

NOTES FOR CHINESE STUDIES (OS) ROOM HOLDERS

Introduction

These notes are intended for all members of OS staff who work in the China Centre Dickson Poon Building. The document is updated annually, and contains information about health, safety, security, etc. as well as information of a more practical nature about the building.

The Wordsworth Tea Room

The Wordsworth Tea Room is open from 0930 – 1630 hrs. There is also a common room on ground floor level.

Computing facilities and services

There is a computer room at the end of the ground floor corridor. The room contains computers and printers which are available to China Centre graduate students only. The facilities of those rooms are not available to undergraduate students, who should be referred to their college.

In the event of a problem with a China Centre machine please contact St Hugh's IT Services on (2)74931 or it-support@st-hughs.ox.ac.uk.

The Oriental Studies IT Support Officer is Richard Carpenter and is based in the Oriental Institute, in the Crow's Nest on the fourth floor. He is employed by Oriental Studies (including Chinese Studies). He can be contacted by telephone (88201), email (it-support@humanities.ox.ac.uk).

Contact Richard Carpenter for information on purchasing, renewal, and shared provision, of IT and AV equipment. Mr Carpenter has discretion in prioritising his workload, and that of his assistant, Dr Zoe Lu and Luke Milkovic.

Mail

Royal Mail to be posted externally should be left with the administrator. The sender's name should be marked on the envelope. Personal and private correspondence cannot be posted through the Centre.

Messenger Service

During term and vacation letters and communications to colleges and university departments in the prescribed area (which does include most colleges and departments) are delivered by the University Messenger, who collects from the Centre daily at approximately 9.00 a.m. and 2.00 p.m. (these arrangements may vary during vacations). Items for the University's Messenger service should be placed in the letter tray on the reception desk by the front door. Large packages cannot be sent by the messenger service.

Accessible Entrance

The Dickson Poon Building has a lift which leads to all floors in the China Centre.

Telecommunications

Every room holder is provided with a telephone number within the University network. These telephones can make outgoing and receive incoming calls. Room holders are asked to minimise their use of long-distance calls.

China Centre non-academic staff

China Centre Director: Professor Todd Hall (Room 1). Tel 80385; email todd.hall@politics.ox.ac.uk

China Centre Administrative Assistants: Clare Orchard (Room 12). Clare works part-time and provides assistance to the Director. She can be contacted on 13835, email clare.orchard@orinst.ox.ac.uk Hongping Annie Nie (Room 11) also offers assistance to the Director tel 80381; email hongping.nie@orinst.ox.ac.uk

Administrator for (Oriental Studies) Chinese Studies: Rosanna Gosi (Room 207). Tel 80406; email_rosanna@orinst.ox.ac.uk Rosanna carries out a range of departmental duties related to Chinese Studies as part of the Faculty of Oriental Studies.

MPhil Programme Administrator for (OSGA) Chinese Studies: Melissa Shorten (Room 12). Tel 13826; email_chinesestudies@area.ox.ac.uk Melissa is Programme Administrator for the MPhil in Modern Chinese Studies and is part of OSGA.

Oriental Studies non-academic staff

Chinese Studies is also administered by the following staff, all of whom are based in the Oriental Institute on Pusey Lane:

Faculty Board Secretary: Thomas Hall (tel. 78210; email thomas.hall@orinst.ox.ac.uk). He also deals with matters relating to academic personnel and research grants. His room number is 311 in the Oriental Institute.

Administrators:

- 1. Finance Administrator:** (tel. 78225; email finance@orinst.ox.ac.uk) is located in the Oriental Institute and has responsibility for day-to-day financial matters connected with both the Oriental Institute and the China Centre and is primarily responsible for processing and overseeing all financial transactions. The Finance Officer also deals with a number of trust funds and in that respect works closely with the Faculty Administrator.
- 2. Assistant Administrator (Resources):** Trudi Pinkerton (tel. 88202; email trudi.pinkerton@orinst.ox.ac.uk) is located in Room 315 in the Oriental Institute. Trudi services committees and standing committees and is responsible for administrative liaison between the China Centre and the Faculty Office staff. She acts as the Faculty Board Secretary's deputy in curatorial matters connected with the Oriental Institute including Health and Safety matters.
- 3. Deputy Head of Administration and Finance:** Michael Flack (tel. 88208; michael.flack@orinst.ox.ac.uk) is located in the Oriental Institute. He assists the Head of Administration and Finance and is also responsible for HR matters.
- 4. Admissions/Undergraduate Studies Administrator:** Aalia Ahmed 78312; email undergraduate.administrator@orinst.ox.ac.uk is located in room 316 in the Oriental Institute. She has specific responsibility for undergraduate admissions and related activities, such as open days, and acts as the Faculty Administrator's deputy in academic matters connected with the Oriental Institute.

5. Senior Academic Administrator: Christine Mitchell (tel. 78294; email christine.mitchell@orinst.ox.ac.uk) is located in room 316. This post covers all examination matters and student administration. Chris provides is Secretary to several committees and is also Office Manager.

6. Academic Administrator: (Graduate matters) Jane Kruz (tel 88203; email graduate.administrator@orinst.ox.ac.uk) is located in room 316. This post covers all graduate admissions and on-course graduate student administration.

7. Academic Administrator (Examinations): Edyta Karimi (tel. 88365; email academic.administrator@orinst.ox.ac.uk) is located in Room 315 and is involved in all aspects of the undergraduate examination process including advising academic and administrative colleagues on policies and procedures.

8. Faculty Office Secretary: Elizabeth Cull (tel. 88200; email Elizabeth.cull@orinst.ox.ac.uk) is located in room 315 and carries out a range of secretarial and clerical duties. She also provides some exam administration and upports various committees.

9. Receptionist: Louise Smith (tel. 78200; email_reception@orinst.ox.ac.uk) supervises the Lodge in the Oriental Institute and assists the Administrator with curatorial matters connected with the Oriental Institute building. She also oversees and co-ordinates the work of the Janitor of the Oriental Studies buildings.

Stationery

Stationery is available to Faculty staff for official business from the room opposite the reception on the ground floor corridor.

Purchasing and ordering

No member of staff should purchase or order any item (e.g. stationery, IT equipment, travel) for which they expect reimbursement from or payment by the Faculty without obtaining (a) the advance approval of the appropriate budget holder and/or (b) a Financials Purchase Order Number. Information about budget holders in the Faculty is available from the Finance Administrator in the Faculty Office (tel. 78225), or from the Faculty Board Secretary.

Photocopying

There are two photocopiers. One is on Level 2 and another is on the ground floor corridor in the reception area.

Shredding

There is a small shredder in the photocopier room and another on the Level 2 corridor.

Teaching and seminar rooms

The Administrator is responsible for all room bookings. Problems with AV equipment should be reported to St Hugh's IT.

Card-swipe system

Entry to the building is by means of a Salto card system managed via a database operated from St Hugh's IT Office. University cards should be carried at all times in order to gain entrance to certain parts of the building. University cards used for the first time should be validated by the silver colour 'reader' near the revolving front doors. Hold the card against

the reader until the light flashes green. Only room holders have 24-hour access to the building.

Security

If a card is lost, contact Thomas Hall immediately. All room holders are reminded that they should never leave their rooms unlocked, even for short periods. The computer room and language laboratory are to be locked at all times when not in use.

Smoking

Smoking is not permitted anywhere in the building though St Hugh's has some designated smoking areas on the premises – please ask at the St Hugh's Lodge for details.

Cleaning

The building is cleaned by St Hugh's College scouts. Any problems should be brought to the attention of the Housekeeping team via the maintenance request form <https://www.st-hughs.ox.ac.uk/current-students/facilities/maintenance-request-form/>

Building Maintenance

The building is managed by St Hugh's College and any maintenance requests should be reported to the Estates team via the maintenance request form <https://www.st-hughs.ox.ac.uk/current-students/facilities/maintenance-request-form/>.

First Aid Provision

In the event of an accident or incident in the China Centre, please contact the St Hugh's Lodge on 74900 or either the Lodge in the Dickson Poon Building, or the Library staff.

There are two first aid kits in the building: one in the main foyer below the front reception desk, and one in the Library in the basement. Please let the Administrator know immediately of any incidents and if any supplies are used from any of the boxes. All incidents should be reported to the Safety Office by the Administrator and first aid box supplies replenished. The Centre is also equipped with a defibrillator, located on the wall opposite the DPB St Hugh's lodge.

Emergency numbers

The following numbers may be used twenty-four hours a day:

St Hugh's Lodge	(2)74900
University Security Services	(2)72944

St Hugh's College should be contacted first if there is any emergency out-of-hours. Access problems should be reported to the porter.

PLEASE READ THIS CAREFULLY

1. FIRE PREVENTION AND SAFETY

- (a) In order to diminish fire risks, members of staff may **not** use any electrical cooking apparatus other than kettles in their rooms. Heaters must not be left on when rooms are empty.
- (b) Doors in the corridors are there to prevent the spread of fire and particularly **smoke**. It is therefore important that they are kept **SHUT**. It is also important not to obstruct corridors which would serve as escape routes in the event of a fire.
- (c) Please note the position of fire extinguishers and report any signs that they are missing, faulty or have been let off.
- (d) You should be aware of the positions of fire exits, escape routes and fire alarm break glass units.
- (e) You are reminded that no smoking is allowed in the public areas of the building.

2. IF YOU DISCOVER A FIRE

- a) **EITHER**, if it is a minor fire which is immediately extinguishable, put it out using extinguishers available. **DO NOT USE WATER EXTINGUISHERS FOR FIRES WHICH ARE ELECTRICAL IN ORIGIN**. Report the incident to St Hugh's College (extension 74900);
- b) **OR**, if it is not immediately extinguishable, ring 9-999 and report fire at 'The China Centre, Canterbury Road, Oxford (2)74900'. Set off the automatic alarm by breaking the glass of the alarm boxes. Then follow the procedure below.

DO NOT TAKE UNDUE PERSONAL RISKS.

3. ON HEARING THE ALARM BELLS, PLEASE ACT AS FOLLOWS:

- a) Leave the building by the shortest route available closing all fire doors behind you.

There are directions near the door of each room. If you are in charge of a lecture or seminar you should try to ensure the safe evacuation of all those in the lecture or seminar room by advising them that the alarm sounding is a fire alarm and ushering them to the safest exit (Fire Wardens will do this in their own corridors). Similarly, the person on duty in the library is responsible for its safe evacuation. If you are in the library you must obey the instructions of library staff as they evacuate the library.

DO NOT DELAY BY COLLECTING PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING until advised that it is safe to do so

If there is smoke in the corridors, keep your head low and crawl if necessary.

- b) **REPORT** to the assembly point (**brick bicycle shelter in the car park**).
- c) **REMAIN** there until further instructions are issued.

4. ACTION OUT OF OFFICE HOURS

The activation of the alarm system automatically triggers the summoning of the emergency services. However, the fire brigade must be summoned by making a '999' call if a fire is obvious, suspected or known.

If the fire is genuine, take the action described in 2 and 3 above.

The following internal number in St Hugh's College lodge is answered 24 hours a day and is for both fire and security emergencies: 89999.