25th September 2017

To all first year Biochemists

Welcome to Biochemistry.

Registration

All students need to register with the Department at the beginning of each term. Please register for this term in the Teaching lab on the first floor in the Rodney Porter Building on Thursday 5th October between 10.00 a.m. and 12.30 p.m. and 2.00 p.m. and 4.00 p.m. or on Friday 6th October between 10.00 a.m. and 2.00 p.m. You must have your Bodleian library card with you to gain access to the building. You should have already registered for the University online and checked your database information. You will receive a pack of information when you register.

You need a lab coat and safety glasses. These can be purchased on Thursday and Friday in the Howard Schneiderman room, Rodney Porter Building at a subsidised cost. (Price £10.00)

The Biochemistry introductory lecture will be on Friday 6th October at 3.00 p.m. in the Seminar Room, New Biochemistry. This is followed by a lecture on scientific writing in the Anatomy Lecture theatre.

Weblearn

All teaching material and resources are available online in Weblearn at https://weblearn.ox.ac.uk/portal/hierarchy/medsci/bioch/ug.

Lecture courses

A lecture timetable will be provided in the pack that you collect when you sign on. There is also an up to date timetable in Weblearn, either the “Lecture timetable at a glance” on the main page or the “Calendar” on the year one page. Weekly lecture schedules will be posted on the notice board in the New Biochemistry building at the beginning of each week and if there are any further alterations these will also be posted.
Please consult the at a glance timetable regularly as last minute changes are sometimes necessary.

Course synopses

Synopses of all the first year courses are available in Web Learn.

Departmental classes

There are Departmental classes for Mathematics and Statistics, Biophysical Chemistry and Biological Chemistry. College tutors will have signed up students in advance. Please consult your College Tutor to check which classes you should be attending.

The class lists and times are put up in the classroom and are available on the appropriate Weblearn course page. If your college has opted for the classes, the tutors will expect you to attend and will notify your College Tutor if you are absent. Problem papers will be set and marked by the tutors, and a record of your work sent to your College Tutor.

Mathematics: These classes start in week 1 and the class list will be made available in the first lecture. Maths classes supplement the Maths lectures and are essential for those without A2 mathematics (or the equivalent).

Biophysical and Biological Chemistry: Biophysical classes/workshops start in week 3 and Biological classes start in week 5. Class lists will be available at least two weeks before the classes are due to start. Unless teaching is arranged by the individual Colleges, students are recommended to attend these classes.

Look forward to meeting you on Friday 6th October.

Dr M. Wormald,
Associate Director of Teaching, Department of Biochemistry.

TIMETABLE FOR FIRST YEAR INDUCTION EVENTS
THURSDAY AND FRIDAY 0TH WEEK (5TH and 6TH OCTOBER 2017)

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Location</th>
<th>Staff</th>
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<tbody>
<tr>
<td>Registration, signing on for practicals</td>
<td>10.00 am – 12.30 pm (Thurs)</td>
<td>First floor teaching laboratory, Rodney</td>
<td>Teaching Lab staff</td>
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<tr>
<td>and student photos.</td>
<td>2.00 pm – 4.00 pm (Thurs)</td>
<td>Porter Building (Bod card needed for</td>
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<tr>
<td>Purchase of lab coats</td>
<td>10.00 a.m. - 2.00 pm</td>
<td>access)</td>
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<td>and safety specs.</td>
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All of these events are compulsory

Signing on can be done during any of the four timetabled sessions on Thursday and Friday and takes about 20 minutes (you only need to come during one of the four sessions and do not need to be there at the start). Please arrive five minutes early for the Welcome talks.

All students are required to wear laboratory coats and safety specs during practicals. These can be purchased at the subsidised cost of £10.00 when you sign on if you do not possess them already.

**Joint Consultative Committee (JCC) Nominations**

Your feedback and views are welcome at any time, but you also have the opportunity to raise items for discussion at JCC.

The JCC sits twice per term (normally 1.00 pm Monday of 2nd and 6th Week) to consider matters raised by junior members. Items on the agenda may also include topics raised by Biochemistry Steering Committee, but your concerns are always the focus of each meeting. Junior members take the majority of seats on this Committee. Representatives are also invited to attend the Biochemistry Steering Committee (which normally meets once termly at 2.00 pm Monday 2nd Week), and the Teaching Committee (which normally meets at 2.00 pm Monday 4th week).

**JCC Membership**

4 junior members: 1 representative from each year, elected each year.
Undergraduate Teaching Administrator: Gill McLure.
Associate Director of Teaching: Dr. Mark Wormald.

You may nominate yourself or someone else within your year (with their permission) for 1st year rep.
Nominations must be made between Thursday of 0th Week (6th October) and noon on Monday of 2nd Week (16th October) via WebLearn at [https://weblearn.ox.ac.uk/direct/eval-evaluation/14062](https://weblearn.ox.ac.uk/direct/eval-evaluation/14062). You will also get an email with this link.

If more than one person is nominated a ballot will follow - further information will be circulated by email if a vote is needed. You will be asked to vote, again via Weblearn, by midnight on Monday of 3rd Week (23rd October) and you will be informed of the name of your representative shortly afterwards.

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<th>Event</th>
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<th>Speakers</th>
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<tr>
<td>Welcome and induction talk</td>
<td>3.00 pm (Fri)</td>
<td>Main Seminar Room, New Biochemistry Building</td>
<td>Prof Jane Mellor (Director of Teaching) and Dr Mark Wormald (Assoc. Director of Teaching)</td>
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<tr>
<td>Scientific writing skills and plagiarism talk</td>
<td>4.00 pm (Fri)</td>
<td>Large Lecture Theatre, Le Gros Clark Building (Anatomy) Entry via the back door.</td>
<td>Dr Peter Judge</td>
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Access to New Biochemistry

Your University card will give you access out of hours through the main door to the New Biochemistry Building. This gives access to the foyer and café areas. If you want to gain access to the interior of the building on a permanent basis to meet your tutor, for example, you can apply for a proximity card by completing a form and paying a £10.00 deposit. Contact Gill McLure in the teaching office.

Food and Drink

You can get food and drink from the Biochemistry café. The Biochemistry café operates cash, as well as the “wallet” app YoYo (that also works as an electronic loyalty card). You can get a 10% discount if you have a Biochemistry proximity card and show it when paying.

Please note that the consumption of food and drink in lecture theatres and laboratories (including the computing lab) is strictly forbidden, including the use of water bottles in laboratories.