**OXFORD MATERIALS GRADUATE INDUCTION COURSE**

**5th – 6th October 2020**

 **Online Virtual Programme via MS Teams**

**Please note: This MS Teams event shall be recorded**

Protocol for a large MS Teams meeting: Please join with camera off and microphone muted

**Monday 5th October**

9.00 – 9.15: **Angus Wilkinson (Head of Department)**

 Welcome to the Department of Materials

9.15 – 9.35: **Adrian Taylor (Director of Graduate Studies)**

Outline of the Induction Programme

Overview of the Department’s Support Structure for Research Students

9.35 – 9.45: SHORT BREAK

9.45 – 9.55: **Sergio Lozano-Perez (Practical Courses Organiser)**

 Gaining teaching experience

9.55 – 10.05: **Anne Miller (Enterprise Programme Manager, MPLS)**

 Short talk on Enterprise Training provision

10:05 – 10.15: **Chim Chu (Oxford University Innovation**)

 Intellectual Property and Commercialisation

10.15 – 10.25: **Ben Evans (Chair of JCCG)**

 Overview of the Joint Consultative Committee for Graduates (JCCG)

 Explanation of JCCG nomination procedure

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

 Electron Microscopy Facilities: access and training

10:40 – 10:50 **Lapo Bogani (Chair of Equality and Diversity Committee)**

 Information about Equality and Diversity – equal opportunities for all

10.50 – 11.30: **Virtual Coffee Break** – Zoom/MS Teams Gathering for all new research students

11.30 – 12.00: A brief **Virtual Tour of the Department**

12.00 – 13.40 BREAK

13.40 – 13.55 COVID-19 Protocols for Safe Working on Site (**Ian Bishop, HAF & DSO**)

14.00 – 17.00 Available for a meeting with your Supervisor\*

\*Several time periods are available during Week 0 for a meeting of one to two hours duration with your supervisor(s). Your lead supervisor will contact you to fix a time. These meetings may be face-to-face or virtual depending on your supervisor’s preference and any special factors affecting individual students.

The available time periods are:

Monday 5th October 14:00 to 17:00 Tuesday 6th October 11:00 to 13:00

Thursday 8th October 13:00 to 18:00 Friday 9th October 09:00 to 13:00

**Tuesday 6th October**

9.00 – 9.50: **Adrian Taylor (Director of Graduate Studies)**

 Introduction to the Materials Research Degrees, including the key milestones

9.50 – 10.00: **Adrian Taylor (On behalf of Access & Outreach Manager)**

 Introduction to Access and Outreach

10.00 – 10.30: **Ben Evans (Chair of JCCG)**

 Nomination of first-year candidates for the role of JCCG year representative

 Election of 3 or 4 first-year representatives

11:00 – 13.00: Available for a meeting with your Supervisor\*

13:00 – 14:00 BREAK

14.00 – 14.20: IT Services – Introduction to University IT Services **(Pamela Stanworth)**

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: Virtual Tour of the University Science Library **(Alessandra Vetrugno)**

**Thursday 8th October**

13:00 – 18:00 Available for a meeting with your Supervisor\*

**Friday 9th October**

09:00 – 13:00 Available for a meeting with your Supervisor\*

**The following virtual talks / virtual workshops form part of the Induction Course for new graduate students and you are strongly advised to attend. Those in bold are compulsory.**

**Tuesday 13th October, 10.00 – 11.00 SAFETY LECTURE (Ian Bishop)**

Friday 23rd October 10.30 to 11.30

INFORMATION SKILLS WORKSHOP (Alessandra Vetrugno)

Monday 2nd November, 11.45 – 12.20 BENEFITS OF MEMBERSHIP OF THE INSTITUTE OF MATERIALS, MINERALS & MINING (Pre-recorded talk followed by live virtual Q&A with Dr Sarah Boad from the IoM3)

**Friday 6th November, 12.00 – 13.00 and 14.00-15.00**

**PROJECT MANAGEMENT: Dr Paul D Warren - from NSG (Pilkington Glass) & Adrian Taylor**

**Friday 13th November, 15.00 – 16.30**

**LOOKING TO THE FUTURE: WHAT DO EMPLOYERS SEEK?**

**Adrian Taylor and a Careers Advisor from the OU Careers Service**

**Wednesday 2nd December, 11:00 – 13:30**

**Workshop on Junior Demonstrating: Sergio Lozano-Perez**

MECHANICAL WORKSHOP INDUCTION: Mandatory Training Session for those who wish to be able to use our Mechanical Workshop – several sessions are arranged (coordinated via Les Chorley).