One of the World’s leading centres combining Geoscience and Engineering

DEPARTMENT OF EARTH SCIENCE AND ENGINEERING
Faculty of Engineering

Research Staff Welcome Pack

Last updated: November 2017
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1. Introduction to the College

Imperial College London is the only university in the UK to focus exclusively on science, medicine, engineering and business. As a member of post-doctoral Research Staff you will be contributing to an expert community, whose research has a profound impact on society and the economy. From Fleming’s discovery of Penicillin and Gabor’s invention of holography, to Kibble’s contribution to the Higgs boson and Stevens’ work on rapid testing for AIDS and Malaria, Imperial’s research has been changing the world for well over 100 years.

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.

We are committed to ‘sharing the wonder’ of what we do through public engagement events. Research staff, alongside our academics and undergraduate students, make a significant contribution to these events, such as our annual Imperial Festival and our term-time Imperial Fringe events (http://www.imperial.ac.uk/festival).
Postdoc Development Centre (PDC)

The PDC 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-development-centre/

Welcome from your Postdoc Champion:

Dr Gareth Roberts
gareth.roberts@imperial.ac.uk

“Welcome to the Department of Earth Science and Engineering. As you know, Imperial and our department have reputations as top institutions. We pride ourselves on producing world-class research across a range of disciplines. We work closely with industries and governments to inform and direct our research and their activities. The contribution of our postdocs is a crucial component of our success. We give talented researchers the means to pursue their objectives by providing a world-class, collaborative research environment coupled with financial and logistical support. We welcome the input of postdocs to the governance of the department and to our top-ranked undergraduate and postgraduate programs. We hope that you find working at Imperial rewarding and enjoyable and we look forward to working with you.”

Welcome from your Postdoc Reps:

Rebekah Moore
r.moore13@imperial.ac.uk

Dr Steven Banham
s.banham@imperial.ac.uk

“Congratulations for being a part of the Department of Earth Science and Engineering, where you can explore the heights of cutting edge research and the opportunities for your career development. Our research staff webpage has useful information to help our postdocs. Please visit us for information related to any postdoc matter, including any problems you are facing while your stay at Imperial, departmental support to develop your skills or fund your side-projects. Please also approach us if you have any ideas for events or tools that you think would benefit our community and we can work together to make them happen”
Human Resources

The College's Strategic aim is to build a supportive, inclusive and high 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 in our ‘HR Plan on a Page’.

We have four operational HR teams that provide front line recruitment, employment and employee relations services to College departments and support services areas. They support the Faculty of Medicine, the Faculty of Natural Sciences, the Faculty of Engineering, Support Services and the Business School.

Our HR teams work closely with faculty and departmental managers as a basis for ensuring effective service provision and relevant service development. This includes day-to-day employee relations issues, advice on informal performance and conduct management, sickness management, change management, work reorganisations, disciplinary and grievance issues.

Louise Lindsay
Director of Human Resources

Su Nandy
Senior Human Resources Manager for the Faculty of Engineering

Lauren Stevens
Human Resources Advisor

Faaria Henry
Senior Human Resources Administrator
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

Shaun Power
Research Services Manager

John Booth
Research Proposal Manager

Deslyn Brown
Senior Research Services Administrator

Lorraine Brooks
Research Grants Manager

Michael Cooper
Research Services Administrator
Welcome from Head of Department

Congratulations and welcome to the Department of Earth Science and Engineering. We are a world class research ecosystem in which the boundaries of science and engineering are extended. Our Research Staff are highly prized and highly effective in industry and academia. The training you will receive will allow you to achieve great success and will make a lasting change to our understanding of the world around us. I wish you well in your activities and hope that you find your time with us an extremely rewarding experience.

I look forward to meeting you.

Mark Sephton
Head of Department for Earth Science & Engineering
Faculty of Engineering

The Faculty of Engineering is one of three faculties within Imperial College London and is led by the Dean, Professor Jeff Magee FREng.

The Faculty seeks to provide international leadership in engineering research and education and is widely recognised as a world leading engineering school. Our departments consistently excel in prominent league table rankings, while the College as a whole enjoys similar success.

Our Faculty is unique in the UK in supporting world class education and fundamental research across the full range of engineering disciplines.

All ten of our academic departments are located on a single campus in South Kensington, giving a concentration of talent that creates a stimulating and vibrant research culture, which promotes multidisciplinary collaborations and attracts internationally leading researchers and scholars.

- Department of Aeronautics
- Department of Bioengineering
- Department of Chemical Engineering
- Department of Civil and Environmental Engineering
- Department of Computing
- Dyson School of Design Engineering
- Department of Earth Science and Engineering
- Department of Electrical and Electronic Engineering
- Department of Materials
- Department of Mechanical Engineering

Our academic departments deliver world class education in engineering so that our graduates possess the skills, knowledge and attitudes necessary to become international leaders in engineering industry and academia.

We provide our students with an outstanding engineering education that brings together cutting edge researchers, exceptional teachers and state-of-the-art facilities in inspiring physical and virtual environments. Students at Imperial will meet, work and live with people studying every aspect of engineering.

The Faculty is home to 1,575 staff (395 academics, over 800 researchers and 365 support staff) and 5,785 students (of whom over 1,200 are research students). The Faculty is a powerhouse in research across the engineering sciences, with research funding in excess of £100m per year.
Earth Science and Engineering

The Department of Earth Science and Engineering is part of the Royal School of Mines, which was established in 1851, growing out of the Museum of Economic Geology set up by Sir Henry De la Beche in 1841. The Royal School of Mines moved from central London to South Kensington in 1872 and officially became a part of Imperial College in 1907. For 160 years, geoscientists and engineers at the Royal School of Mines and then in the Department of Earth Science and Engineering have been committed to excellence in the teaching and research of the Earth Sciences. Put simply, we’ve been studying the way the world works longer than any university in the UK and are one of the oldest in the world. Today, the department hosts approximately 50 academic and teaching staff, 70 research staff, 30 support staff and 600 undergraduate and postgraduate students. The Department of Earth Science and Engineering is ranked in 1st place as the top UK Geology department in The Times and The Sunday Times Good University Guide 2018, the Guardian University League Tables 2018, and 2nd for Geology in the Complete University Guide 2018 League Tables.

Through a combination of pure and applied research, our academics and researchers are at the cutting edge of comprehending how Earth systems work and how natural resources and energy can be sustainably extracted and provided, respectively. Our work in these fields are particularly aided by strong collaborative ties with the Energy Futures Lab and the Grantham Institute - Climate Change and the Environment at Imperial College. We are also at the forefront of applying this knowledge to understanding the evolution of solid bodies, such as Mars, throughout our Solar System. Whether it is through undergraduate degrees in Geology and/or Geophysics, or our world leading Petroleum MSc courses, the commitment of staff to an excellence in teaching ensure that our students graduate with a range of skills that allow them to join a long list of alumni that go on to senior positions in industry and in academia.

We benefit greatly from our formal ties with the nearby world-famous Natural History Museum and Science Museum, where a number of students undertake research during years three and four. We are also closely connected with the Geological Society, which frequently hosts international conferences. Our staff and students often help out at these conferences – mixing with leading Earth science experts from across the world.

Visit the Department’s webpages for more information about history and events in the ESE.
Research Sections and Groups

Earth Science and Engineering is a highly rated department performing multi-disciplinary research. It is organised into three broad Research Sections. All PhD students and academic staff belong to one of these sections. Research Groups operate across Research Sections in a matrix of scientific interaction. For further details: http://www3.imperial.ac.uk/earthscienceandengineering/research

The Earth and Planets Section (E&P) is concerned with understanding the processes that drive the Earth system, and in the formation and evolution of solid bodies within the Solar System. The Head of this section is Dr Gareth Collins.

The Petroleum Geoscience and Engineering Section (PGE) conduct pure and applied research in petroleum reservoir engineering, petroleum geology, and petroleum geophysics, and carbon-dioxide capture and sequestration. The Head of this section is Prof Ann Muggeridge.

The Environment, Energy, Minerals and Modelling Section (E²M²) are concerned with environmental engineering, low-carbon energy, mining and mineral processing, and modelling and measurement of the perturbed natural environment. The Head of this section is Professor Matthew Piggott.

The Petroleum Engineering and Rock Mechanics Research Group (PERM) performs research in all areas of petroleum engineering, including fluid flow in porous media, reservoir simulation, reservoir characterisation, hydrocarbon thermodynamics, rock mechanics and drilling, as well as topics such as subsurface carbon sequestration. The research involves the investigation of complex, non-linear phenomena in highly disordered geological media.

The Impacts and Astromaterials Research Centre (IARC) addresses a wide range of fundamental planetary science questions, ranging from the origins of the Solar System to the continuing evolution of the planets, asteroids and comets. The IARC initiative brings together planetary scientists, facilities and resources from the Department of Earth Science and Engineering at Imperial College London and the Mineralogy Department of The Natural History Museum.

The Applied Modelling and Computation Group (AMCG) is committed to both the development and application of innovative modelling techniques in Earth, nuclear engineering and biomedical sciences. The group is interested in the development and application of numerical methods for neutral particle radiation transport, for atmospheric, ocean and multiphase flows, for optimisation mathematics and its applications, and for the solution of inverse (imaging/tomographic) problems.

The Sedimentary Basins Group is concerned with the sedimentary and structural evolution of sedimentary basins, including their stratigraphic and depositional evolution, tectonics, diagenesis, palaeoenvironments, and surface processes.

The MAGIC Laboratory (MAss Spectrometry and Isotope Geochemistry at Imperial College London) uses isotope geochemistry to tackle a broad variety of questions in Earth, environmental science, engineering and medical research, involving climate, oceans and biogeochemical cycles, magmatic processes, cosmochemistry, nanoparticles and human metabolism.
Professional, Technical and Operational Teams

The department is underpinned by a Professional, Technical and Operational Structure which works in collaboration with academics, research staff and students to deliver the Department’s research and educational activities.

**Postgraduate Education Team** which is responsible for implementing, administering and supporting the department’s education activities, undertaken in line with the College’s Education and Student Strategy.

**Research and Finance Team** which is responsible for the managing the Department’s research activities including pre- and post-award administration, HR related issues and finance, as well as contributing to the Department’s strategic management of its finances and research funding.

**Technical Support Team** which is responsible for the provision of expert technical services to ESE staff and students, including the training of members of staff and students leading to an expansion of the Department’s technical expertise and knowledge.
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.

The College is committed to Equality and Diversity. We are a 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.

What we do in the Department

The Department of Earth Science and Engineering 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.

The Department of Earth Science and Engineering is an Athena SWAN Departmental Award holder since 2009 with a Silver status since 2012. We will be submitting our Athena SWAN silver renewal application in April 2017.

In addition to what the College already does to develop your career and to promote inclusiveness, the Department facilitates training sessions specific to different career stages for Personal and Professional Development. We host various events throughout the year to engage individuals from every walk of life. These events include the Annual Royal School of Mines Quiz, International Women’s and National Women in Engineering Day Celebrations, awareness events for religious festivals, and the Annual ESE Away Day. These events, training sessions and opportunities to provide feedback, will be advertised throughout the year and we encourage everyone to take part.

We believe creating an equal, diverse and inclusive culture is everyone’s responsibility. We look to you, our Research staff, to join us in our aspirations, provide feedback on our action plans, events and help shape the department into the best place to develop your career.
Key Academic and Administrative Staff

Emma Watson
Departmental Operations Manager
G23, Royal School of Mines
020 7594 6405
e.watson@imperial.ac.uk

Shane Young
Undergraduate Administrative Assistant
G21, Royal School of Mines
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shane.young@imperial.ac.uk
Contact for: GTA queries, outreach and Open Day

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Resources Administrator
G22, Royal School of Mines
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j.hughes@imperial.ac.uk
Contact for: Purchase orders & travel bookings, room bookings

Katie Rycraft
Resources & Research Administrator
G26 Royal School of Mines
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Contact for: Casual Pay, desk allocation

Sripriya Niranjan
Finance Officer
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Contact for: Expenses enquiries
Caroline Baugh
Research & Finance Manager
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020 7594 7334
c.baugh@imperial.ac.uk
Contact for:
Grant & Fellowship applications

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Head of Energy, Environment, Modelling & Minerals Section
Professor of Computational Geoscience and Engineering
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020 7594 6396
m.d.piggott@imperial.ac.uk

Gareth Collins
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Reader in Planetary Science
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020 7594 1518
g.collins@imperial.ac.uk

Ann Muggeridge
Head of Petroleum Geoscience & Engineering Section
Chair in Petroleum Engineering
4.51, Royal School of Mines
020 7594 7379
a.muggeridge@imperial.ac.uk
## Key Dates 2017-2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All year</strong></td>
<td></td>
</tr>
<tr>
<td>Weekdays</td>
<td>Coffee G.35, 11.00 am</td>
</tr>
<tr>
<td>Webes (Weekly social)</td>
<td>Wednesdays, 5.30 pm</td>
</tr>
<tr>
<td>Fribes (Weekly social)</td>
<td>Friday, 4.45 pm</td>
</tr>
<tr>
<td>Departmental Seminars</td>
<td>Thursdays 12.45pm – 1.45 pm</td>
</tr>
<tr>
<td>E&amp;P/PGE Seminars</td>
<td>Tuesdays 12.30pm – 1.30 pm (alternate)</td>
</tr>
<tr>
<td><strong>Term Dates</strong></td>
<td></td>
</tr>
<tr>
<td>30 September - 15 December 2017</td>
<td>Autumn term</td>
</tr>
<tr>
<td>6 January – 23 March 2018</td>
<td>Spring term</td>
</tr>
<tr>
<td>28 April–29 June 2018</td>
<td>Summer term</td>
</tr>
<tr>
<td><strong>TBC</strong></td>
<td>Examination fortnight</td>
</tr>
<tr>
<td>8 March 2018</td>
<td>International Women's Day</td>
</tr>
<tr>
<td>23 June 2018</td>
<td>National Women in Engineering Day</td>
</tr>
<tr>
<td>July 2018 (tbc)</td>
<td>Summer Research Showcase</td>
</tr>
<tr>
<td>Summer 2018 (tbc)</td>
<td>Departmental Away Day</td>
</tr>
</tbody>
</table>

**College closure dates (inclusive dates)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 December 2017 – 2 January 2018</td>
<td>Christmas holiday</td>
</tr>
<tr>
<td>29 March – 4 April 8</td>
<td>Easter holiday</td>
</tr>
<tr>
<td>7 May 2018</td>
<td>Early May bank holiday</td>
</tr>
<tr>
<td>28 May 2018</td>
<td>Spring bank holiday</td>
</tr>
<tr>
<td>7 August 2017</td>
<td>Summer bank holiday</td>
</tr>
</tbody>
</table>
3. Facilities in ESE

College Access

On starting at the College you will be supplied with your College swipe card. You are required to carry this card at all times as it is essential for:

- Identification
- Access to the library & departmental computing labs
- Out of hours access (18:00–24:00, plus weekends)
- Discounts at all College outlets, e.g. Union shop & Catering

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

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

Desk Allocation & Keys

You will be provided with a desk and sufficient workspace upon arrival. For details of your desk allocation please contact Katie Rycraft (k.rycraft@imperial.ac.uk). Please do not move to desks that are temporarily vacant, or use these desk spaces as storage for your books and other materials. Items incorrectly placed on vacant desks, left in corridors, gangways etc may be disposed of without warning.

For queries relating to telephone connection or desk keys, please contact Jason Hoadley (jason.hoadley@imperial.ac.uk).

Computing Facilities

Your line manager 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/ict/services/softwarehardware/purchaseandrenewal/deptpurchases

If you purchase a computer through an alternative supplier, you will have to receive authorisation from the Department’s finance section before a purchase order can be raised. For installation or computer problems/queries please contact ICT Help Desk (service.desk@imperial.ac.uk) ext. 49000. A range of competitively priced software, eg, Endnote, Secure Shell, drawing packages, etc., can be bought from the ICT shop.

Information regarding ICT (Information & Communication Technologies) can be found at: http://www3.imperial.ac.uk/ict

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.
If you have problems activating your College username please contact the ICT Help Desk (service.desk@imperial.ac.uk) ext. 49000; in West Wing, Level 4, Sherfield Building, South Kensington campus or your local campus service desk.

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.

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 line manager 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 at http://wwwf.imperial.ac.uk/blog/webguide/category/pwp/.

Door codes and Room bookings

Many of the Department’s rooms require door code access. Below is a list of the commonly used rooms and their door codes.

Please ensure that if you are using a room for a scheduled event that you have booked it via Shilpa Madhaparia (s.madhaparia@imperial.ac.uk) in advance of the event.

<table>
<thead>
<tr>
<th>Room</th>
<th>Room no.</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ground floor</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shared 90 seat computer teaching room</td>
<td>G07</td>
<td>Swipe-card</td>
</tr>
<tr>
<td>Reception (post room)</td>
<td>G22</td>
<td>Swipe-card</td>
</tr>
<tr>
<td>Staff kitchen</td>
<td>G34</td>
<td>Swipe-card</td>
</tr>
<tr>
<td>Staff meeting room</td>
<td>G35</td>
<td>C6789</td>
</tr>
<tr>
<td>Teaching room</td>
<td>G38</td>
<td>C6789</td>
</tr>
<tr>
<td>Teaching room</td>
<td>G39</td>
<td>C6789</td>
</tr>
<tr>
<td>Lecture room</td>
<td>G41</td>
<td>C6789</td>
</tr>
<tr>
<td><strong>First floor</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture theatre</td>
<td>1.31</td>
<td>N/A</td>
</tr>
<tr>
<td>Lecture theatre</td>
<td>1.47</td>
<td>C6789</td>
</tr>
<tr>
<td>Masters classroom/study room</td>
<td>1.49/1.50</td>
<td>C6789</td>
</tr>
<tr>
<td>Lecture room</td>
<td>1.51</td>
<td>C6789</td>
</tr>
<tr>
<td><strong>Second floor</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photocopier ALL HOURS</td>
<td>2.43</td>
<td>C3560</td>
</tr>
<tr>
<td><strong>Third floor</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching room</td>
<td>3.01D</td>
<td>C6789</td>
</tr>
<tr>
<td>Room Type</td>
<td>Room Number</td>
<td>Access Method</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Teaching room</td>
<td>3.01E</td>
<td></td>
</tr>
<tr>
<td>ESE computer room</td>
<td>3.34</td>
<td>Swipe-card</td>
</tr>
<tr>
<td>ESE computer room</td>
<td>3.35</td>
<td>Swipe-card</td>
</tr>
<tr>
<td>ESE computer room</td>
<td>3.36</td>
<td>Swipe-card</td>
</tr>
<tr>
<td>ESE computer room</td>
<td>3.37</td>
<td>Swipe-card</td>
</tr>
<tr>
<td>Shared computer room</td>
<td>3.38</td>
<td>Swipe-card</td>
</tr>
</tbody>
</table>

**Internal and External Mail**

Post can be collected from mailboxes located inside the Department reception G22 area on the ground floor of the Royal School of Mines. For all postal or faxing enquires please see Jacqueline Hughes (j.hughes@imperial.ac.uk), Resources Administrator, Room G.22, Royal School of Mines.

For the purpose of receiving mail, the preferred address is as follows:

Your name  
Research Associate/Assistant  
Department of Earth Science & Engineering  
Imperial College London  
London SW7 2AZ

**Photocopying/Printing**

The Department benefits from a Reprographics Service. Three photocopiers are located in Room 2.43 (including a colour copier) plus comb-binding facilities, a laminating machine, staplers and guillotines. The department also offers ON-LINE photocopying facilities (please contact Carl Jurczuk if you wish to use the photocopiers ON-LINE). Photocopy cards can be bought from Carl Jurczuk, Reprographics Technician, in room 2.43, copier cards are rechargeable but a £2.00 deposit is required for each card purchased.

Printers and photocopiers are supplied free of charge in the Open Plan Areas. Your ID card will contain printer credit shortly after you receive it. You are given £50.00 each month, which should be adequate for your needs. However, please note that we do check for excessive use, and environmental issues should be considered.

Link up your ID to the College printers: [https://www.imperial.ac.uk/ict/printservice/](https://www.imperial.ac.uk/ict/printservice/).
4. Etiquette in Open Plan 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 the most conducive to work in.
- **Hold meetings in meeting rooms.** Please do not hold meetings 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 Katie Rycraft (k.rycraft@imperial.ac.uk), who will try to find a suitable alternative.

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 or carried with you when you leave. Your belongings are left your own risk.
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 to be able to see 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 Back details form.

Notify the Resource and Research Administrator, Katie Rycraft, of any issues regarding your HR file or payroll details as soon as you notice the problem so that we can work to minimise any problems.

Funding Opportunities

Details about funding opportunities can be found on the research staff website under the subheading “Funding Opportunities”. There are a number of fellowship opportunities for young scientists with a PhD. The department will try to update staff regarding upcoming opportunities as and when they become available. There are examples of fellowship proposals provided on the example fellowship proposals web page.

If you require assistance in applying for funding, whether it be for a fellowship or a standard grant, support is available through the Research & Finance Team and Research Committee. Please contact Caroline Baugh (c.baugh@imperial.ac.uk) or Katie Rycraft (k.rycraft@imperial.ac.uk) for questions and support.

Arthur Holmes Centenary Research Grant

The department invites applications to be made by post-doctoral researchers to ask for up to £3,000 to cover the costs of research training that will contribute towards the development and improvement of the post-doctoral researcher’s career. This money is available to all non-academic staff with the requirement that you are unable to meet the costs by any other means. This grant is usually announced quarterly by the ESE postdoc reps, however if a significant opportunity arises in the short term which would benefit your career (i.e. scientific cruise, or workshops), we invite you to apply at any time.

Please see the Departmental Website for more information on this specific Departmental funding.
## Expense Policy Summary

### Principles

Imperial College is a charity and a large recipient of public funds. You are expected to be prudent in your expenditure and use College approved purchasing such as preferred and approved suppliers through Purchase Orders (PO) – you should not purchase directly without pre-approval from the Head of Department (HoD) and Faculty Finance Officer (FFO), unless specified in the Policy.

### Pre-Approval

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Pre-Approval required from</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Travel and Conference Hotels exceeding rates below.</td>
<td>HoD</td>
</tr>
<tr>
<td>Business Class Travel and any Equipment over £100 not purchased via a PO/Department Credit Card</td>
<td>DOM</td>
</tr>
</tbody>
</table>

### Timeframe

You should submit claims as soon as possible after incurring. You are expected to submit claims within three months. Expenses submitted more than six months after incurring will be rejected unless there are exceptional circumstances explicitly approved by your FFO.

### Receipting

A receipt may take many forms but it must identify the following and be clearly legible:

- The date of purchase
- The vendor name
- VAT number (where applicable)
- VAT amount paid
- Itemised list and unit price of the purchased items
- Total amount paid

### Hotels & Subsistence Meals

If you find a fare/hotel at a lower cost, Egencia will always match that price as part of their price promise guarantee. Contact Purchasing if you have any questions in relation to Egencia bookings.

- If claiming a 24-Hour Meal Rate, no individual meal should exceed 60% of the allowable rate.
- The 24-Hour Meal Rate is NOT a per diem and all meals must be receipted.
- If exceptional circumstances mean you cannot obtain a receipt, such as the purchase of food from Markets or local Street Food, the meal claim is limited to £5 for Breakfast, £5 Lunch and £10 for dinner. This is not in lieu of retaining receipts, or lost receipts.
- Approvers must check all 24-Hour Meal Rate claims against rates below as MyExpenses will not show Subsistence violations for these.

### Overseas Subsistence:

<table>
<thead>
<tr>
<th>Location</th>
<th>Room Rate</th>
<th>Breakast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>24-hour Meal Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK – London</td>
<td>£150</td>
<td>£8</td>
<td>£16</td>
<td>£26</td>
<td>£50</td>
</tr>
<tr>
<td>UK – outside London</td>
<td>£105</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Entertainment

- **Business Entertainment (with External attendees)**: £54 per head including alcohol and service
- **Staff Student Entertainment**: £29.00 per head including alcohol and service (max. £37.00 for a Christmas meal held during December)
- HoD post-approval if over limit
- DOM post-approval if £5+ over limit/person
<table>
<thead>
<tr>
<th>Foreign Currency Fees</th>
<th>You can claim overseas transaction fees and currency conversion charges/commission (Not foreign currency purchases). You will need to include a copy of your statement to back up these charges.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty of Care</td>
<td>Imperial College has a Duty of Care to all staff and students at all times, including when abroad. A critical component of this is the traveller tracking of staff, which includes emergency contact assistance and travel security alerts. Booking through Egencia offers this, along with other added benefits to the traveller and to the College. You must also register your overseas trip for Insurance purposes on <a href="http://www.imperial.ac.uk/finance/financial-services/insurance/">http://www.imperial.ac.uk/finance/financial-services/insurance/</a>.</td>
</tr>
<tr>
<td>Rate</td>
<td>Criteria</td>
</tr>
<tr>
<td>Economy</td>
<td>Flights under 5 hours. Book via <a href="http://www.imperial.ac.uk/finance/financial-services/insurance/">Egencia</a>.</td>
</tr>
<tr>
<td>Premium Economy</td>
<td>Flights over 5 hours. Book via <a href="http://www.imperial.ac.uk/finance/financial-services/insurance/">Egencia</a>.</td>
</tr>
<tr>
<td>Business class</td>
<td>If flight over 5 hours and followed by a same day presentation or meeting, or a documented medical condition requires it. Requires DOM pre-approval. Book via <a href="http://www.imperial.ac.uk/finance/financial-services/insurance/">Egencia</a>.</td>
</tr>
</tbody>
</table>
| First class | Must already have permission to fly Business Class and also satisfy (to HOD) that: 
  - the airline offers to upgrade a business class ticket to first class at no extra cost to the College 
  - a first class ticket is offered by the airline at a lower cost than the available business class ticket due to a special offer available at the time of booking 
  - a third-party is buying the ticket and has specifically asked the traveller to fly first class 
Requires HoD pre-approval. Book via [Egencia](http://www.imperial.ac.uk/finance/financial-services/insurance/). |
| Low cost airlines | Use personal credit card via [Egencia](http://www.imperial.ac.uk/finance/financial-services/insurance/) as you cannot reserve flights at the original price. You can book direct through carrier website if over £20 cheaper but be aware this is not then covered by the Egencia Duty of Care. |
| UK under £100 | Book via [Red Spotted Hanky](http://www.redspottedhanky.com) or alternatively book through the train operating company and make an expense claim |
| UK £100+ | Book the ticket well in advance and you must use [Red Spotted Hanky](http://www.redspottedhanky.com) |
| Overseas | Tickets costing over £100 must be booked via [Egencia](http://www.imperial.ac.uk/finance/financial-services/insurance/). |
| Oyster/ Contactless Touch | Only for incremental travel (i.e. the extra costs incurred if travelling beyond the zones covered by any Travel card). If using Pay As You Go, you should provide a Journey History from the TFL website (only available for 8 weeks from journey date) or a bank/credit card statement if using Contactless Payment required, unless you have a claim that is below £6 in value and evidence of that journey is not readily available. Normal travel to work will not be reimbursed |
| Car Hire | £75/$35 per day 
Book the minimum size and specification necessary. 
High cost locations (e.g. Scandinavia) at higher £75 rate but typical rate should not exceed £35. 
Book through [Avis, Budget, Enterprise or Egencia](http://www.imperial.ac.uk/finance/financial-services/insurance/). For overseas car hire you should use the hire company’s insurance and the fullest policy available. |
| Car | 45p/mile - Must be business travel, not normal travel to work. After 10,000 miles/year becomes 25p/mile. Additional 5p per mile for every additional passenger. |
| Motorbike | 24p/mile - Must be business travel, not normal travel to work. |
| Bicycle | 20p/mile - Must be business travel, not normal travel to work |
| Taxis | At managers discretion if working after 9pm. 
Not to be used as a means of getting to/from work at weekends, unless after 9pm 
If carrying heavy equipment/suitcases. 
If travelling in a group and cheaper than public transport. 
Never use unlicensed minicabs – ask your hotel for recommendations if possible |
| College will not reimburse: | Congestion charge; Fines or fixed penalties; Administration fees charges by third parties for recovering fines; Purchases of foreign currency; Interest or other penalties due to late settlement of personal accounts; Gifts for collegues for birthdays, leaving, babies, get well soon etc. |
Health and Safety

Each member of staff is responsible for looking after their own health and safety and that of others affected by their College-related work and leisure activities.

The College’s Health and Safety Policy statement can be found online at:

Health & Safety Policy Statement (May 2015)

<table>
<thead>
<tr>
<th>Departmental Safety Officers</th>
<th>Mark Sephton: <a href="mailto:m.a.sephton@imperial.ac.uk">m.a.sephton@imperial.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Simon Davis: <a href="mailto:simon.davis@imperial.ac.uk">simon.davis@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Fieldwork Safety Officer</td>
<td>John-Paul Latham: <a href="mailto:j.p.latham@imperial.ac.uk">j.p.latham@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Fire Safety Coordinator</td>
<td>Emma Watson: <a href="mailto:e.watson@imperial.ac.uk">e.watson@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>

Upon arrival to the Department you will complete a Day One Safety Induction. This must be supplemented by the Month One Safety Induction and Fire Safety Awareness Training electronic courses within 4 weeks of joining.

Please contact Robert Lowther (r.lowther@imperial.ac.uk) in the Department Undergraduate office (G21) to enquire into completing a First aid course.

For further information regarding departmental health & safety please see web address below: http://www.imperial.ac.uk/earth-science/about/health-and-safety/

The College Safety Department

The Safety Department offers a range of specialist advice on all aspects of safety. This includes anything which you feel might affect you directly, or which may be associated with teaching, research or support service activities.

All accidents and incidents should be reported online at: http://www.imperial.ac.uk/safety

Health clearance for travel

Clearance is compulsory for any travel to a tropical country. Information on arrangements for health clearance can be found at: www.imperial.ac.uk/occupational-health

If any vaccinations are required for the destination country then an appointment with the OH Service should be sought at least four weeks in advance of travel. Students will need to provide evidence that their trip is directly related to their study or research activity.

Clearance will be notified to the supervisor named on the health clearance questionnaire.
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, or are attending business outside of their normal work location (including working from home). This is completed using the ICAMS system for Tier 2 and Tier 5 workers. If you require access to this system, it will be requested on your behalf by the Resource and Research Administrator.

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 individual's 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 below 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.

If you are required to complete timesheets at any point during your contract, you will be contacted by the Timesheet Champion. For more information or assistance on the completion of timesheets please contact Katie Rycraft (k.rycraft@imperial.ac.uk).
6. Paperwork & Procedures

Probation

Every member of research staff at Imperial College must be 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 which 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 workplace. 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 months 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.

Returning to Work

The process of returning to work from long term sickness leave is below. It is also possible to arrange a phased return to work. The Sickness Absence Webpage has more details on this.
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

Maternity Leave & Paternity/Maternity Support Leave

Maternity Leave
The Maternity Policy outlines the entitlement and eligibility of College employees to statutory and College maternity rights and benefits. The policy sets out the procedure for applying for maternity leave, keeping in touch during the leave period and returning to work thereafter.

Please see the full Maternity Leave Policy for more information.

Paternity/Maternity Support Leave
The Paternity/Maternity Support Policy outlines the entitlement and eligibility of College employees to Paternity/Maternity Support Leave. Eligible staff can choose to take one period of leave as either one week or two consecutive weeks, in accordance with the regulations stated within the policy.

Please see the full Paternity/Maternity Support Leave Policy for more information.

Shared Parental Leave
Shared Parental Leave provides eligible parents with the opportunity to choose to share between them the care of their child during the first year following the child’s birth or adoption. Its purpose is to give parents greater flexibility in considering how to best care for, and bond with, their child.

Please see the full Shared Parental Leave Policy for more information.

Adoption and Surrogacy
The Adoption/Surrogacy policy outlines the entitlement and eligibility of College employees to statutory and College adoption/surrogacy leave and pay. The policy sets out the procedure for applying for adoption/surrogacy leave and pay. The policy sets out the procedure for applying for adoption/surrogacy leave, keeping in touch during the leave period and returning to work thereafter.

Adoption and Surrogacy Policy
Adoption Pay and Leave Request form
7. Academic Matters & 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 under the Cheating Offences Policy and Procedure.

Guidelines for Proper Scientific Conduct in Research

Information about Proper Scientific Conduct can be found on the Central Secretariat, College Governance webpages.

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.

Good Research Conduct

The College expects that all research will be conducted with integrity. The Guidelines for Proper Scientific Conduct in Research describe practices that have been established by several professions and are generally accepted by members of academic staff in the College.

Investigation of Allegations of Scientific Misconduct

The College’s policy on, and procedures for the investigation of allegations of research misconduct is intended to satisfy the requirements of those who fund research at Imperial College London that the College has proper mechanisms in place for the management of complaints of research fraud or misconduct. 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.

Research Misconduct

Staff should be aware of the College Guidelines for Proper Scientific Conduct in Research, and the Policy and Procedures for Investigation of Allegations of Scientific Misconduct.

Intellectual Property Policy

For further guidance, please contact the Research Office.
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.

Eye care

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.

Disability Advisory Service

The Disability Advisory Service offers confidential advice and support to students with a disability, specific learning difficulty, enduring health or mental health condition.

Departmental Disability Officers

Departmental Disability Officers are the first point of contact within your department. They can apply for additional exam arrangements on your behalf, and will facilitate support within your department.

NHS Health Centre and Finding a Doctor

The Imperial College Health Centre provides 24 hour care for its NHS registered patients in conjunction with the local after hours GP service.

NHS Dentist (based in the Health Centre)

The dental clinic welcomes all new patients. New patients and current patients are required to sign up annually to be entitled to NHS dental treatment.
Religious and Faith Support

The Chaplaincy Multi-Faith Centre is a place of resource, help, advice and information relating to issues of faith and spirituality. The Chaplaincy service provides prayer rooms, information about local places of worship, and people from different faiths you can talk with about issues of spirituality and religion.
9. **Personal Development**

The Learning and Development Centre

The Organisational and Staff Development Department, led by Kim Everitt, Deputy Director, HR, comprises the Learning and Development Centre (including Safety Training), Talent Development, Equalities and Diversity and the Post Doctoral Development Centre.

Our aim is to improve the College's capability to operate as an integrated and productive organisation, where levels of staff motivation and engagement are high. We do this by providing a range of development activities (such as personal training, team building events, consultancy, talent development programmes, coaching, one to one support, blended learning) that enable staff across the College to learn the skills relevant to their current role, and develop skills and abilities that will equip them for promotion.

For more information about the Learning and Development Centre, please visit their webpages: [http://www.imperial.ac.uk/staff-development/learning-and-development-centre/](http://www.imperial.ac.uk/staff-development/learning-and-development-centre/)

**Fee Remission Policy for Staff**

Fee remission is available to contracted full and part-time staff who have been employed for over one year. Staff may register for higher degrees or the DIC, with the exception of an MBA. Part-time staff remission will be calculated on a pro rata basis. Full details and exceptions to the general rules may be found at the Registry website: [http://www.imperial.ac.uk/study/pg/fees-and-funding/tuition-fees/discounts-for-college-staff/](http://www.imperial.ac.uk/study/pg/fees-and-funding/tuition-fees/discounts-for-college-staff/).

**Travel associated with training**

This should be claimed as a normal expense from your own department after reference to the latest edition of the [College's Expenses Policy](http://www.imperial.ac.uk/staff-development/learning-and-development-centre/).

**Study Loan Scheme**

College staff can benefit from an interest free loan to help with the costs of part time study while employed by Imperial. The aim is to help staff engage in study that will further their career aspirations yet falls outside of the provision available within the College. The scheme works in a similar way to the Season Ticket Loan and the i-Cycle scheme.

In essence, staff with at least another 7 months of their appointment to run can apply for a loan to enable them to pay fees for a course of study through a recognised learning provider. Repayments are usually spread over 10 months (fewer if their appointment is shorter) and repaid via their monthly salary.

Full details of the scheme can be found on these pages – please ensure that you meet all criteria before applying.

**Further support for study**

Study loans are not intended as a substitute for departmental investment and particularly not for training that is essential for the job role. We anticipate that departmental investment will
continue as before. The Study leave policy provides another possible source of support for members of staff wanting to invest in their own career development and looking to the College to help them.

**Imperial Outreach**

Imperial has a long established reputation for delivering excellent outreach activities to school and college students. Opportunities on offer range from open days for prospective students, inspirational science-based hands-on activities, summer schools, mentoring programmes in schools, exciting lectures and schools visits to raise awareness of Higher Education.


**10. Staff Benefits**

The College offers a large range of benefits and discounts to its staff, including interest-free season ticket loan for public transport, child care, cycle loan scheme, study loans, pensions, and Imperial Perks which provide negotiated discounts for a variety of retailers and services. Please see the Staff Benefits webpages for more information.