

Astro New Arrivals Checklist – Academic Induction Pack

- Astro Handbook
- Health and Safety Newcomers
- Health and Safety Form for Personnel (to be completed by yourself and supervisor and returned to Astrophysics Administrator)
- Health and Safety Handbook available to view on-line: <https://www.physics.ox.ac.uk/Healthsafety/2007/>
- Emergency Contact Details – sent by email and requested to be completed and sent back before your arrival
- Newcomers to Astrophysics – sent by email and requested to be completed and sent back before your arrival
- Application for University Card (application sent once you have attended Health and Safety Induction)
- Map of Science Area
- Map of Oxford Centre Showing Colleges and University Sites
- Map of Libraries in Oxford: see also Guide to Libraries in Oxford online at <http://www.bodleian.ox.ac.uk/services/guides>
- Travel Insurance Documentation – A4 and card for wallet
- Sample Travel Plan
- Sample Claim

Your Office No:	Photocopying code: Use University Card No
Your Office Telephone No: +44 (0) 1865 2	Date of ID Photo at MSU Level 5:
Assistance with setting up a bank account: Yes/No	Date for attending Health and Safety Induction (compulsory):
ADMIN SUPPORT	IT SUPPORT
<p>Mrs Vanessa Ferraro-Wood: Astrophysics Administrator and PA to Professor Patrick Roche Head of Astrophysics Room: 714 Tel: 73302 Email: vfw@astro.ox.ac.uk</p> <p>Mrs Yunley Oakley: Astro Finance Manager Room: 711 Tel: 73335 Email: yoakley@astro.ox.ac.uk</p> <p>Miss Ashling Morris (Maternity Cover: Tasnim Shabbir until 30 Jun 11) Astro Secretary and PA to Savilian Professor Joseph Silk Room: 532A Tel: 73303 Email: a.morris1@physics.ox.ac.uk Email: t.shabbir1@physics.ox.ac.uk (until 30 Jun 11)</p>	<p>Central Physics Email: itsupprt@physics.ox.ac.uk</p> <p>Jonathan Patterson Beowulf Manager Email: jop@astro.ox.ac.uk</p>
<p>Work Address: Department of Physics (Astrophysics) University of Oxford, Denys Wilkinson Building, Keble Road, Oxford, OX1 3RH Tel: +44 (0) 1865 273303 Fax: +44 (0) 1865 273990</p>	