## MATHEMATICS DEPARTMENT

### INFORMATION FOR NEW POSTDOCS

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1. **GENERAL INFORMATION**

1.1 **When you arrive**

Please report to Anne Rowlands in Room 646. Anne will introduce you to the Technical Services Manager, Andrew Pope, who will provide you with office space and a key. One of the first things you need to do after that is to get a **College Identity Card (swipe card)**. You will need to take your **employment contract** to **Security** (on Level 1 of the Sherfield Building, which is on your right along the walkway on Level 3) between the times of 08.30 -10.30 or 12.00 - 14.00 Mon-Fri.

Please also go to see Radu Cimpeanu or Nicola Fitz-Simon, who are the representatives for postdocs in the department. They will give you the **Postdoc Portfolio**, which is provided by the Postdoc Development Centre, see [http://www3.imperial.ac.uk/staffdevelopment/postdocs](http://www3.imperial.ac.uk/staffdevelopment/postdocs), in order to give information on the wide range of development courses, events, and resources that Imperial College offers to all postdocs. In addition, you will receive a leaflet with funding opportunities which was specifically designed for postdocs in mathematics.

**Important note:** your swipe card is NOT 24/7! It allows you to access the building during the following times: Mon-Sun 0800-2300.

**Computer Account:** Once you have your swipe card you will automatically have been allocated a College Identity number (shown on the card as your CID number), and you can now get your computer account set up. Allow at least one hour after your swipe card has been issued, then visit Anne Rowlands in Room 646 and she will be able to activate your computer account by registering for you at [https://www.imperial.ac.uk/ict/activateaccount](https://www.imperial.ac.uk/ict/activateaccount).

**IMPORTANT:** Along with your contract you will have received a form entitled **HR2 Pension and Payroll Details**. In order to ensure that you are on the payroll it is essential that you fill this in, get it signed by Richard Jones in Room 645, and take it, together with proof of date of birth, to Kate Lewis on the HR Team, Room 900 in the Physics Department.

Campus maps can be found at [http://www.imperial.ac.uk/maps/sk.asp](http://www.imperial.ac.uk/maps/sk.asp).

1.2 **Where do I get coffee?**

The Maths Department shares a Common Room with the Computing Department. This is Room 549 on Level 5: turn right out of the lift well, then first left. You can get a variety of sandwiches, pastries, confectionery and hot and cold drinks. Remember to take your swipe card to obtain the staff discount.

There is also the Senior Common Room, fifty yards along the walkway on Level 3. You can get an excellent selection of hot and cold lunches, and very good (if slightly expensive) coffee at any time of day. Best to go for lunch early, as it gets very crowded in term time.

1.3 **Staff List**

You will find a list of departmental staff including room numbers and contact details on the Departmental website, [http://www.ma.ic.ac.uk](http://www.ma.ic.ac.uk). This is regularly updated.

1.4 **Who’s who - quick check list to get you started**

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<tr>
<th>Position</th>
<th>Name</th>
<th>Room No</th>
<th>Extn No</th>
<th>Email</th>
</tr>
</thead>
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<tr>
<td>Head of Department</td>
<td>Prof Richard Craster</td>
<td>644</td>
<td>48554</td>
<td><a href="mailto:r.craster@imperial.ac.uk">r.craster@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Deputy Head of Department</td>
<td>Emma McCoy</td>
<td>552</td>
<td>48553</td>
<td><a href="mailto:e.mccoy@imperial.ac.uk">e.mccoy@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Departmental Operations Manager</td>
<td>Dr Richard Jones</td>
<td>645</td>
<td>48480</td>
<td><a href="mailto:r.l.jones@imperial.ac.uk">r.l.jones@imperial.ac.uk</a></td>
</tr>
<tr>
<td>PA to HOD &amp; OM/ Central Office Manager</td>
<td>Ms Anne Rowlands</td>
<td>646</td>
<td>48481</td>
<td><a href="mailto:a.rowlands@imperial.ac.uk">a.rowlands@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Research Operations Manager</td>
<td>Mrs Rusudan Svanidze</td>
<td>645</td>
<td>48555</td>
<td><a href="mailto:r.svanidze@imperial.ac.uk">r.svanidze@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>
| **Finance Support Cluster** | Mr Dan Brewer (Finance Officer)  
Mr Thupten Dompo (Senior Finance Officer)  
Mr. Silvado Ribeiro Do Amaral (Finance Assistant) | 907 Blackett  
649A Huxley | 47555  
46417 | d.brewer@imperial.ac.uk  
t.dompo@imperial.ac.uk  
s.amaral@imperial.ac.uk |
| **HR Support** | Kate Lewis | 900 Blackett | |
| **Central Office** | Mr Kalra Taylor and Mrs. Rula Murtada | 649A  
649A | 48483  
41535 | k.taylor@imperial.ac.uk  
r.murtada@imperial.ac.uk |
| **Timetabling and Examinations Officer** | Miss Helen Haines  
Mrs. Milda Batutiene | 647  
647 | 49768  
48505 | h.haines@imperial.ac.uk  
m.batutiene@imperial.ac.uk |
| **Assessment and Information Administrator** | Mrs Donna Pile-Grant (Undergraduate Teaching Administrator)  
Mrs Agnieszka Damasiewicz (Undergraduate Office Administrator) | 649  
649 | 42047  
42047 | d.pile-grant@imperial.ac.uk  
a.damasiewicz@imperial.ac.uk |
| **UG Liaison Officer** | Mrs Anne-Marie Hilder  
Mrs. Inkeri Hibbins | 632  
632 | 40800  
40800 | a.hilder@imperial.ac.uk  
i.hibbins@imperial.ac.uk |
| **UG/MSc Admissions Administrator** | Miss Sioned Morgan | 654 | 48484 | sioned.morgan@imperial.ac.uk |
| **PG Administrator** | Mr Anderson Santos | 651 | 48555 | a. santos@imperial.ac.uk |
| **AMMP Section Administrator** | Mr Kalra Taylor | 649A | 48483 | k.taylor@imperial.ac.uk |
| **Pure Section Administrator** | Mrs. Rula Murtada | 649A | 41535 | r.murtada@imperial.ac.uk |
| **MSc and Maths Finance and Stats Sections Administrator** | Mrs Louise Rowland | 652 | 42843 | l.rowland@imperial.ac.uk |
| **Librarian** | Ms Ann Brew  
Central library | | 45736 | ann.brew@imperial.ac.uk |
| **Technical Services Manager and Departmental Safety Officer** | Mr Andrew Pope | 131 | 48544 | a.pope@imperial.ac.uk  
Mobile: 07725 159831 |
| **Academic Departmental Officers** |
| **Director of UG Studies (UG curriculum and teaching)** | Prof David Evans | 630 | 49257 | david.evans@imperial.ac.uk |
### Senior Tutor (UG student academic and personal problems, personal tutorial system)

**Dr Christopher Ford**  
657  
48534  
c.ford@imperial.ac.uk

### Director of Ancillary Teaching

**Dr Daniel Mortlock**  
1018A Blackett  
47878  
d.mortlock@imperial.ac.uk

### Admissions Tutor

**Dr Colin Cotter**  
755  
43468  
colin.cotter@imperial.ac.uk

### Postgraduate Tutor

**Prof Henrik Jensen**  
EEE1201  
49853  
h.jensen@imperial.ac.uk

### Careers Adviser

**Dr Axel Gandy**  
530  
48518  
a.gandy@imperial.ac.uk

### Heads of Sections

#### Applied Mathematics and Mathematical Physics

**Prof Demetrios Papageorgiou**  
750  
48369  
d.papageorgiou@imperial.ac.uk

#### Mathematical Finance

**Prof Rama Cont / Prof Damiano Brigo**  
6M24  
6M45  
40802  
42932  
r.cont@imperial.ac.uk  
damiano.brigo@imperial.ac.uk

#### Pure Mathematics

**Prof Martin Liebeck**  
665  
48490  
m.liebeck@imperial.ac.uk

#### Statistics

**Prof Niall Adams**  
544  
48837  
n.adams@imperial.ac.uk

### 1.5 Make sure your publications are counted for UK Govt Research Excellence Assessments!

The Library will generate an official College Personal Web Page for you, and this will be used by a central system to count publications for Government research excellence assessment surveys. Keeping your publications list updated is essential, so please liaise with Rula in the Central Office if you need any assistance.

### 1.6 Help with finding accommodation in London

Please contact:  
Sue Mannion  
Accommodation Centre  
Level 3  
Sherfield Building  
Phone: 020 7594 9649  
Email: s.mannion@imperial.ac.uk

### 1.7 Moving to London

We are often asked whether employees have private health insurance from Imperial College. The answer is that as a Public Sector body I am afraid we do not, though you can of course take out private health insurance. Imperial College employees get 35% discount from BUPA, see [https://www.imperial.ac.uk/spectrum/hr/hr%5FInfo/health/index.htm](https://www.imperial.ac.uk/spectrum/hr/hr%5FInfo/health/index.htm) for further details. Treatment on the National Health Service is free, but you do need to register with a General Practitioner (family doctor, usually known as your GP). You can do this when you get here, and find out where you are going to live. Here is a website explaining about this: [http://www.nhs.uk/England/Default.aspx](http://www.nhs.uk/England/Default.aspx).

You will also need to get a National Insurance Number, in order to pay the correct tax and be eligible for other benefits. You can find information about this at: [http://www.hmrc.gov.uk/cnr/osc.htm#top](http://www.hmrc.gov.uk/cnr/osc.htm#top). For this one you have to visit an office of the Department of Social Security (DSS). Again, once you know where you are going to live you can find where the local office is.

This website is for people moving to London - this may be useful too, for example if you are looking for schools: [http://www.expatfocus.com/expatriate-london](http://www.expatfocus.com/expatriate-london)

If you have children you may be eligible for Child Benefit, and can find further information about this on the following webpage: [http://www.hmrc.gov.uk/rates/taxcredits.htm](http://www.hmrc.gov.uk/rates/taxcredits.htm).
1.8 Student Office
The Student/General Enquiries Office, Room 649, is run by Donna Pile-Grant. All student enquiries and coursework hand-ins go through this office. Access is mainly for students, but you may find it useful to know where this office is.

1.9 Central Office
The Central Office, Room 649a, is managed by Anne Rowlands. The Central Office Administrator/AMMP Section Secretary, Kalra Taylor, and the Examinations Administrator/Pure Section Secretary, Rosie Hart, sit here. You can ask for administrative assistance with organising seminars, finding hotel accommodation for visitors, booking travel for yourself or preparing papers and presentations, from the appropriate Section Administrator. Access to the stationery cupboard is via the Central Office, and is available to staff, PhD research students, Masters students and Academic Visitors only.

Silvado Ribeiro Do Amaral is your first port of call regarding expense claims, purchase orders, account balances, start-up and relocation queries etc. The Faculty Finance support is Mr Dan Brewer (Finance Officer) and Mr Thupten Dompo (Senior Finance Officer). They are based in room 907 in the Blackett.

1.10 Lecture Theatres, Lecture and Seminar Rooms
Lecture facilities throughout the College can be booked on a first come first served basis once Departmental timetables have been finalised. It is therefore essential that you book rooms, and obtain confirmation of your booking for events that do not appear in the published timetables.

Contact Helen Haines (for bookings during term), and Conferencing and Events (during Vacations) at roomsandcatering@imperial.ac.uk

1.11 Photocopying
The photocopying machines are located in room 633, 6M52 and in the Maths Learning Centre on Level 4. If anything goes wrong with the machines please contact Andy Pope on 07725 159831 or go and see Kalra or Rula in the Central Office. If restocking either Print Room photocopier with paper, please ensure the paper is fanned / loosened before it is placed into the paper tray. This reduces the potential problem of paper jams occurring during future photocopying jobs.

Individual photocopying cards for staff for use on Departmental or College business are issued by Kalra in the Central Office. Each card is numbered, and the number will be recorded against your name. On receipt, please 'PIN-code' the card and write your name on it; unPINned lost cards can be expensive.

1.12 Printing
Printing is via the College-managed system (ICT). There are ICT HP Swipecard Controlled printers in Room 633 (colour) and in the Maths Learning Centre (colour) which you activate using your swipecard. You will be issued with a fixed amount of credit each month on your swipecard for printing. If more is required you will need to arrange for more credit. The notional charge for monochrome printing is 3.5p per page and for colour 10.5p per page. Staff who have printers in their offices will not be charged for pages printed on those printers.

Useful features of the system are:
Print jobs submitted to the ICT Print Queue manager can be printed upon demand in Huxley 633, the Maths Learning Centre, Huxley 212 or on any of the printers in the Central Library.

Undergraduate Printing:
An ICT Printer for UG use is located in the UG Study room, Huxley 212. Students have access to it at all times, there being no lectures or classes held there. There is an HP 8150DN in Huxley 215 for free printing for specified classes. Students will be charged for the use of the ICT printer but free printing can still be provided for classes in Huxley 215. If you feel that students should have some free printing as part of a course outside of Huxley 215 access hours you can arrange for suitable credit to be added to the specific students' accounts. Contact ICT Service Desk or Faculty IT Support (ext. 57974) for details.

Poster Printing
Poster printing (colour, black and white), lamination, and binding work can be carried out by Service Point. Service Point can be found along the walkway (past Santander and then down two flights of stairs to what used to be Office Depot’s onsite outlet). They will raise a quotation. Payment can either be made directly and reclaimed via an E1 expense claim, or by invoice, which will require a requisition (i.e. purchase order) for the job. Kalra Taylor can be contacted if a purchase order is required. Once Service Point receive either payment or a purchase order number the order will be processed.

1.13 Telephones
Your telephone extension should be enabled for overseas dialling so that you can call collaborators abroad. If you find your phone does not have this capability please contact Andrew Pope. All staff are asked to keep usage to an absolute minimum - for example, by using e-mail whenever possible for academic communications.
Outside lines: press 9 before dialling

1.14 Fax
The Departmental fax number is 020 7594 8517 and the machine is situated in the Mail Room. It is intended for short transmissions of a few pages only. Outgoing faxes should be handed in to the Central Office for transmission. You should make it clear who the sender is and you should indicate whether the correspondence is business or personal. As the fax facility is expensive, all users are asked to show restraint and use e-mail whenever possible. All queries should be directed to the Central Office.

1.15 Post
Incoming mail for Postdocs will be delivered to the mail racks in 6M52 on Level 6M. The main Mail Room is situated in Room 655A on Level 6. There are two collections/deliveries a day - one about 10.30 am, the other at approximately 12.30 pm. Outgoing mail should be put in the Outgoing Post collection box in 655A in time for the first collection that day. Please note that you may need to collect parcels from Huxley Reception – any packages / parcels larger than an A3 jiffy bag and all “signed for” items will be delivered to Huxley Reception postal store. Reception staff will email individuals informing them that they have a delivery that can be collected from Reception. On collection you will need to provide your College I.D.

• Visitors’ post will be distributed into mail boxes in 655A marked ‘Visitors’ which are alphabetical A-K and L-Z
• Inland post will be sent 2nd class unless 1st class is specified.
• ‘Official’ post must bear the code ‘Maths 105’ on the envelope - there is a stamp in the Mailroom.
• Personal mail must bear a postage stamp.
• Recorded delivery should be marked and coded and put in the Outgoing Post collection box by midday.
• Items up to 2 kilograms (small parcel) can be sent from the College Post Room, as long as the packaging dimensions do not exceed: 45cm (length) 35cm (width), and 8cm (thickness). Items over this weight and exceeding the previous dimensions will need to be sent via courier (e.g., Parcelforce). Items up to 20 kilograms (medium parcel) can be sent from the College Post Room, as long as the packaging dimensions do not exceed: 61cm (length), 46cm (width), and 46cm (thickness). These restrictions also included Printed Matter, which should bear the ‘Printed Matter’ stamp before the item is left in the staff Post Room (Outgoing Post rack) for dispatch. The Royal Mail criteria for sending both letters and parcels can be accessed via the Royal Mail link: http://www.royalmail.com/price-finder .

1.16 IT Services (ICT Service Desk)
The following link will take you to the Information and Communication Technologies (ICT) home page, where you will find information on all college IT matters and contact details for support if you have any queries. http://www.imperial.ac.uk/ict

The College can provide you with access from your laptop to the Virtual Private Network, which is extremely useful if you are working from home or abroad.

The Department produces and information booklet called “Guide to IT Services for Staff” which you can find on http://www3.imperial.ac.uk/mathematics/staff/computing/desktop . It is highly recommended that you read this.