew Farmery)
- Nuffield Laboratory of Ophthalmology (Russell Foster)
- Wellcome Centre for Integrative Neuroimaging (Heidi Johansen-Berg)
- Wolfson Centre for Prevention of Stroke and Dementia (Peter Rothwell)

Professional Services teams generic email addresses

<https://www.ndcn.ox.ac.uk/about/professional-services/contacts>

James Lee: Strategic Initiatives Manager (governance, data, ethics, etc.)

Buildings access/cards/iPassport

If you have not had any email communications from Facilities about your induction or Larissa about iPassport, please email the facilities team to flag this up to them. They are also the team to go to if you think you are still lacking access to spaces you need e.g. an OUH Trust card to access Level 5 or 6.

Please note, however, that Larissa works part-time for us so if you have already sent her a query about iPassport but not heard back, do be patient – she will get back to you.

IT-related matters

You may find this 15-minute induction video from IT services for new starters useful:

<https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=1563f32f-9267-415d-8111-b043008f26e3&start=0>

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The induction webpage with resources/contacts for help is <https://skills.it.ox.ac.uk/inductions-students>.

Training

MSD Skills Training:

<https://www.medsci.ox.ac.uk/study/skills-training> (coding, transfer of status, writing, managing your time...)

IT Learning Centre: Open schedule and private courses

Do bear in mind that all through the year we provide a lively programme of teacher-led workshops on a range of useful, actionable digital skills. The new schedule will go live in September, here:

<https://skills.it.ox.ac.uk/whats-on>

And we can arrange to deliver any of our programmed workshops for your group, as a private course. This can be arranged on a date that suits your curriculum, and be limited to just your group of students. Read about private courses here: <https://skills.it.ox.ac.uk/private-courses>

Centre for Teaching and Learning

<https://www.ctl.ox.ac.uk/> (especially 'Teaching programmes' if you're interested in teaching while you're studying)

Graduate administration matters

Getting yourself a webpage & professional photograph

Please email Jacqueline at communications@ndcn.ox.ac.uk if you would like to have a student profile webpage.

You can supply your own photograph, but we also wanted to tell you that NDCN is paying for professional photographer Nasir Hamid to come to the JR on Wednesday 18 October, 8.45-12.45, to take portrait photographs of any NDCN staff or students. There's no need to book - you can simply turn up in the upstairs foyer outside the Tingewick lecture theatres (although you may have to join a queue).

Current students webpages

<https://www.ndcn.ox.ac.uk/study-with-us/graduate-students/current-students>

This includes links to the

- code of practice for supervisors
- the graduate handbook
- graduate self-reporting (GSR)
- the names and contact details of your welfare reps and the disability lead & coordinator

and much more!

Milestones

- Key milestones (transfer and confirmation) for DPhil students:
<https://www.ox.ac.uk/students/academic/guidance/graduate/research/status/DPhil>
- Key milestones (transfer) for MSc (Res) students:
https://www.ox.ac.uk/students/academic/guidance/graduate/research/status/MLitt_MSc
- GSO forms (milestones, changes to supervisory team, etc.):
<https://www.ox.ac.uk/students/academic/guidance/graduate/progression?wssl=1>

If you do not yet have two supervisors, please speak to your current supervisor to discuss and then email us when you have a name. If you do so before c. 10 January, you will be able to add them to your supervisory team without having to complete GSO.25.

Mandatory training

Annual requirement for all students

- the [information security module](#)

One-off training for all students

- the [avoiding plagiarism course](#)

- the [research integrity training course](#)
- [Challenging Behaviour: Dealing with bullying and harassment in the workplace online course \(1 hour 20 minutes\)](#)
- [Equality and diversity online course \(1 hour\)](#)
- [Implicit bias in the workplace online course \(15 minutes\)](#)

Especially important for new starters for the academic year 2023-24:

Get started on completing your [training needs analysis](#). The TNA must be completed **during your first term as part of your Graduate Supervision Report for that first term.**

Note: You don't need to wait to be set up on iPassport in order to start these training courses. You can upload the certificates at a later date, once you are set up.

Departmental seminars/academic offerings

- weekly departmental seminar
- weekly graduate seminar from November (to be advertised in the Michaelmas graduate PGR newsletter)
- Thomas Willis Day: <https://www.ndcn.ox.ac.uk/news/thomas-willis-day-2023>

Extracurricular social/academic/crossover

- NDCN Student Club (Social Secretary present yesterday: Jasmine Reese): <https://www.ndcn.ox.ac.uk/study-with-us/graduate-students/current-students/student-club>
- NDCN Clinical Neurosciences Society (Present yesterday: Adham Farah): <https://www.ndcn.ox.ac.uk/about/working-in-our-department/staff-and-student-clubs/clinical-neurosciences-society>
- Oxford University Cortex Club (Present yesterday: representative Mingyu Zhu): <https://www.cortexclub.com/>
- Chronic Pain Neurotechnology Network: <https://cpnn.ac.uk/neurotech-course/>

Public Engagement

<https://www.ndcn.ox.ac.uk/about/professional-services/communications-and-events/engagement>

and <https://www.ndcn.ox.ac.uk/engagement>.

Make your voice heard

Student rep vacancies on various committees for the academic year 23/24:

- NDCN Athena Swan committee (see blurb below)
- Clinical Neurosciences Society
- Equity, Diversity and Inclusion working group
- MSD Skills training committee

More information about the NDCN Athena Swan committee vacancy for a student rep:

The Athena Swan Charter is the main equality framework that supports departments and universities across the UK. It was launched in 2005 by the charity Advance HE. This framework encourages and recognises the commitment that higher education organisations have towards advancing the careers of women in science, technology, engineering, maths and medicine (STEMM) employment.

Within NDCN, we have been actively working towards improving and enhancing gender equality within the department in order to create a positive work environment for both staff and students. In previous years, NDCN has been awarded one Bronze award in 2013 and two consecutive Silver Awards, in 2015 and 2020.

NDCN is bringing together an Athena Swan Committee to work together towards the Athena Swan submission in 2025. Within this committee, we are looking to recruit a student representative to sit on and play an active role in the committee. You will join committee meetings once every 1 to 2 months to discuss towards how we will approach achieving our gender equality goals towards the next submission.

Please [email Theresa Ayanwu](#) for more information/to signal your interest in this vacancy.

NDCN Run Club

Please email james.lee@ndcn.ox.ac.uk if you'd like to be added to the Teams chat channel to be kept informed of days, times, and departure points.