Welcome Pack for Research Staff

DEPARTMENT OF AERONAUTICS
FACULTY OF ENGINEERING
Imperial College London

2017/18
# Table of Contents

1. Introduction to College .......................................................... 3
   Post-Doc and Fellow’s Development Centre (PFDC) ....................... 4
   College’s Human Resources .................................................. 5
   Research Services ................................................................... 5
   What’s On ............................................................................... 5

2. Introduction to the Department of Aeronautics ............................. 6
   Welcome from Head of Department ........................................... 6
   Department of Aeronautics ..................................................... 6
   Research Sections and Groups ................................................ 7
   Equality and Diversity .......................................................... 7
   Mentoring Scheme .................................................................. 8
   Events & Seminars .................................................................. 8

3. Facilities .................................................................................. 9
   College Access ....................................................................... 9
   Departmental policies, guidance, training and information ............ 9
   Emergency contacts and accident reporting .............................. 9
   Desk Allocation ....................................................................... 10
   Computer Access ..................................................................... 10
   Software ................................................................................ 10
   Imperial File Exchange ........................................................ 11
   Personal Web Pages (PWP) ..................................................... 11
   Internal and External Mail ..................................................... 11
   Photocopying/Printing ......................................................... 11
   Staff Common Room ............................................................ 11
   Health Centre ........................................................................ 11
   Sports Centre – Ethos ............................................................ 12

4. Etiquette in Open Plan Offices and Communal Areas .................... 12

5. Departmental Procedures – General ......................................... 13
   Salary Payments ..................................................................... 13
Health and Safety ................................................. Error! Bookmark not defined.
Expense Policy Summary .......................................................... 13
UKVI requirements & Certificates of Sponsorship ................................. 14
Support for EU Staff following the 2016 UK/EU Referendum .................... 14
Timesheets ................................................................................. 15
Teaching ................................................................................... 15
6. Paperwork and Procedures ........................................................ 16
   Probation ............................................................................. 16
   Fixed Term Contracts ............................................................... 16
   4 Years of Service .................................................................. 16
   Annual Leave ......................................................................... 16
   Sickness Leave ....................................................................... 17
   Special Leave ......................................................................... 18
   Family Leave ......................................................................... 18
7. Academic Matters and Regulations ............................................... 19
   Academic Integrity .................................................................. 19
   Guidelines for Proper Scientific Conduct in Research ....................... 19
   Copyright ................................................................................ 19
   Ethics ..................................................................................... 19
8. Wellbeing and Advice ................................................................. 19
   Human Resources .................................................................... 19
   Occupational Health .................................................................. 19
9. Staff Benefits ........................................................................... 20
1. Introduction to College

Welcome to Imperial College London, where we continue to enhance our educational programs and our fundamental applied research capabilities, being mindful to develop the next generation of both staff and students.

Imperial has the greatest concentration of high impact research of any major UK university, according to the Research Excellence Framework (REF) 2014. Our research crosses international boundaries and we are particularly known for our support of research that spans different subject areas. We offer funding, infrastructure and cultural encouragement to bring researchers together across the disciplines to explore different approaches to solving a problem. The result is a dynamic culture of discovery to which you will be an important part of.

Imperial has four main faculties:

- **Faculty of Engineering**
  - Aeronautics
  - Bioengineering
  - Chemical Engineering
  - Civil and Environmental Engineering
  - Computing
  - Dyson School of Design Engineering
  - Electrical and Electronic Engineering
  - Materials
  - Mechanical Engineering

- Faculty of Medicine
- Faculty of Natural Sciences
- Imperial College Business School
**POST-DOC AND FELLOW’S DEVELOPMENT CENTRE (PFDC)**

The PFDC offers bespoke development opportunities to maximise the potential of Imperial postdocs and fellows. We aim to launch you successfully into the next stage of your career.

For more information on the training and support that the PDC can provide, please visit [http://www.imperial.ac.uk/postdoc-fellows-development-centre](http://www.imperial.ac.uk/postdoc-fellows-development-centre)

**Welcome from your Postdoc Champion**

Dr Zahra Sharif Khodaei  
*z.sharif-khodaei@imperial.ac.uk*

“Welcome to the Department of Aeronautics, a place where you are encouraged to do cutting edge research and contribute to the academic excellence of the department. As the Post-doc champion I am here to ensure that all of your concerns are heard and all your queries are answered. Do not hesitate to contact me if you have any questions, or you would like to talk about anything particular.”

**Welcome from your Postdoc Reps:**

Dr Stefano Del Rosso  
*s.del-rossosio@imperial.ac.uk*

Dr Gioacchino Cafiero  
*g.ca fiero@imperial.ac.uk*

“Welcome to the Department of Aeronautics, a world-leading institution for research in Fluid Dynamics and Structures! Here you will have the chance to develop your research with state-of-art facilities in a challenging and stimulating framework! Please let us know if you need information related to any postdoc matter, including problems you are facing here at Imperial and departmental support to develop your skills.”
COLLEGE'S HUMAN RESOURCES

The College’s Strategic aim is to build a supportive, inclusive and highly motivated community across all disciplines, functions and activities, this community being based on diversity, mutual respect and a commitment to excellence.

The teams who work in the HR Division are committed to a high quality, personal and proactive support service to Imperial’s staff. They recognise the pressures of time on everyone and their aim is to therefore deliver a responsive service with fit for purpose processes, easy to navigate and practical procedures and to spend time on proactive quality support for staff and managers to help them meet the demands of their role. Read more about our commitments and meet the team members on our HR page.

RESEARCH SERVICES

The research services team is responsible for the administration of research funding and contract management. They support Principal Investigators (PIs) with their applications for external research funding and offer support with administration of projects after research awards have been received.

This support includes:

- advice on the terms and conditions of grant awards
- checking Full Economic Costing (fEC) budgets on InfoEd Proposal Development (IPD)
- checking all proposals and applications before submission
- formally accepting awards on behalf of the College
- setting up project accounts on Oracle Grants Finance System
- maintaining budgets and budget amendments
- costing and approving staff advertisements, appointments and contract extensions
- preparation of financial statements and invoices for sponsors
- closing project accounts

You can find contact details for the team members on the Research Services website.

WHAT'S ON

Imperial each year organizes a series of public events which are free and open to all. This includes Imperial festivals and Imperial fringe as well as series of seminars from world renowned scientists, and many other cultural events.

Full details of individual events can be accessed on the events calendar.
2. Introduction to the Department of Aeronautics

WELCOME FROM HEAD OF DEPARTMENT

“Welcome to the Aeronautics Department. The Department has a long track record of excellence in research and you are a key part of our continuing drive to maintain this excellence.

I hope you will find your research interesting and rewarding, and that you will enjoy your time with us.”

Professor Paul Robinson
p.robinson@imperial.ac.uk

DEPARTMENT OF AERONAUTICS

Aeronautics was first taught at Imperial College in 1909, with the first chair established in 1920. Since then we have had many notable staff and alumni, including:

- John H. Argyris - one of the inventors of Finite Element Analysis which revolutionized engineering sciences.
- Harold Roxbee Cox - contributed to aircraft safety with studies on wing flutter and structural stability.
- Sir Richard Tetley Glazebrook - first Professor of Aviation at Imperial College.
- Sir Arnold Hill - led the team investigating the Comet airliner disasters.
- Andreas Mogensen - selected for the European Space Agency astronaut corps.
- Kirsty Moore - first female Red Arrows pilot.

The Department currently has over 300 undergraduates, approximately 70 MSc students, and over 70 research students and research associates. It is organised into two sections - Aerodynamics and Aerostructures - which assists the management and organisation of both teaching and research. Our research covers a very broad spectrum of topics, with a strong partnership between computation and experiment, and strong links with industry.

Visit the Department’s website for more information.
RESEARCH SECTIONS AND GROUPS

The field of aeronautics faces many exciting environmental and energy challenges which require major reductions in emissions, noise and aircraft weight. The department is divided into two main sections: Aerostuctures and Aerodynamics. Our main areas of research can be categorized as fluid mechanics, aerospace materials and structures, and computational methods and mathematical modelling.

Our research is funded through many sources including the EPSRC, the EU, and a range of industrial and government collaborators. We have many state-of-the-art research facilities, some of which are unique to the UK. Facilities including well-appointed laboratories and wind tunnels, are also used for teaching and commercial research. Research facilities support computational and experimental projects in fluid mechanics, structural analysis, composites, optimisation and control, and aircraft design. Enquiries about the use of facilities may be directed either to the Department Operations Manager Ms Molly Ip, the Wind Tunnel Manager, Dr Nigel MacCarthy, or by contacting the relevant facility manager, listed under each facility.

EQUALITY AND DIVERSITY

Imperial College London is committed to promoting and embedding equality and diversity throughout the College. Equality and diversity forms an integral part of Imperial Expectations, the set of seven statements which articulate how the College expects its leaders, managers and supervisors to behave. The College’s Equality Objectives provide an overarching plan over a two-year period, and are published in accordance with Imperial’s Public Sector Duty.

We are an Athena SWAN Silver Award Winner, a Stonewall Diversity Champion, a Disability Confident Employer and are working in partnership with GIRES to promote respect for Trans people. The department of Aeronautics is Athena Swan Bronze award winner (November 2014) and we are working hard towards receiving silver.

The department of Aeronautics welcomes staff and students from all over the world with a diverse range of beliefs and cultures. We believe this diverse cultural background complements the diverse technical background and expertise of our staff.

Racist, sexist or any other discriminatory behaviour is not tolerated.

We aspire to create an environment where all individuals within the Department can achieve their potential and develop their career, removing barriers, eliminating discrimination and providing opportunities to thrive.
Key Academic and Administrative Staff

Here is the list of some of the key staff. The full list can be accessed [here](#).

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
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</table>
| Professor Paul Robinson       | Head of Department
                               | Professor of Mechanics of Composites,                                     |
| Professor Silvestre Pinho     | Head of Aerostructures section                                           |
| Professor Spencer Sherwin     | Head of Aerodynamic section                                              |
| Miss Susan Avery              | Departmental Grants Administrator                                       |
| Ms Molly Ip                   | Department Operations Manager                                            |
| Ms Lisa Kelly                 | PA to Head of Department and Departmental Staff & PhD Administrator      |
| Ms Clodagh Li                 | Centre for Doctoral Training Administrator                               |
| Ms Ela Sapinska               | Finance Administrative Assistant                                         |
| Mr Franco Giammaria           | Laboratory and Instrumentation Supervisor                               |
| Dr Frank Gommer               | Composite Research Specialist                                            |
| Dr Nigel MacCarthy            | Experimental Services and Wind Tunnel Manager, Safety Officer            |
| Mr Joseph Meggyesi            | Experimental tests, DFF Lab and Gas guns                                 |
| Mr Fortune Belletty           | General technician                                                       |

MENTORING SCHEME

All research staff in the department of Aeronautics are assigned a mentor. A mentor is someone who you can informally meet with to discuss your work, career aspirations and gain a different perspective outside of your line-management structure. Mentors and mentees are advised to meet once a year, but further meetings can be arranged by mutual consent. The responsibility to contact your mentor and set up a meeting is entirely up to you. For more information on the role of mentors and how they are assigned, see the mentoring guidelines [here](#).

EVENTS & SEMINARS

The department organizes a series of seminars in both structures and aerodynamic sections. This is a great opportunity to meet some of the leading researchers in each field and get to know them. The seminar invitations are usually sent around by email and also updated on the department’s [events website](#).
3. Facilities

COLLEGE ACCESS

On starting the college, once you have signed your contract, you will be supplied your college swipe card. You are required to carry this card at all times as is essential for:

- Identification
- Access to your office
- Access to the library and departmental labs
- Out of hour access to the campus (7am-8am and 6pm-11pm, plus weekends)
- Discount at all college outlets e.g. Union shops and catering
- Access to shared printers in the department

If you lose your card, you are entitled to one free replacement, after which you will be charged. To get your card and for all security card enquiries please go to the main security window, level 1 Sherfield building.

Please be aware that your swipe card will provide you access to the building between the hours of 7am and 11pm only. Outside of these hours you will be locked in/out unless you have been granted out of hours’ access.

DEPARTMENTAL POLICIES, GUIDANCE, TRAINING AND INFORMATION

Health and safety is a fundamental part of everything we do and depends on co-operative efforts by all. The Aeronautics Department expects staff, students and visitors to recognise that they have a clear duty to take care for the health and safety of themselves and others, and co-operate fully with health and safety arrangements made by the Department and the College. The Department of Aeronautics asks that everyone read the Imperial College health and safety policy statement.

If you are going to do experiments in any of the departmental labs, you will need to complete the Risk Assessment Foundation Training (RAFT) course and test before commencing your work. Then you will need lab induction training, any relevant equipment training and to complete your own Risk Assessment. For more information please check the departmental website here.

EMERGENCY CONTACTS AND ACCIDENT REPORTING

Emergency phone number: 4444

From a mobile: +44 (0)20 7589 1000

Whilst on campus, if you consider an emergency service such as an ambulance is required, it is essential that you phone one of the above numbers rather than 999. The
College can then co-ordinate and direct the emergency service to the incident in the shortest possible time. If you have any health and safety related queries or questions, please do not hesitate to come and talk to: Dr Nigel MacCarthy, Room CAGB 222.

In the event of an accident or near-miss, please use the SALUS online reporting system. This will allow the department and the Safety Unit to do a full investigation.

**DESK ALLOCATION**

You will be provided with a desk and sufficient workspace upon arrival. For details of your desk allocation please contact Ms. Lisa Kelly (l.kelly@imperial.ac.uk). Please do not move to desks that are temporarily vacant, or use vacant desk spaces as storage for your books and other materials.

For enquiries regarding telephone connection please contact Ms Molly Ip (m.ip@imperial.ac.uk).

**COMPUTER ACCESS**

Your supervisor should ensure that you have access to a computer, or should purchase you a new PC. The department currently has an account with Hewlett Packard, and it is recommended that you use this supplier.

If you need to purchase a computer please visit the following web address: [http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/)

For installation or computer problems/queries and any problem with your college username please contact ICT Help Desk (service.desk@imperial.ac.uk) ext. 49000. A range of software is available from the software shop. Information regarding ICT (Information & Communication Technologies) can be found here.

New staff are automatically provided with a username (login name) which will allow them to access the college computing facilities. This normally happens shortly after the application has been submitted. The username should be activated as soon as it is received, which can be done from your home. To connect remotely to your PC from outside campus you can set up a VPN access. Check the details on how to set up a remote access here.

**SOFTWARE**

Imperial College London participates in several schemes that allow you as a member of the College to purchase quality software for academic use at discounted prices. Academic use is defined in different ways by different suppliers and under different discount schemes.
We strongly advise that you check that your proposed use of the licence is lawful under the terms of the discount agreement. Please visit the College's software information pages for more information.

Please be aware that the college has very strict policy regarding using of software without appropriate licence. If you have any pirate software installed on your laptop, when you connect to the network it will be detected and there will be a severe penalty, so please make sure you do not have ANY pirate software on your PC or laptop as this is not acceptable.

IMPERIAL FILE EXCHANGE

The Imperial file exchange allows you to send large files that you are unable to send via email.

PERSONAL WEB PAGES (PWP)

Each member of Research staff has a PWP. Your supervisor will likely ask you to update this soon after you arrive at the college. Remember to keep this up-to-date as your career progresses. Information on how to update your PWP can be found here.

INTERNAL AND EXTERNAL MAIL

There are allocated boxes for mail in the common room CAGB 146a for research staff to pick up their mail. Please bare in mind that this is temporary and might be subject to change soon.

PHOTOCOPYING/PRINTING

You will be given £5 worth of printing credit every month. This will automatically be topped up at the beginning of every month and cannot be changed. So please use it accordingly. There will be shared printers on each floor which you can access with your swipe card.

STAFF COMMON ROOM

You will have access to staff common room on 3rd level 310B with your swipe card where you can have tea/coffee. To ensure the smooth usage of the shared facilities please follow the rules which are displayed in the room.

HEALTH CENTRE

If this is your first time in the UK, you should register with a General Practitioner (GP) to be able to see a doctor during your stay. You can register at Imperial College Health Centre if your current home address postcode is included in their catchment area. Otherwise you can find your local GP here.
SPORTS CENTRE – ETHOS

Ethos is the College’s state-of-the-art sports facilities in South Kensington. It offers various flexible membership options for internal staff and their partners.

Staff members who are directly employed and hold Imperial contracts are eligible for Ethos Staff Membership options.

4. Etiquette in Open Plan Offices and Communal Areas

We request that you respect the privacy and space of those around you when working in the open plan areas.

Noise

- Try to be quiet. Individuals have different working practices, but for most people a quiet environment is most conducive to work.
- Hold meetings in meeting rooms. Please do not hold meeting in open plan areas where your colleagues are trying to work.
- Hold social events in social spaces. Please do not have group or social discussions in the open plan areas; these spaces are for work.

Space

- Keep to your allocated workspace. Please do not encroach on, or clutter, the desks of your colleagues.
- Refrain from unauthorised desk migration. Please do not move to desks that are temporarily vacant, or commandeer these desk spaces as storage for your books and other materials. Desks spaces that appear empty are likely to have been allocated to future new starters. If you have a strong reason to change desks, please contact Ms Lisa Kelly, who will try to find a suitable alternative if possible.

Phones

- Keep phone calls brief and work-related. Your peers will appreciate it if you do not hold lengthy conversations in the open plan area.
- Set your mobile to vibrate or silent. Please do not allow your mobile phone to annoy others.

Kitchens

It is the responsibility of the users of the communal kitchens to keep the area clean.

- Keep the microwave oven, refrigerator and sinks clean. Please do not leave food or drink in the refrigerator past the date at which it starts to turn bad.
• Keep the area tidy and return departmental crockery and cutlery

Security

• Secure your valuable items. Do not leave any valuables on your desk; they are safer in a locked drawer and lockers provided in the offices or carried with you when you leave. Your belongings are left your own risk.

Smoking

• Please be aware that from 1st of August 2017 the college as a whole is smoke free, i.e. Smoking is not permitted in University buildings or outside on University campuses or in University vehicles. This includes e-cigarettes as well. For more details, please see the smoke-free policy.

5. Departmental Procedures – General

SALARY PAYMENTS

All contracted members of staff will receive their salary on the 24th of each month, or the closest previous working day. Payslips can be found through the My Payslips system in ICIS where a breakdown of the salary payment and deductions can be found. There is also a mobile application where you are able to view your payslips; please visit the Imperial Mobile Application site for more information.

New staff will automatically be entered into the payroll system once the following documentation has been received:

• Signed contract
• Pension and Payroll Details
• Personal Details
• New Starter tax form – this will be supplied at your induction

Any changes to an individual’s details can be made using the Change to Personal Details or Bank details form.

EXPENSE POLICY SUMMARY

Imperial College’s policy is to reimburse you if you have had to pay for a valid expense in the performance of your duties for the College. The expense must be justifiable, reasonable and appropriately evidenced.

Compliance with the Expenses Policy will ensure you are reimbursed quickly. The new expense claim summary can be found on the Imperial college expense policy website. Please be aware that if your travel is charged to a Research Grant, all receipts must be
submitted and itemized. You can also book hotels and flight directly through Egencia once you have set up an account and a purchase order has been raised. In this case the hotels and flights will be paid for in advance directly from the research grant. For that, please email aero.finance@imperial.ac.uk.

If you are travelling overseas, you must register your travel to be insured with College by completing the “Overseas travel registration for insurance” before your overseas trip via the link below:

http://www.imperial.ac.uk/finance/financial-services/insurance/

UKVI REQUIREMENTS & CERTIFICATES OF SPONSORSHIP

The UK Government requires that all employers with staff from outside of the EEA must monitor employee whereabouts with respect to their work. This means that individuals who are in the UK on a Visa must notify the College if they are unable to attend work due to leave(sick leave or annual leave), or are attending business outside of their normal work location (including working from home). This is completed using the aCloudTeamSeer system for Tier 2 and Tier 5 workers. For more information on this please visit the human resources website.

For individuals that already have a Tier 4 (student) visa prior to obtaining their PhD, they may work for a maximum of 20 hours per week until either:

• They are successful in applying for a Tier 2 visa

• They are awarded their PhD

Once the individual receives one of these documents, they should bring the confirmation letter, or visa to the Resource & Research Administrator to verify. HR will then confirm that they can work full time.

If the individuals PhD is awarded before the Tier 2 visa, the individual must receive their Tier 2 visa within 3 months of the PhD being awarded in order to satisfy UKVI requirements. More information on Visas and UKVI requirements can be found on the GOV.uk Visas and Immigration webpage.

SUPPORT FOR EU STAFF FOLLOWING THE 2016 UK/EU REFERENDUM

We know that the EU Referendum decision has caused many of our staff great uncertainty as we employ many diverse nationalities in our community. The College has set up a legal and financial support package for European Economic Area (EEA) staff and their dependants to help staff understand their options.
Staff can contact directorofhr@imperial.ac.uk if there is any further information that would be helpful and we will attempt to respond to queries as soon as possible. We are committed to making this time of transition as painless as possible for our staff.

TIMESHEETS

Timesheets must be completed by individuals whose funding requires that their time management on the project be reported. This can occur for the following reasons:

- The grant is funded by the Commission of the European Union. This can include Marie-Curie Fellows, Marie Skłodowska-Curie Fellows and staff charged to a FP7 or H2020 funded project.
- The individual is funded across multiple grants, where at least one of the grants is funded from a Research Council (i.e. the funding from the research council does not account for 100% of that individual’s time)
- Any other stipulation from a grant funder

The completion of timesheets is the responsibility of the individual and is often a requirement of the funding. If timesheets are not completed in a correct and timely manner when required, this can lead to disciplinary action being taken against the individual. Completion of required timesheets is also a requirement of the probationary period. Imperial College currently operates two types of timesheets. Their use is dependent on funder requirements:

1. Comprehensive timesheet – a paper version timesheet completed using Microsoft Excel. This is available for all categories of staff working on projects where the funder requires comprehensive time records for a person’s entire time, including absences.
2. *New* Project level timesheet – a paper version timesheet completed using Microsoft Excel. This is available for all categories of staff working on projects where the funder requires timesheets at award/project level.

For more information or assistance on the completion of timesheets please contact Ms Susan Avery (s.avery@imperial.ac.uk).

TEACHING

We encourage our post-docs to take on a small amount of teaching to gain experience. You can either ask your supervisor for opportunities to assist with teaching tutorials or contact the head of the department (p.robinson@imperial.ac.uk) with your background and preferred topics.
6. Paperwork and Procedures

**PROBATION**

Every member of staff at Imperial College is subject to a probationary period of 6 months. During this time, new staff can assess and be assessed on productivity and capabilities. It is also a time for new staff to raise any concerns that they may have.

At approximately 3 months into their contract, staff should complete the Mid-Probation review with their Line Manager. This review allows for progress to be documented and reminders to complete any compulsory training or timesheets to be given. The End of Probation review then occurs at the 6-month mark of the contract. In both cases, the **Probation review form** should be completed and forwarded to the Resource & Research Administrator.

If there are no concerns, the department will then approve the probationary period and the member of staff will receive confirmation of their probation from HR.

**FIXED TERM CONTRACTS**

Most Research Staff come to the Department on a Fixed Term Contract. This is usually due to the appointment being to develop research on a time-limited externally funded project for with there is no expectation that the work will continue beyond the availability of that external funding.

Further information can be obtained from the **Fixed Term Workers** guidance.

**4 YEARS OF SERVICE**

After 4 years of continuous service, a member of staff’s contract changes from Fixed term to being Open Ended. In most cases relating to Research Staff this means that the contract is externally funded and there is a reasonable prospect that external funding will continue from whatever source for the foreseeable future and that the work is central to the future plans of the department and therefore such that the department will wish to continue support it for at least as long as external funding is available.

**ANNUAL LEAVE**

The College provides generous annual leave benefits. You are entitled to paid annual leave and are encouraged to take it to ensure a good work-life balance.

The College leave year runs from 1st February to 31st January. Leave must normally be taken within the leave year. With the agreement of the Head of Department/Division, staff may be permitted to carry up to 5 days leave (pro rata for part-time staff) forward into the next leave year. This rule also applies when staff have been absent during the leave year. No
payment will be made in lieu of leave not taken except, possibly, when staff leave College employment.

For more information on Annual Leave entitlements please visit the College’s Annual Leave Webpage.

SICKNESS LEAVE

The Sickness Absence Policy and Procedure exists to provide a fair and consistent approach to the management of sickness absence in the work place. It applies to all members of staff regardless of contract type. A member of staff on a probationary period or training and development review period will have a contractual entitlement to sick pay and leave which reflects their length of service with the College.

Short term

If you find yourself unwell you should telephone your line manager as early as possible on your first day of absence, making every effort to do so within the first hour of your normal start time. You should inform them of your reason for absence and likely return date, and advise them of any urgent work or other colleagues who should be notified. If you are unable to contact them directly you may leave a voicemail message for them, along with a contact number and time when you will be available, so that your manager can contact you if necessary. A Friend or Relative may only telephone your manager to inform them of your absence in exceptional circumstances, such as hospitalisation.

More information regarding the College’s sickness leave policies can be found on the HR pages for Sickness absence.

Following any short term sickness leave, your line manager should complete the Return to work meeting with you to ensure that you are fit to return to work. This is confirmed using the Sickness Notification Form. If your sickness absence was for a period of 1 – 7 days (including Saturdays, Sundays, and/or other non-working days, Public Holidays, College Closure), you will not need to provide a medical certificate.

Long term

The College operates a sick pay and leave provision above the statutory entitlements. Within any rolling 12-month period sick pay allowances vary according to the length of your continuous service, based on the anniversary of your appointment, as follows:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Full Pay</th>
<th>Half Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>First year</td>
<td>1 month</td>
<td>1 month</td>
</tr>
<tr>
<td>Second and third years</td>
<td>3 months</td>
<td>3 months</td>
</tr>
<tr>
<td>Fourth year and after</td>
<td>6 months</td>
<td>6 months</td>
</tr>
</tbody>
</table>

Sickness during annual leave
If a member of staff is on annual leave when they fall ill and wishes to reclaim the annual leave for the sickness period, they must report in sick on the first day of illness and if in the UK provide a medical fit note, signed by a GP. Further information can be found in the Sickness Absence Policy.

SPECIAL LEAVE

The Special Leave Policy applies to requests for leave from work for the following reasons:

- Compassionate Leave
- Leave for Domestic Emergencies
- Family Emergencies
- Parental Leave
- Special Leave for Public Duties
- Jury Service
- Leave for Witness Duty
- Leave for Service in the Volunteer Reserve Forces
- Study Leave
- Leave of Absence (including Sabbatical leave requests for Academic or Personal refreshment)
- Unpaid Leave

FAMILY LEAVE

The College recognises the demands of family life and is committed to supporting members of staff to obtain a good work life balance. With this in mind, our family leave guidance has been designed to support both staff and managers by guiding them through the procedures for the various family leave types, covering what needs to be considered and the steps that need to be completed.

There are various types of family leave; you can find more information on each of them below:

- Maternity
- Paternity/Maternity support leave
- Adoption
- Shared parental leave
- Surrogacy
7. Academic Matters and Regulations

ACADEMIC INTEGRITY

As a member of staff at the College you are expected to conduct all aspects of your academic life in a professional manner. A full explanation of academic integrity, including information on the College’s approach to plagiarism is available here.

GUIDELINES FOR PROPER SCIENTIFIC CONDUCT IN RESEARCH

Information about Proper Scientific Conduct can be found on the Central Secretariat, College Governance webpages. It is recognised that instances of misconduct are rare, and the procedures set out in this policy will consequently be implemented only in exceptional circumstances.

COPYRIGHT

Copyright guidance is available from the Library: http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/

ETHICS

The Imperial College Research Ethics Committee (ICREC) website gives information about ethical approval for certain types of proposed research, and explains the avenues by which this approval can be obtained.

8. Wellbeing and Advice

HUMAN RESOURCES

Human Resources supply a number of Health and Wellbeing policies. For Policies and Guidance, visit the HR Health and Wellbeing webpage for more information.

OCCUPATIONAL HEALTH

Occupational Health is responsible for the provision of specialist advice on health policies and environmental health hazards, health promotion and health surveillance, employment health assessments and a confidential counselling service.

College employees who regularly work on a computer (typically for periods of 90 minutes or longer) are eligible to have an eye test carried out by an optician paid by their department as per the terms of the College Computer Healthy Safety Policy and Computer Health Code of Practice.
You can have an eye test once every two years, or more often if the optician advises this is medically necessary. You may also be entitled to spectacles if the optician thinks that you need spectacles specifically for reading a computer screen i.e. with a lens different to that used in spectacles that you may need for reading or distance vision. Please visit the Occupational Health Eye care pages for more information.

The departmental disability officer is Dr Oliver Buxton, for any issues related to disability or mental health, he can be contacted for advice.

9. Staff Benefits

The College offers a large range of benefits and discounts to its staff, ranging from an interest free season ticket loan http://www.imperial.ac.uk/human-resources/working-at-imperial/benefits/financial/ and pension scheme, to Imperial Perks which provide negotiated discounts for a variety of retailers and services. Please see the Staff Benefits webpages for more information.