Hello!

Welcome to the Imperial maths department. Situated on the west side of the exciting district of South Kensington, the department is internationally renowned, and home to researchers from all areas of mathematics. More importantly, we think it is a enjoyable and interesting place to work.

Settling into a new job in a new department is hard, and this guide aims to make it easier. It has been put together by postdocs, for postdocs. We’ve canvassed people already working here for experiences, opinions and advice which should help you feel at home a little bit quicker.


As postdoc reps, we organise coffee mornings and pizza seminars, as well as other interesting and fun events. There’s always lots going on, so come by and say hello.

Susana, Adam & David
Your postdoc reps
17 August 2018

This document was last updated on 17 August 2018. Information can change quickly so although we have tried our best to be accurate, you should check the relevant websites before doing anything important.
Dear Postdoctoral Research Fellow,

It is a pleasure to formally welcome you to the Mathematics Department at Imperial College.

We are an internationally renowned department within one of the world’s most prestigious universities. We offer you an outstanding research environment – rated 100% in the most recent REF exercise. With our own excellent library facilities, substantial computing power, central IT advisory service and outstanding level of teaching and research, our principal aim is to train professional mathematicians and statisticians to pursue the study of scientific and technological problems using mathematical methods, and to undertake groundbreaking research in various branches of these subjects.

Apart from providing a superb research environment, the Department of Mathematics is highly committed to the career development of all our research and teaching fellows. We have had considerable success in guiding them both to influential positions in technology, research, and industry and to permanent academic positions at Imperial and other top universities in the UK and around the world.

Imperial College has a dedicated postdoc and fellow development centre (see page 11) that has developed numerous courses designed to support the career development of our postdoctoral staff, including, for example, interviewing skills. In addition, the Faculty of Natural Sciences fellows’ forum provides activities for fellows, as a means of increasing their visibility and integration within the faculty, and also to allow scientific and social networking and mentoring amongst fellows. The department itself houses a lively internal support network for our postdoctoral staff. We also host a rich array of seminar series, workshops, short courses, visitor programmes, and conferences, all of which I hope you will participate in.

Our research and teaching fellows have access to enormous support from their senior colleagues in the department, each of whom is a world class mathematician in her or his field. If you have not already, you will be assigned a personal academic mentor from among your senior colleagues in the department. Our academic staff operate an open-door policy to provide support to our students and Fellows. This contributes to the friendly, informal atmosphere that pervades the department and encourages consultation and collaboration. I hope you find the department a great place to learn and to work.

Once again, welcome!

Professor David van Dyk
Head of Department
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1 When you arrive

Let’s get you settled in! Imperial provides generic first-day advice on their website,¹ but here’s our local checklist.

1. Visit human resources (HR) to sign any last forms, and to be told about how you get paid, and the university pension scheme.

2. See the executive assistant, David Whittaker, in room 645.

3. Be given an office desk and a key. Check your key works!

4. Get your ID card: to do this, take your employment contract and completed safety induction card to the security office on level 1 of the Sherfield Building (20) on the campus map, rear cover). Get there from the maths department by walking down the outdoor walkway on level 3, turning right, and going down the stairs. The office is open during the not-too-convenient times of 08:30–10:30 and 12:00–14:00. It gets busy so if you can, go early.

5. Find your postdoc reps. We would like to welcome you personally and answer any questions! Our offices are listed on page 8.

6. Get your IT account set up. Once you have an ID card, you automatically have a college ID (CID) number. Allow one hour after your card has been issued, then you should be able to go online to set everything up.²

¹imperial.ac.uk/staff/new-staff/first-day-essentials
²imperial.ac.uk/admin-services/ict/self-service/connect-communicate/user-accounts-passwords/set-up/activate-account
2 Who’s who in the maths department

Most of the department is located in the Huxley Building (13) on the campus map, rear cover), but some sections or groups have offices in different buildings. The department is split into four main sections

**Pure mathematics** World-leading and internationally recognised, the pure mathematics section conducts research at the highest level in varied areas including geometry, analysis, algebra and number theory. Mostly located on Huxley level 6.

**Applied mathematics and mathematical physics (AMMP)** The largest section in the department—it is internationally recognised for its wide-ranging research activity in areas such as numerical analysis, condensed matter physics, biomathematical sciences, fluid dynamics, integrable systems, continuum mechanics and random matrix theory. Mostly located on Huxley levels 6, 6m and 7. Part of mathematical biology is in the Sir Ernst Chain Building, and the complexity networks group is located in the Department of Electrical and Electronic Engineering.

**Statistics** The statistics section has a lively research culture, conducting methodological and applied statistical research at the highest level in areas such as statistical genetics and biostatistics, statistical methods in retail financial services, time series, core statistical methodology, classification and data mining. Mostly located on Huxley level 5.

**Mathematical finance** The mathematical finance section is devoted to research in mathematical modelling and computational methods in finance. It is recognised as one of the world’s leading research groups in this field. Recently relocated to Weeks Building.
Who’s who in the maths department

Key contacts

For a complete list of relevant people see the department website.³ Want to match faces to names? There’s a board with everyone’s photo on Huxley level 3.

**Head of department**

Professor David van Dyk 644

**Heads of section** for enquiries about teaching and section-specific details

**Pure**  Professor Martin Liebeck 665

**AMMP**  Professor Greg Pavliotis 736a

**Statistics**  Professor Niall Adams 544

**Mathematical finance**

Professor Damiano Brigo 6m45

**Postdoc and fellows representatives** for postdoc related issues, information, social events, contact with PFDC (see page 11), suggestions, etc.

Dr Susana Gomes 740

Dr David Stenning 535

Dr Adam Townsend 737

**Postdoc champions** for help with grant proposals or general postdoc enquiries

Dr Eva-Maria Graefe 6m12

Dr Martin Rasmussen 637

**Administrative support**

**HoD & DOM executive assistant** for Central Office, HoD assistance, HR processes

David Whittaker 645

**Librarian** for open access questions, book requests, etc.

Ann Brew  Central library

**Technical services manager** for estates-related things: keys, office desks, whiteboards, chairs, etc.

Andy Pope 131

**Digital communications officer** for websites, events, etc.

Claudia Cannon  Faculty Building

Location of important offices

**Central office** for admin queries and the stationery cupboard 649a

**Undergraduate student office** for teaching-related questions (coursework, deadlines) 649

**Undergraduate liaison office** for teaching/student welfare related questions (teaching style, feedback, dealing with issues, etc). 632

**Postgraduate admin office** for postgraduate student related issues 651

**Timetabling and examinations office** for room booking and timetabling 647

**Finance office** for funding and contract related queries 645

**HR** for contract questions, and other HR questions Blackett 900

³imperial.ac.uk/mathematics/about-us/people/key-contacts (needs login)
Getting involved

There are plenty of ways to get involved in the department. Keep your eyes on your emails for opportunities. Positions you might like to think about are:

Members of committees Some of the departmental committees you might like to join are

- Health and safety committee
- Equity, diversity, and inclusion committee
- Common room committee
- Teaching committee

First aider The college regularly offers 1-day and 3-day first aid courses. Learn this amazing life skill for free (why not?)

Mental health first aider Also regularly offered by the college. For more information about Mental Health First Aid, see section 11.2

Fire warden Play with fire extinguishers and get a free hi-vis jacket.

Staff supporter Help providing support (guidance, advice, knowing who to contact) to other staff members. See also section 11.2.

Mock interview panels with the PFDC See what an interview is like from the panel point of view, while helping colleagues in their preparation in mock interviews organised by the PFDC. See page 11.

Maths helpdesk See what other people at Imperial are working on, and discover whether your mathematical knowledge can help them. Comes with pizza.

Postdoc reps In a few months, share your wisdom with newcomers!

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4 imperial.ac.uk/mathematics/for-staff/meetingscommittees
5 imperial.ac.uk/staff-development/safety-training/safety-courses-/emergency-first-aid
6 imperial.ac.uk/equality/support-for-staff/training/mhfa
7 imperial.ac.uk/staff-development/safety-training/safety-courses-/fire-warden-and-fire-coordinator-training
8 imperial.ac.uk/human-resources/working-at-imperial/supporters
9 mathshelpdesk.ma.ic.ac.uk
3 Support for postdocs and fellows

3.1 Postdoc representatives

Your postdoc reps are Susana, David and Adam. Come talk to us—our rooms are listed on page 8—we’d love to say hi! We’re fellow postdocs who have been here a little while. We organise events for postdocs in the department, including our famous friendly pizza seminars, breakfasts with people in the department you want to meet, and career days. Oh, and we wrote this!

Keep up to date by visiting the maths postdocs webpage, which lists events, and places you can get information about funding opportunities and job vacancies.10

3.2 Postdoc champions within the department

You can contact our postdoc champions, Eva-Maria Graefe and Martin Rasmussen for grant application advice. In addition to advising on your application, they will assign you a mentor to help increase the quality of the proposal. You and your mentor should decide on the appropriate form of support, if any. After a grant application has been awarded or declined, they would appreciate a short communication by you (and your mentor) concerning any observations/conclusions from the process that may be relevant for future applicants.

10 imperial.ac.uk/mathematics/for-staff/post-docs
3.3 **Postdoc and fellows development centre (PFDC)**

The PFDC offer services to postdocs and fellows to help their career progress. To arrange any of these services, visit the PFDC website.\(^{11}\) Flagship services are:

**One-to-one support** A 45-minute chat about issues relating to your postdoc/fellow life. You may want to discuss your CV, job searching, fellowship applications (including a review of draft applications), lectureship positions, moving out of academia, issues related to working in your team, development opportunities available to you, networking opportunities, or anything else important to you.

**Mock interview service** The PFDC arranges mock interviews for postdocs/fellows who have been shortlisted for fellowships, academic positions and positions outside of higher education. They organise rooms, find panel members, chair the panels, choose appropriate questions and provide feedback. If candidates would like to focus on technical aspects of the application, it is recommended that they arrange a mock interview within their department. The PFDC may not be able to accommodate bookings requested with less than two weeks’ notice.

**Become a mock interview panellist** PFDC mock interview panellists are volunteer postdocs, fellows and clinicians across the college. Both candidates and panellists gain valuable experience though the process. As a panellist, not only will you benefit from interviewing candidates, see ‘the other side of the table’ and provide feedback but you also get to see what a successful application looks like!

The PFDC also offers training, workshops and tip sheets. As part of our contracts, we are allowed 10 days for personal and professional development. These can be used any way we want, subject to approval from our line manager. The PFDC workshops are one of the best ways to use them. From writing fellowship proposals to preparing interviews, including time management and presentation skills, you will find a workshop which interests you. They also hold 1- or 2-hour workshops on more specific themes.\(^{12}\)

It is a good idea to discuss how you will spend your 10 days of personal development with your line manager during your PRDP – they may recommend courses! Furthermore, you can take teaching workshops given by EDU or the STAR framework.

You should automatically receive some of the emails from the PFDC, but you might want to sign up to their newsletter so that you are up-to-date with all their events.\(^{13}\)

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\(^{11}\) [imperial.ac.uk/postdoc-fellows-development-centre](https://imperial.ac.uk/postdoc-fellows-development-centre)

\(^{12}\) [imperial.ac.uk/postdoc-fellows-development-centre/courses](https://imperial.ac.uk/postdoc-fellows-development-centre/courses)

\(^{13}\) [imperial.ac.uk/postdoc-fellows-development-centre/about/newsletter](https://imperial.ac.uk/postdoc-fellows-development-centre/about/newsletter)
The campus map is on the rear cover of this booklet. Your ID card gives you 7-days-a-week access to the Huxley 13, Blackett 6 and Sir Ernst Chain 30 buildings, 07:00–24:00; Weeks Hall 5, 07:00–23:00; the central library 25, 00:00–24:00; and general buildings such as the Sherfield building 20 from at least 08:00–18:00.

The maths department is situating inside the Huxley building, 180 Queen’s Gate. It shares this building with the physics and computer science departments. In short:

**Level 1** Lecture rooms, some maths PhD offices. Poster printer in room 135

**Level 2 (Ground floor)** Reception, Clore lecture theatre, computer science

**Level 3 (For access to other parts of campus)** Computer science, lecture rooms

**Level 4** Mathematics Learning Centre (small library + computer room + printers), ICT, postgraduate computer rooms

**Level 5** Maths (mostly statistics), computer science, physics, staff common room

**Level 6** Maths (including admin offices), physics

**Level 6m** Maths, physics\(^{14}\)

**Level 7** Maths (mostly fluids), physics

The layout of Huxley is often described as a figure of 8. It’s not clear if this is helpful!

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\(^{14}\)Huxley (blue doors) is connected to Blackett (brown doors), which holds most of the physics department. The floors in Blackett are taller than in Huxley, and to maintain the same floor numbers between the buildings, one of the Huxley floors is labelled 6m (for mezzanine).
5 Food and drink

Free tea and (instant) coffee is available around the clock in Huxley 679. There is a coffee, tea and pastries event on Wednesdays at 15:00 in the 5th floor staff common room. Furthermore, most seminars have their own tea and coffee either before or after the seminar.

There are kitchen facilities in:

**Huxley 602**  Technically in physics but open to maths by agreement.

**Huxley 679**  Maths tea point: sink, fridge, free tea, coffee, milk and sugar.

**Huxley 711c**  Also a meeting room, so sometimes booked.

**Huxley 747**  Also a meeting room, so sometimes booked.

There are two local staff common rooms:

**Huxley 549**  (Maths and computer science staff common room). This contains a café where you can buy a variety of sandwiches, pastries, confectionery and hot and cold drinks. Bring your ID card for a small staff discount. There is also a microwave available: please clean up after yourself if you use it!

**Blackett 800**  (Physics staff common room). This also contains a café where you can buy a variety of sandwiches, pastries, confectionery and hot and cold drinks. Things are generally much cheaper here than Huxley, but the only coffee served is filter, so if you like fancy coffee, go elsewhere such as the EEE Café or the College Café. Nice large balcony with views of west London. Open to mathematics by some sort of agreement. Cash only.
Food and drink

Maths common room

Physics common room

Senior Common Room

Senior Common Room

Library café

Junior Common Room

h-bar

Farmers’ market
Places to eat on campus

There is a good choice of places on campus to eat. Food is pretty affordable and not too bad. Here are some of our favourites.

**Senior Common Room (SCR)** Access from the walkway on level 3. Not open to undergraduates. A canteen where you can buy a selection of hot and cold lunches and drinks. Best to go for lunch early, as it gets very crowded in term time.

**Fusion 54** Next to the SCR. Sells pasta, rice and noodle dishes to take away.

**Junior Common Room (JCR)** Access from the walkway on level 3. A canteen with a selection of outlets: Deli (baguettes, salads, potatoes), Fuel (salad & soups), Pieminster (pie and mash), Tanpopo (Japanese food), QT shop (packed sandwiches).

**Farmers’ market** Tuesday lunchtimes, outside next to the Queen’s Tower (or in Prince’s Gardens in certain weeks when other events are held in the Queen’s Lawn).

**College café** Just off the main college entrance. Coffee, smoothies and sandwiches (including specials).

**Library café** Ground floor of the central library. Barista coffee, cakes and jacket potatoes. Also some larger meals. Open till late.

**Queen’s Tower Rooms** Sherfield level 2. International food court; two-course meal deals.

**Eastside** Ground floor of Linstead Hall. Contemporary restaurant.

**h-bar** Access from Sherfield level 2. Not open to undergraduates at lunchtime. A canteen with a selection of hot lunches and dinners. In the evenings becomes half-canteen, half-bar.

**FiveSixEight/Union bar** Beit Quad. Curries, burritos, curly fries and pub food. Order at the bar.

**Essentials** Ground floor of the Eastside Halls of Residence in Prince’s Gardens. Small supermarket with everyday supplies; also has some meal deals.
**Places to eat off campus**

If you’re looking for something off-campus, some recommendations are:

**Jakobs** 20 Gloucester Road. Mediterranean restaurant most-frequented for its chicken wraps.

**Squirrel** Salad bar in South Kensington

**South Kensington Area** The area around South Kensington station has plenty of restaurants and other places to eat with various cuisine styles. Examples are Wasabi, Le Pain Quotidien, Thai Square, The Kensington Creperie, Comptois Libanais and many others. Food is usually good, but be aware that prices are slightly increased in those restaurants closer to museums due to tourism!

**Gloucester Road** Similarly, if you walk along Gloucester Road you will find many restaurants and eateries. We have Coco Momo, Da Mario and MK Bar and Grill nearby, but many other places closer to Gloucester Road station.

**Going for a drink**

If you’re looking for a pub,

**h-bar** Access from Sherfield level 2.

**Union** Beit Quad. A collection of bars: FiveSixEight, Metric, Union bar.

**Gloucester Arms** 34 Gloucester Road. Greene King pub.

**The Queen’s Arms** 30 Queens Gate Mews.

**The Builder’s Arms** 1 Kensington Court Place.
6 Getting set up on site

6.1 Internet connections

The wifi network *Imperial-WPA* is available all over campus. This is a safe connection which provides access to on-site-only services, such as journals, and things which require secure network access. Log in with your Imperial username (e.g. abc123@ic.ac.uk) and password.

The internationally ubiquitous wifi network *eduroam* is also available. Use the same login details as above. Wired connections are available using the ethernet port in your office. You will have to register the first time you use it (quick and easy).

If you are away from campus, you can connect remotely. Instructions are available on the ICT website.\(^{15}\) Instructions are also available there for connecting remotely to your college computer, should you have one. In case you are doing this, you might need to wake up your PC!\(^{16}\)

We can also obtain guest internet access for our visitors (either individuals, or groups, e.g. if you are organising a workshop). In order to do this, all you need is to go to the ICT webpage\(^{17}\) and follow the instructions.

\(^{15}\) imperial.ac.uk/admin-services/ict/self-service/connect-communicate/remote-access

\(^{16}\) imperial.ac.uk/admin-services/ict/self-service/connect-communicate/remote-access/what-device/wake-my-pc

\(^{17}\) imperial.ac.uk/admin-services/ict/visitors-guests/request-guest-account
6.2 The library

The Imperial College library is our point of contact to find books and papers, and also the place to ask about anything you need to know about depositing your work (e.g. open access) and information about REF, etc. They also provide other services, such as access to other libraries, booking rooms and computers, borrowing laptops or iPads, or the very useful Document Delivery Service, which allows us to quickly obtain books/articles not available at Imperial by getting them from other libraries.

Our departmental librarian is Ann Brew and she is the person to contact whenever we need something library related. Examples of things she can help us with are how to use the library, suggest books for the library to buy, managing information, references and open access, etc.

6.3 Printers

The department has a few printers which you can use from any college PC or your own laptop.

**Printing small things**  Touch-card printers are located in rooms 570, 633, 6m52 and the MLC. These all print, photocopy and scan to an email of your choosing. All you need in order to use them is your ID card (or alternatively type your login details). Instructions to connect your computer to the touch-card printers are on the ICT website.

Some groups in the department have their own smaller network printers. Instructions

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18 imperial.ac.uk/admin-services/library/use-the-library/using-other-libraries  
19 imperial.ac.uk/admin-services/library/use-the-library/bookings  
20 imperial.ac.uk/admin-services/library/use-the-library/borrowing-a-laptop-or-ipad  
21 imperial.ac.uk/admin-services/library/find-books-articles-and-more/document-delivery-service  
22 imperial.ac.uk/admin-services/library/subject-support/mathematics  
23 imperial.ac.uk/admin-services/ict/self-service/computers-printing/printing/how-to-print/touch-card-printers
for connecting to these are also available.\textsuperscript{24}

**Printing big things** To print posters for conferences, write your poster and contact Andy Pope. They will send your poster to the poster printer (room 135) and give you instructions on how to collect it. Once they’ve shown you how it works, you can install the printer on your computer and print directly—but make sure you check all the details first.

Imperial provides official templates for posters, if you are willing to use PowerPoint.\textsuperscript{25} Make sure to double check that the poster is the correct size!

To print A3 posters, select A3 size when printing and collect from the MLC colour printer.

### 6.4 Stationery cupboard

Help yourself to pens, paper, etc. from the stationery cupboard in room 649a. It is only open when the general office is open (approximately 10:00–16:00).

### 6.5 Getting a computer

General policy is that postdocs on grants have their computer funded from the grant and postdocs/fellows funded from the department have their computers funded by the start up/research expenses that are supplied to them from the department. So you should talk to your line manager if you need to get a computer for your office.

### 6.6 Research computing

For general issues, the department has a computing support website.\textsuperscript{26} Imperial have a full list of ICT resources online as well.\textsuperscript{27}

\textsuperscript{24}imperial.ac.uk/admin-services/ict/self-service/computers-printing/printing/how-to-print/non-touch-card-printers
\textsuperscript{25}imperial.ac.uk/brand-style-guide/templates/downloadable-templates/posters
\textsuperscript{26}imperial.ac.uk/mathematics/for-staff/computing-support
\textsuperscript{27}imperial.ac.uk/admin-services/ict/new-to-imperial/staff
Maths compute clusters  The department has a good compute cluster system, which is well documented online. All necessary documentation can be found there, but if there is any issue, our research computing manager, Andy Thomas is really helpful and quick at replying to emails. His website also has instructions for pretty much anything you need to know regarding the maths compute cluster, storage, and personal web pages. It also explains how to access the storage servers.

HPC  Imperial has high performance computer facilities. You can request permission to access it through the ICT website. All the information about the resources available can be found on the research computing service website.

ICT  For support with general computer issues, ICT is the place to go. There is a central ICT office in the Sherfield building (where requests such as software licences, email address/alias issues, etc., go) but we also have a great team of ICT supporters in the maths department, which is located on floor 4 next to the MLC. They deal with setting up new computers and several software issues and are really helpful in general. There are some very busy times of the year when bulk laptop orders arrive so just be aware that during these times the response is slower.

Software shop  Imperial automatically provides us with licences for most of the software we need (e.g. Matlab, Maple, Microsoft Office, antivirus software). For free and discounted software, see the ICT store.

6.7 Professional web pages (PWP)

Imperial provides us with a professional web page (PWP). Instructions on how to set this up are provided online. We can add most information ourselves, and organise the website however we want, but certain sections, like references, memberships, prizes and awards need to be added via Symplectic.

We are also allowed some space for personal web pages, with instructions on how to

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28 sysnews.ma.ic.ac.uk/compute-cluster
29 ic.time-domain.co.uk
30 sysnews.ma.ic.ac.uk/calculus
31 imperial.ac.uk/admin-services/ict/self-service/research-support/rcs/computing/request-access
32 imperial.ac.uk/admin-services/ict/self-service/research-support/rcs or imperial.ac.uk/admin-services/ict/self-service/research-support/rcs/computing
33 imperial.ac.uk/admin-services/ict/store/software/software-for-staff
34 imperial.ac.uk/staff/tools-and-reference/web-guide/tools/professional-web-pages
35 imperial.ac.uk/SymplecticElements
set this up on the department website.\textsuperscript{36}

\section*{6.8 Before your probation period finishes}

Postdocs have mid-probation at 3 months and full probation at 6 months. During this period, you have to complete some induction programmes and training. All the important information can be found in this document\textsuperscript{37} and on the HR website.\textsuperscript{38}

The HR website also contains further information about Imperial expectations\textsuperscript{39} and essential training that is required to pass probation.\textsuperscript{40} You may also find the new staff website useful.\textsuperscript{41}

\begin{itemize}
  \item \textsuperscript{36} sysnews.ma.ic.ac.uk/web-homepages
  \item \textsuperscript{37} imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/procedures/probation/Probation_Procedure.pdf
  \item \textsuperscript{38} imperial.ac.uk/human-resources/procedures/guidance/probation
  \item \textsuperscript{39} imperial.ac.uk/human-resources/working-at-imperial/imperial-expectations
  \item \textsuperscript{40} imperial.ac.uk/human-resources/working-at-imperial/essentials
  \item \textsuperscript{41} imperial.ac.uk/staff/new-staff
\end{itemize}
7 Admin stuff

College directory - to find people at Imperial imperial.ac.uk/collegedirectory

7.1 Seminars and mailing lists

Every Friday there is an email advertising all the seminars in the following week. Some research groups have their own mailing lists with more detailed information, so if you're interested, you should find out who is your seminar organiser and ask them how to join their mailing list. Most seminars have pre- or post-seminar coffee and pastries too, and this is a good opportunity to socialise with other researchers in the department!

You can check all the existing Mailman mailing lists online. Alternatively, there are also Microsoft Exchange distribution lists, which can be used with Imperial email addresses only – you can find these in Outlook.

7.2 Managing collaborations

Imperial offers certain online facilities to make collaborations easier.

Examples are the following:

Box Imperial’s version of Dropbox. You can share folders with collaborators and have unlimited space.

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42 mailman.ic.ac.uk/mailman/listinfo
43 imperial.ac.uk/admin-services/ict/self-service/connect-communicate/office-365/features/collaborate
44 imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/
7.3 Room bookings

For room availability, check the college’s Celcat calendar.

You can book any room in the Huxley building between 09:00 and 18:00. For this, email mathsroombooking@imperial.ac.uk. Alternatively, you can contact Milda Batutiene or Jabeed Mohammed directly, either by email or in person in room 647 – they can also help you find availability and book rooms in other departments.

To book the maths common room, contact David Whittaker. For the physics common room, contact Vivienne Frater.

Bookings after 18:00 are generally handled by the students’ union or by Conferencing and Events.

7.4 Open access and depositing accepted work

We are expected to upload the accepted version of all our papers within 90 days of the paper being accepted. In order to do so, you should log into Symplectic with your Imperial account and click on the “Accepted for publication? Deposit your work” button in the top-right corner. The instructions are quite clear and easy to follow. The only thing to note is that you are supposed to acknowledge your funding, and if your grant is based in a different institution this might not be possible.

You may choose to publish your paper with open access. If this is the case, you have to let the journal know you want to publish under a CC BY licence, and then tick “Yes” when asked “Do you want to apply for APC funding?” during the Symplectic upload. The open access team will take care of everything for you from that moment – at least as long as your research is funded by RCUK. For other funders, check their rules, and check with your PI what is their policy. Some journals/funders already have agreements with...
Imperial, in which case the process is even easier.

In some cases you have to publish your work in open access. If the journal in which you are publishing your paper accepts self-archiving with an embargo shorter than 6 months, then it is OK that you just upload it in Spiral (via Symplectic Elements). However, if the journal enforces a longer embargo period, you are supposed to apply for open access funding.

The open access team is very helpful with any issues, and are usually quick to reply. You can email them at openaccess@imperial.ac.uk

### 7.5 Platform grant and other ways of getting funding

The mathematics department has a platform grant, which provides funding to support the department’s research strategy. There are three grant schemes:

**Research impulse** To support short term visits or visitors, attend conferences, or support small pilot projects. Up to £1500.

**Research support** Complements the research impulse scheme by providing support for research projects that are small in size but which exceed the £1500 limit of the research impulse scheme, with a maximum value of £3000 per project.

**Workshop support** This concerns funding for high profile research workshops, to sustain a consistent departmental workshop programme. The maximum award for a one week event will be £8000.

All the details and instructions can be found on the department website. In general, to apply you need to fill in a form and send it to the research committee. After approval you get an acceptance letter and instructions on how to claim the funds. After the event you need to write a short report. The website also includes examples of successful applications to help with the application process.

The Imperial College Trust gives grants of up to £300 to attend conferences where there is insufficient travel support available from other sources. The application process is straightforward and the success rate is high.

Other sources of funding include the IMA, the LMS, Royal Society and many others. For

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49 [imperial.ac.uk/mathematics/for-staff/maths-platform-grant](http://imperial.ac.uk/mathematics/for-staff/maths-platform-grant)

50 [imperial.ac.uk/admin-services/secretariat/secretariat/what-we-do/imperial-college-trust](http://imperial.ac.uk/admin-services/secretariat/secretariat/what-we-do/imperial-college-trust)
an extensive list, check the postdoc website.\textsuperscript{51}

### 7.6 Travel insurance

When travelling on college business, we are required to get travel insurance. This is free, and only involves filling in a form\textsuperscript{52} and printing the resulting piece of paper.\textsuperscript{53} For more information, see the college website.\textsuperscript{54}

### 7.7 Leave of absence

Generally, agree leave of absences with your manager. If you are teaching, for a leave of absence of 1–2 days, you just need to provide someone to cover for you. The timetabling and examinations officer, director of undergraduate studies and director of ancillary teaching need to approve the substitute lecturer.

For long periods or during the summer term (especially if you have teaching or supervision duties!), you need to request a leave of absence. The request form can be found online.\textsuperscript{55}

### 7.8 Post

You can send and receive items by post.

To receive items by post, have your item addressed to Your name, Department of Mathematics, South Kensington Campus, Imperial College London, London SW7 2AZ. Incoming mail for postdocs will be delivered to the pigeon holes in Huxley 6m52, sorted alphabetically by surname. Large items (typically anything larger than an A3 jiffy bag) and anything ‘signed for’ will be delivered to Huxley reception on level 2. The reception staff will email or call your office phone to ask you to pick it up (bring your ID). There are two deliveries per day: one at around 10:30, and one at around 12:30.

\textsuperscript{51}imperial.ac.uk/mathematics/for-staff/post-docs/funding  
\textsuperscript{52}imperial.eu.qualtrics.com/jfe/form/SV_9EqND23hQcnSVWR  
\textsuperscript{53}imperial.ac.uk/media/imperial-college/administration-and-support-services/finance/internal/Travel-Certificate-2017_2.pdf  
\textsuperscript{54}imperial.ac.uk/staff-travel-and-expenses/planning-a-trip/travel-insurance  
\textsuperscript{55}imperiallondon.sharepoint.com/sites/fons/maths/loa/forms/template.xsn
To send items by post, place the item in the outgoing post tray in Huxley 655a. ‘Official’ post should be stamped with the ‘Maths 105’ stamp. This is a small hand stamp which can be found in room 655a. By default, post to UK addresses will be sent second class. If you want to send post first class or recorded delivery, you should write so on the envelope. Recorded delivery should be placed in the outgoing tray by midday. You can also send personal mail through the Imperial system, but you should use a normal postage stamp.

For sending large items, talk to someone in the central office.

### 7.9 Telephones

The telephone in your office will, by default, work for internal calls. It can be set up to work for external calls as well: talk to Andy Pope (see page 8). To call outside lines, press 9 before dialling.

### 7.10 Photocopiers

The printers are also photocopiers: see page 18.
8 Finance admin

For matters regarding your funding (expense claims, things you can or cannot purchase, etc), grants (applying for internal funding), or most questions about the details of this section, you can contact the following people:

**Departmental operations manager** Dr Richard Jones – office Huxley 646, phone extension 48481

**Research operations manager** Mrs Rusudan Svanidze – office Huxley 645, phone extension 48555

**Finance support cluster** Mr Thupten Dompo, Ms Karolina Duda – office Blackett 1110, phone extensions 47717 and 47476 – and Mrs Bernice Huang – office Huxley 649a, phone extension 46417

8.1 Taxes and finances

Imperial pays your salary into your bank account monthly, on or around the 24th of each month. Payslips can be found online, and you will receive an email every month when your new payslip is available.

The UK tax year runs 6 April–5 April: an interesting tradition going back to the Julian calendar. Every April, you will receive a **P60 form**, which gives a summary of how much you have earned that tax year. This is available online where you view your payslips. If you fill out an annual tax return (which most people don’t need to, but you would if you were also self-employed, for example), then the data you need for your tax return is

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56From Imperial: [icis.imperial.ac.uk](https://icis.imperial.ac.uk) From home: [https://www4.imperial.ac.uk/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE](https://www4.imperial.ac.uk/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE)
included on the P60 form. For this reason, you might want to download and keep this form.

Frequently asked questions are addressed on the finance website.57

8.2 Booking travel for conferences

When booking travel and hotels for conferences, we are advised to use Egencia.58 We are supposed to access the website and create an account with our Imperial ID. This is a convenient way to book travel and accommodation, and it allows us, if needed, to open a purchase order, which avoids having to spend the money ourselves and wait for it to be reimbursed. You should ask the Finance support cluster what you need to do to open a purchase order in case you want to do this.

However, if you have your own favourite way of booking your travel, you may do so, as long as you comply with the college rules. Details on how much we are allowed to spend are online.59 If you need to claim for expenses which exceed these rates, then you need pre-approval from the head of department. In some cases, if you have a reasonable justification for this, then having a chat with the person in the finance support cluster who has to approve your claims might be enough.

A good option to keep in mind is to use Imperial Perks when booking your travel (see page 30). They have great deals with travel agencies and airlines.

8.3 Expense claims

You can claim for your research-related expenses using Imperial’s ICIS system.60 Once on the website, you need to go to “My expenses”, and click “Create expense report”. This is a 4-step process:

1. On page 1, you are asked for the expense purpose. Be specific (e.g. name of conference you are attending, name and purpose of research visit)

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57 imperial.ac.uk/finance/financial-services/payroll
58 imperial.ac.uk/staff-travel-and-expenses/bookings-transport-and-visas/accommodation/egencia-contacts-and-resources
59 imperial.ac.uk/media/imperial-college/administration-and-support-services/finance/internal/ExpensesSummary.pdf
60 icis.imperial.ac.uk or https://secureaccess.imperial.ac.uk/ if you are not in a college computer. This website also allows you to access your payslips, and book training provided by EDU and other sources.
2. On page 2, you have to **write all your expenses** by date, expense type, receipt amount and currency. The system is a bit sensitive so here are some tips:

- If you are claiming for a hotel, even if you paid on the last day, you have to put the date of the expense as the first day, otherwise the system will complain that you are claiming for more nights than are possible to stay (depending on how quickly you claim for the expense...!)

- The expense type is really sensitive. Unless you know the code to use, you have to search for it – the search has to start with a %. For example, for meals, you need to search %SUBSISTENCE and then choose your type of meal. Accommodation is split into conference hotel fees and other hotel fees; travel is split into many subtypes, etc.

- The most common expense types and associated codes are listed online.\(^6^1\) If you can’t find your expense type here, then contacting our finance administrator, Bernice Huang, can be really helpful.

- There are limits which we are allowed to spend per day in each expense type. There is a list online.\(^6^2\) In general, if we need to spend more than the limit for some valid reason, this should be OK but needs prior authorisation from the head of department.

- Unfortunately, Imperial does not allow for a per diem, so if you have a lot of meal expenses, it is sometimes better to use the 24-hour meal rate rather than individual meals.

3. After filling in this part, you need to **click the “Details” button**. Here you have to put details of your expense (justification, merchant name, locations to and from if this is a flight/train/bus, mileage if this is for petrol, etc.). If you are exceeding a limit then you should justify it here too. **Click “Return” when you are done.**

4. On page 3, you have to **allocate your expenses**. You should put your grant code in each of the places to do this (unfortunately, you have to do this for every single expense).

5. On page 4, you **confirm everything and add any attachments** (for example, if you are spending more than your limit but were authorised to do so, you can attach an email with the justification).

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\(^6^1\)imperial.ac.uk/finance/financial-services/expenses/expense-types  
\(^6^2\)imperial.ac.uk/media/imperial-college/administration-and-support-services/finance/internal/ExpensesSummary.pdf
6. **Click submit.** You will be sent to a page where you can click “Print claim”. Print this claim and **put it in a yellow envelope** together with all the receipts. You can find the yellow envelopes in the staff mail room (655a) in floor 6. Make sure the address (which is in the claim) is visible. Put the envelope in the internal mail pigeonhole in the staff mail room. You should receive an email when the claim is approved, and receive your remittance advice once all receipts reach the responsible people.

### 8.4 Imperial Perks

One of the greatest benefits of working at Imperial is that we are entitled to an Imperial Perks account. This is a shopping platform allowing you to save money online, in-store and via your mobile. You can invite up to ten members of your family or friends to enjoy these exclusive savings too. Simply log into Perks at Work, click on My Account and then select “Invite a friend”.

Imperial Perks works on the basis of WoWPoints – so not only do you get discounts for being an Imperial employee, but in each purchase you make you collect WoWPoints, which you can redeem for even more discounts.

Some examples of ways we can save money with Imperial Perks are:

- Cinema
- Travel (flights, hotels, car rental, trains, holidays with Expedia and/or other travel agencies)
- Electronics (phones and phone contracts, computers, TV and entertainment...)
- Utilities (bills! Internet, TV, gas and electric, ...)
- Fashion (several shops!)
- Shopping (with shopping cards for Tesco, Amazon, ...)

Imperial also has deals with many local shops and museums.

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63imperial.ac.uk/human-resources/working-at-imperial/benefits/perks
8.5 Yoyo

A lot of Imperial Catering places are now cashless. Most places accept debit/credit cards, but a very useful alternative is to use Yoyo. This is an app which stores your debit/credit card details and with which you can pay in all Imperial Catering places (note this doesn’t include the physics common room, which is cash only), as well as Fusion and the students’ union. It also stores your loyalty cards and usually gives you some nice deals (such as meal deals, or a free drink after a certain number of meals). Every £1 you spend in Imperial Catering outlets gives you 100 points, and you can exchange points for certain products.

Note that Yoyo wallet also works in certain outlets outside Imperial, such as Caffè Nero, Planet Organic, etc.

8.6 Oyster card

We can get an Oyster card advance – Imperial can lend you the money to buy a one-year Oyster card and then you pay back monthly from your salary.

Now don’t forget those % signs when you fill in your expense forms

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64 imperial.ac.uk/food-and-drink/yoyo
9 Teaching stuff

Not all postdocs are required to teach. However, even if it is not a part of your contract requirements, you can volunteer to teach a module, or part of a module, if you are interested. If this is the case, you should contact the director of undergraduate studies (Prof. David Evans) and your head of section, to find out what is available.

The following are some brief notes about lecturing here at Imperial. They are written from the viewpoint of the undergraduate teaching: there may be some variations for those involved in teaching on the MSc courses in Statistics or Mathematical Finance. Much more detailed information is contained in the start-of-year documents sent round at the start of the academic year. At the start of each academic year there is a compulsory meeting for all new staff or people new to lecturing in the department. Emails about various aspects of teaching and assessment are sent out during the year – please do not disregard these if they are relevant to you.

9.1 Where to obtain help and advice

Your head of section should assign you a teaching mentor and you will also be able to discuss teaching with others in your group or section. People with an administrative role in teaching include: the director of undergraduate studies (DUGS) David Evans, the undergraduate liaison officer (ULO) Inkeri Hibbins, section DUGS in AMMP and statistics, MSc directors (if you are lecturing an MSc module), senior tutor Chris Ford, staff in the undergraduate office, and the timetabling and examination officer Jabed Mohammed.

Usually the module you are teaching will have an agreed syllabus and have been taught before. Lecture notes, problem sheets (and solutions), and exam questions will often be available, and also student feedback on the module from previous years. If you
need to prepare new material (including problem sheets) then give yourself enough time to do this.

### 9.2 Lecturing

Most lecture rooms are in the Huxley building and it’s a good idea to familiarise yourself with a room before lecturing in it. Lectures start **on the hour** and finish 10 minutes to the hour. So arrive at the room a few minutes before the hour – students will expect to start on the hour.

By default, lectures are recorded (in most rooms) using Panopto. You can opt out of this (for year 3/4/MSc modules), but discuss with David or Inkeri if you think you want to do this. You may edit the recordings prior to releasing them: if you wish to do so, please speak with the undergraduate office team. Check the camera the settings if you are using Panopto to record from the whiteboards and do not forget to use the provided microphones, and check that they are working.

Whiteboard pens, erasers etc are available from the central office on floor 6: take a supply with you.

Arrange an office hour for your module and encourage your students to make use of it. As you will most likely be sharing your office with others, agree on a suitable time when you can use the office for yourself, or if this is a problem, speak with the timetabling team to see if you can book one of the smaller rooms in the department.

Each module will have a dedicated Blackboard (the college VLE) page created for it at the start of term. Use this as the main place to upload important information (office hours, contact information, coursework deadlines), lecture notes, problem sheets, etc. There is an announcements feature as well as a discussion forum option. You can also use the page to set quizzes for students and receive coursework submissions electronically. A link to your Panopto recordings is also included. You will be asked to enter any coursework marks for your module through Blackboard.

Students have printing credit to print all required materials. Please give them enough time to print papers (but of course ensure any papers required for the first lecture are provided in person).
There are many things that work and there are some things which should be avoided. Think about lecturing styles you liked and did not like as a student. Also, what was most effective in helping you to learn. Ask colleagues here what they do and go and observe them. Methods include: writing material out on a whiteboard or visualiser, notes with gaps to be filled in during the lectures, slides (often unpopular with students, so beware), or a blend of these. Some use ‘flipped classrooms’ or more active learning methods. The college offers a number of training courses, take advantage of these ideally before you teach so that you can develop your ideas. Many lecturers provide some form of printed notes before or after the lectures. Lecturing directly from

Positive aspects of lecturing styles

- Organisation (use sections, subsections, maybe even number things; provide overviews)
- Flexibility (be prepared to offer an extra example or explanation)
- Clarity and precision of exposition
- Some variety (examples, problems for students to do in lectures, questions, ...)
- Students able to take notes
- Engaging students by asking questions (consider pair/group discussions, or in larger classes you may wish to use Mentimeter\(^{67}\))
- Relating the maths being studied to current research/industry examples where appropriate
- Give time to wrap up at the end. Things will not always go to plan, so give yourself the space and time to be flexible
- Ensure that the students are keeping up with you

Common problems

- Apparent lack of preparation
- Covering material at wrong pace (including too slow)
- Misunderstanding students’ prior knowledge
- Poor handwriting or use of the board; not speaking clearly or speaking to the board rather than to the students
- Lack of time for students (at the end of the lecture students may wish to ask you individual questions: give some time to this in the ten minute turnaround between lectures before rushing off, and encourage students to make use of the office hours)
- Lack of understanding of students’ other commitments (you are teaching one module; they are taking 4 or 5)

\(^{67}\)imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/mentimeter

\(^{68}\)imperial.ac.uk/staff/educational-development
printed notes can be difficult and can feel disengaging for the students.

9.4 Local peculiarities

Each lecture module has a code (e.g. \textit{m3p65}) indicating the year group taking the module. \textit{M1–M4} modules are for years 1–4 undergraduate students and \textit{M5} is for MSc. Many modules are listed as \textit{m3/m4/m5}: these are available to year 3, year 4 undergraduates and MSc students. If they are listed as \textit{M4/M5}, they are available to year 4 undergraduate and MSc students (some year 3 students also take these with lecturer and DUGS permission).

In all these cases, the lectures are the same for all students, but the \textit{M4/M5} students have an extra topic and work which tests their understanding in greater depth (‘Mastery material’). The exam paper has an extra question.

Students do not have to finalise their choices until part-way through the year (except for project-only modules). So you might find that you have a lot of students in your first few lectures who are ‘trying out’ the module.

9.5 Coursework and feedback

You will need to read carefully the ‘Arrangements for Assessed Work’ which will be circulated before the start of the academic year. Some of the key points:

\textbf{Assessed coursework (M3/M4 modules)}

- Deadlines must be published in advance
- Consult DUGS before making any changes
- Work is to be submitted through the undergraduate office or Blackboard
- Marked work should be returned to students within 2 weeks, including office processing time
- Provide written feedback on work
- Upload marks to Blackboard
- Tell students that all marks are provisional and are subject to scaling and moderation by the exam board.
Non-assessed work

- Produce a good supply of problem sheets for students
- Provide solutions
- Around one in every 6 of your M3/4/5 lectures should be a problem class.

If there’s no assessed coursework, give students the opportunity to hand work in to be marked.

9.6 Feedback from students

At the end of the module, students complete SOLE: an online evaluation of the module and the lecturer. But presumably you want to find out how the module is going whilst it is running. So conduct a short, informal survey part-way through (week 5 or 6?). You should also have a class representative for the module and you can obtain feedback during office hours, problem classes and from coursework.

9.7 Exams

Written exams are in May; they are usually worth 90-100 percent of module. The deadlines for exam papers are early January (Term 1 modules) and early March (Term 2 modules). Detailed instructions for setting exams are provided. Papers are checked and sent to External Examiners for approval. Past papers and solutions are available to students on Blackboard (under ‘MathsCentral’: request access to this from the undergraduate office if teaching), so you must avoid too much recycling of old questions. The questions need to be challenging, but fair, and contain some unseen parts.

9.8 Training, lecture observation and the LTDP

Most UK universities now require all (permanent) staff to undergo some form of lecture training and often training done at other places can be counted towards this.

If you are lecturing here as a postdoc we ask that your mentor does at least one lecture observation during your module. We also recommend that you sign up for some modules delivered by our Educational Development Unit. You may also wish to consider imperial.ac.uk/staff/educational-development/
applying for the Higher Education Academy (HEA) Fellowship\textsuperscript{70} and check the Imperial STAR Framework.\textsuperscript{71}

## 9.9 Assistant supervisor project

If you work directly with a PhD student, particularly on a substantial project, Imperial can recognise your work and make you an assistant supervisor. There are some regulations for this and it should be approved by your line manager and the PhD student’s supervisor(s). After this, you have to complete Graduate School’s online course, “Introduction to supervision at Imperial College London”, which you can find on Blackboard. The course description currently says that this is for new staff who has supervised before, but this is the correct course for you! Once this is complete, the department has to send a letter to HR, which will then confirm your role as assistant supervisor.

You are also strongly recommended to complete the Graduate School's online course, “Supporting the mental health and wellbeing of Imperial College doctoral students”, which is also available from Blackboard.

All the information can be found in the relevant websites.\textsuperscript{72}

\textsuperscript{70}imperial.ac.uk/staff/star-framework/what-is-star-and-hea-fellowship
\textsuperscript{71}imperial.ac.uk/staff/star-framework/
\textsuperscript{72}imperial.ac.uk/media/imperial-college/study/graduate-school/public/Appointment-process-for-Assistant-Supervisors-07.12.17.pdf and imperial.ac.uk/media/imperial-college/study/graduate-school/public/Framework-for-the-Support-and-Development-of-Postdocs-07.12.17.pdf
If you’re new to the UK, some phrases you might find useful are “Isn’t today’s weather awful?”, “I can’t wait for summer/winter” and “Beer in London is really expensive”.\textsuperscript{73}

### 10.1 Getting a national insurance number

A national insurance (NI) number is a personal number issued by the Department for Work and Pensions (DWP) and is used to record a person’s NI contributions and credited contributions and as a reference number for the whole social security system. If you delay obtaining a NI number this can affect your contribution record and delay payment of benefits if applicable. You should also show your NI number on any letters or forms you send to any part of HMRC (Her Majesty’s Revenue & Customs, responsible for taxes) or the DWP.

Details of how to obtain a national insurance number can be obtained from the DWP.\textsuperscript{74} The process for NI number applications is:

**Non-EU nationals** If you have not been automatically allocated an NI number with your biometric residence permit you will be able to use the postal system provided you have a visa or residence permit.

**EU nationals** You will need to attend an evidence of identity interview at a jobcentre, taking along your passport or other form of identification.

\textsuperscript{73}imperial.ac.uk/human-resources/working-at-imperial/overseas-staff/living-in-the-uk
\textsuperscript{74}gov.uk/apply-national-insurance-number, imperial.ac.uk/human-resources/working-at-imperial/overseas-staff/national-insurance/ and imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/overseas/tax-and-ni.pdf
10.2 Visa issues

If you need a visa to work and live in the UK, obtaining such will likely be a condition on your formal offer.  

10.3 Setting up a bank account

When coming to work in the UK, you will probably need to open a bank account. The rules and regulations for opening a bank account in the UK are very strict, therefore, take as much documentation with you as you can.

There are many banks and types of bank account in the UK (for example, basic and current accounts which are usually free, or more complicated package accounts, which have a monthly or annual fees, but also have some advantages), and different banks have easier and harder accounts to open. A reasonable thing to do is to check whether your bank in your home country has a special relationship with a bank in the UK, in which case the process might be easier.

If you are based in the South Kensington campus, you might want to consider opening an account with the Santander branch located on campus (in the walkway). They have a simplified process for Imperial employees: all you need to bring is an introduction letter confirming you work at Imperial (you can get that from your line manager, or from HR) and your passport or EEA national identity card. All you need to know can be found on the website.

10.4 Housing

The human resources department have a very good webpage with guidance on housing, including deciding where to live and how to rent. You may find some useful websites there.

The most important thing to do is to decide where to live (do you want a short commute badly enough to commit to a bigger rent?), and whether you want to share an apartment

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75imperial.ac.uk/human-resources/working-at-imperial/overseas-staff/permission-to-work-in-the-uk
76imperial.ac.uk/human-resources/working-at-imperial/overseas-staff/opening-a-bank-account
77imperial.ac.uk/staff/staff-accommodation and imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/overseas/accommodation.pdf
or live alone. Then you can decide to use an agency directly\textsuperscript{78} or search accommodation websites.\textsuperscript{79} Imperial also has a housing service for staff\textsuperscript{80} and for students.\textsuperscript{81}

You might need a Landlord reference from a previous landlord, and in addition, some agencies ask for a UK based guarantor.

### 10.5 Getting a phone

Most major phone companies will happily provide you with a pay-as-you-go or SIM-only contract. Many others will offer you phone contract deals, although many of these will require credit checks. It might be worth checking Imperial Perks (page 30) for ongoing deals. Other places to compare deals would be phone sellers such as the Carphone Warehouse or going directly to your chosen networks' website.

### 10.6 The NHS

When you come to the UK you will need to register with a doctor in the area where you live in order to access the National Health Service (NHS).\textsuperscript{82} All you need to do is to go to your chosen health centre and register with your details. When you have registered you will receive a personal NHS number on a card. You need to keep this number safe. You will need it when you visit the doctor or dentist.

All overseas members of staff and their families are strongly encouraged to have health insurance, particularly if their country has no reciprocal health care arrangements with the United Kingdom. This is in case specialist hospital treatment is required for which they may not be eligible under the terms of the NHS.\textsuperscript{83}

\textsuperscript{78} naea.co.uk  
\textsuperscript{79} zoopla.co.uk, gumtree.com, rightmove.co.uk and spareroom.co.uk  
\textsuperscript{80} imperial.ac.uk/staff/staff-accommodation  
\textsuperscript{81} imperialhomesolutions.co.uk/Accommodation  
\textsuperscript{82} imperial.ac.uk/human-resources/working-at-imperial/overseas-staff/healthcare-in-the-uk  
\textsuperscript{83} imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/overseas/health.pdf
11 Health and wellbeing

11.1 Imperial Health Centre and Dentist Practice

Imperial has its own health centre, located in Prince’s Gardens across from Ethos (the gym, see below). You can register there for a GP; they are open Monday–Friday 08:00–18:30, except on Tuesdays, when they close after lunchtime.

We also have an NHS dentist practice, also located in Prince’s Gardens next to the health centre. They are open Monday–Friday 08:00–20:00 and Saturday 09:00–17:00.

11.2 Wellbeing

The department (and Imperial in general) also has a network of mental health first aid officers as well as staff supporters.

Mental health first aid A mental health first aider will provide you with a safe space to start a confidential conversation about your mental health and signpost you to the most appropriate support. We usually receive emails from Kalra Taylor with dates for training, etc.

Confidential care Confidential care is the external advice service that the college provides for staff, offering access to a range of services including counselling, a managerial advice line, legal advice and other types of help.

\[84\text{imperialcollegehealthcentre.co.uk}\]
\[85\text{imperialcollegedental.co.uk}\]
\[86\text{imperial.ac.uk/health-and-wellbeing/mental-health/mental-health-first-aid}\]
\[87\text{imperial.ac.uk/health-and-wellbeing/advice-and-support/confidential-care}\]
Staff supporters  A staff supporter is an existing member of staff who is part of a trained network of volunteers which provide confidential and positive assistance to all Imperial staff when they need information, guidance and support. Staff supporters have received bespoke training and are able to provide confidential assistance on a range of issues, from queries about career advice or flexible working, to concerns about the behaviour of a colleague.\(^88\)

Chaplaincy The chaplaincy provides faith, spirituality and religion support – it has prayer rooms, silent spaces and a library, and organises many events, including several types of meditation, interfaith dialogue, etc.\(^89\)

11.3 Exercise and fitness

Ethos and Sport Imperial

Ethos is our premier, state-of-the-art sports centre based in South Kensington. This four-storey facility is set on the north side of Prince’s Gardens and houses. It includes:

- the state-of-the-art Energia fitness gym,
- a 25m deck-level swimming pool,
- a sauna, steam room and spa pool,
- an air-conditioned exercise studio with semi-sprung flooring,
- strength and conditioning facilities,
- two squash courts,
- 5-badminton court sports hall,
- 9m climbing wall,
- sports therapy treatment rooms,
- a licensed café bar.

As staff members we can sign up for Ethos membership on their website.\(^90\) There are various types of membership which we can choose from, and we can choose between paying by direct debit, from our salary, or pay monthly.

Sport Imperial also has gym facilities in other campuses, including Reynolds Gym at Charing Cross, St Mary’s Campus, Silwood Park, etc. For more information about these facilities see the Sport Imperial website.\(^91\)

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\(^{88}\) imperial.ac.uk/human-resources/working-at-imperial/supporters  
\(^{89}\) imperial.ac.uk/chaplaincy  
\(^{90}\) imperial.ac.uk/ethos  
\(^{91}\) imperial.ac.uk/sport/facilities/our-facilities
Active Lifestyles

Part of Sport Imperial, the Active Lifestyles team runs a range of programmes to support staff to become more active. Active Imperial\(^{92}\) offers the chance to try new sports, fitness classes, everyday local activities and play in semi competitive internal leagues. Taking Shape\(^{93}\) is a more structured 10-week programme offering tailored support to help staff achieve their fitness goals.

Healthy living week

A week of sports, physical activity, nutrition and wellbeing advice – all for free! Usually in January every year. The website description is: “If you’re wanting to make a healthy change but don’t know where to start, Sport Imperial can help you. All the activities they have are open to people of any ability and beginners are actively encouraged.”\(^{94}\)

Clubs and societies, and Imperial College Union

An alternative source of exercise and wellbeing (and many other hobbies/activities!) are the more than 300 clubs and societies which are a part of Imperial College Union (ICU). They are led by students (undergraduate and PhD) but most of them accept post-docs and staff members. You can find a list of all the clubs and societies on the ICU website.\(^{95}\)

Most of the class-based activities should accept drop-ins but you can also become a member of a society for discounted prices. In order to purchase membership, we have to be members of ICU. If you were a student at Imperial, you can purchase lifetime membership on the union website.\(^{96}\) If you were not a student at Imperial, you are still entitled to become associate members of the union. An associate membership can be purchased for £5 per month from the union reception, situated on Level 2. Associate members can purchase life membership for £40 once they have been an associate member for at least two years.\(^{97}\)

\(^{92}\)imperial.ac.uk/sport/be-active/active-imperial
\(^{93}\)imperial.ac.uk/sport/be-active/taking-shape
\(^{94}\)imperial.ac.uk/sport/be-active/events/healthy-living-week
\(^{95}\)imperialcollegeunion.org/activities/a-to-z
\(^{96}\)imperialcollegeunion.org/shop/union-products/life-membership
\(^{97}\)imperialcollegeunion.org/your-union/how-were-run/membership
11.4 Childcare

Imperial has a nursery. The centre caters for children aged from six months to five years and is organised into three age groups. The service is popular and it is not always possible to get a spot there. The college offers support for people who use other types of childcare.

11.5 Other things to do in and around Imperial!

There are many other activities which we can enjoy as part of the Imperial and South Kensington communities!

**Thursday concerts**  Every Thursday between 13:00 and 13:45, Imperial hosts a lunchtime concert in the Read lecture theatre (Sherfield level 5 – on the map).

**Blyth Gallery**  The Blyth Gallery, curated by Mindy Lee, is an artist-run space for creative exploration of ambitious visual projects. The gallery hosts a range of group and solo exhibitions throughout the year; these projects include Imperial students and staff shows, exhibitions of postgraduate fine art student work and work by visiting professional artists. The Blyth Gallery also collaborates with other curators to showcase national and international exhibitions.

**Blyth Centre**  The Blyth Centre has ten music practice rooms which are available for use by Imperial students and staff. These include four ensemble rehearsal rooms with grand pianos and six solo practice rooms with upright pianos. For more information on how to book these rooms, see the website. The Blyth Centre also provides music lessons (piano, voice and violin), which are given by respected performers with a wealth of experience of working with students at all levels.

**Music at Imperial**  There are plenty of opportunities to get involved in music at Imperial, whether you’re a student or a member of staff, an orchestral violinist or a jazz drummer, an experienced singer wanting to join a choir or a guitarist wanting to start a band, or maybe someone who just wants to enjoy listening to other people making great music. There are four orchestras, six choirs, a string ensemble, a

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98 [imperial.ac.uk/early-years](http://imperial.ac.uk/early-years)
99 [imperial.ac.uk/human-resources/working-at-imperial/overseas-staff/childcare](http://imperial.ac.uk/human-resources/working-at-imperial/overseas-staff/childcare)
100 [imperial.ac.uk/music-and-arts/music/lunchtime-concerts](http://imperial.ac.uk/music-and-arts/music/lunchtime-concerts)
101 [imperial.ac.uk/music-and-arts/visual-arts/blyth-gallery](http://imperial.ac.uk/music-and-arts/visual-arts/blyth-gallery)
102 [imperial.ac.uk/music-and-arts/music/practice-rooms](http://imperial.ac.uk/music-and-arts/music/practice-rooms)
103 [imperial.ac.uk/music-and-arts/music/music-lessons](http://imperial.ac.uk/music-and-arts/music/music-lessons)

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wind band, a jazz big band and a musical theatre society, as well as many smaller ensembles.

**Music at RSM** You can also attend concerts and workshops at the Royal School of Music, which is right next door.\(^{104}\)

**Museums** The South Kensington area has many museums, in particular the Natural History Museum, the Science Museum and the Victoria & Albert Museum, all right around the corner in Exhibition Road. All of them have monthly night events (children free) and many events. In particular, the V&A museum has their own performances by students from the Royal School of Music, at the first three Fridays of every month, and the Science Museum has its own IMAX screen with regular screenings.

**BBC Proms** In the summer, Prince Consort Road becomes more populated due to the BBC Proms. The BBC Proms is a classical music festival held every summer at the Royal Albert Hall in London, and in recent years has explored new venue spaces through the innovative “Proms at...” series of events. Its aim is to bring the best in classical music to the widest possible audience, which remains true to founder–conductor Henry Wood’s original vision in 1895.

Whether you are a classical connoisseur or think ‘classical music is not for me’, there is surely something for everyone in the 8-week stretch of concerts, workshops, talks and family events.

You can purchase seated tickets from their website. However, you might prefer to ‘prom’. The popular tradition of promming (standing in the arena or gallery areas of the Royal Albert Hall) is central to the unique and informal atmosphere of the BBC Proms. The traditionally low prices allow you to enjoy world-class performances for just £6 each (or even less with a season or weekend promming pass). See the BBC Proms website for more information.\(^{105}\)

**Royal Albert Hall** The Royal Albert Hall hosts a number of events throughout the year, including concerts, movies, workshops, etc., as well as big events such as the BBC Proms, the Brit Awards, BAFTA.\(^{106}\)

\(^{104}\)ram.ac.uk/whats-on  
\(^{105}\)bbc.co.uk/proms  
\(^{106}\)royalalberthall.com
12 Transport and travel

There are plenty of options to travel in and around London. You can choose to drive, ride your bicycle, take the tube, the bus, or have your own mini-scooter.

12.1 Public transport

You can go pretty much anywhere using London’s public transport system, run by TfL (Transport for London\(^{107}\)). Using the Underground, Overground or the bus, you will definitely reach your destination.

All TfL services accept only Oyster card or contactless bank card as payment: no cash, not even on buses. The Oyster card is TfL’s travel card which you can top up as a pay-as-you-go card, or use as a daily, weekly or monthly travelcard. There are daily maximum fare caps, after which travel that day is free. You can top up at all Tube stations and at some shops, or set up auto top-up from your bank card. Alternatively, you can use your contactless card – this works pretty much as an Oyster card, with the advantage that it also has weekly and monthly caps.

We also benefit from the bus ‘hopper fare’: make a journey using pay as you go (contactless or Oyster) on a bus or tram, and you can make unlimited bus and tram journeys for free within one hour of first touching in.\(^{108}\)

\(^{107}\)tfl.gov.uk
\(^{108}\)tfl.gov.uk/campaign/hopper-fare
12.2 Cycling in

Bicycles are the fastest mode of transport, door to door, in central London. They give you the freedom to bypass the traffic, avoid busy public transport and give you a better view of the city. You can cycle to work – Imperial has several bike parking facilities which you can use as long as you follow certain rules\(^{109}\), as well as a couple of secure bicycle stores. For the latter, you need to register your bicycle with Imperial, and this will give you access to secure parking in campus.\(^{110}\)

Furthermore, Imperial also provides us with discounted bike locks – ABUS D Locks which are gold standard in the rating system. You can buy them from the security office in the Sherfield building – they will ask you for your CID.\(^{111}\)

TfL’s cycle hire scheme\(^{112}\) has four docking stations near to Huxley, with one just outside. Prices are quite reasonable, especially for yearly membership.

12.3 Driving in

If you decide to drive to work then you should get some information about where to park and what you need to do to park around the South Kensington area.

The recommended way to get access is to purchase a parking permit. However, due to limited space there are several criteria that need to be met.\(^{113}\)

If you do not own a parking permit, then you can park free of charge at the South Kensington car park outside office hours: \(^{114}\)

\[
\text{Monday to Friday 18:00–00:00} \quad \text{Saturday and Sunday 07:00–00:00.}
\]

\(^{109}\)imperial.ac.uk/estates-facilities/travel/cycling/bike-parking  
\(^{110}\)imperial.ac.uk/estates-facilities/travel/cycling/bike-stores  
\(^{111}\)imperial.ac.uk/estates-facilities/travel/cycling/secure-your-bike  
\(^{112}\)tfl.gov.uk/modes/cycling/santander-cycles  
\(^{113}\)imperial.ac.uk/estates-facilities/travel/car-parking/parking-permits  
\(^{114}\)imperial.ac.uk/estates-facilities/travel/car-parking/who-can-park
Parking is not permitted during the College Festival and Summer Ball weekends. Overnight parking is always prohibited. Any driver parking after midnight will incur a parking charge of £30. To leave a car parked after midnight prior permission must be sought.

Parking is available to staff college members on presentation of their valid college ID card at the Exhibition Road gatehouse. The staff member must be the driver. If a valid ID is not presented by its owner the standard public parking charges apply.

Members of staff who do not hold an annual parking permit can book a parking space on campus on a very occasional basis. The booking will not be charged for, subject to the following criteria:

- The reason for bringing a car into work is directly related to the ability to carry out an important task as part of their role at the college
- The booking is made with the car parking office at least 24 hours in advance
- Individuals only make very occasional use of this facility
- Bookings must be made through your departmental parking representative

### 12.4 Alternative travel

Alternative travel methods include black cabs (expensive), Uber (normally less expensive), and walking (cheap).

Furthermore, if you live in the White City area, Imperial has a shuttle bus service. This is free for Imperial staff and students and was created to connect the South Kensington, Hammersmith and White City campuses. The bus runs about hourly in term time and stops outside the central library, outside the Wood Lane Studios reception in the White City campus and outside the Burlington Danes building in the Hammersmith Campus.

You must show your Imperial ID card in order to travel, and seats are allocated on a first-come, first-served basis.¹¹⁵

¹¹⁵ imperial.ac.uk/estates-facilities/travel/shuttle-bus
12.5 Railcards

There are a number of annual railcards you can buy from National Rail which can give you discounts on trains and the tube.\textsuperscript{116} Those most relevant to postdocs are:

\textbf{16–25 railcard} Available to buy until you are 26 (or if you are a mature student), £30/year. 33\% discount on off-peak rail and tube fares.

\textbf{26–30 railcard} Available to buy until you are 31, £30/year. 33\% discount on off-peak rail and tube fares. Currently running as a trial so look online for when more are available.

\textbf{Network railcard} £30/year. 33\% discount on off-peak rail fares in the south-east of England.

\hspace{1cm}

Please dress properly on the tube (fares have increased slightly since 1905)

\textsuperscript{116}railcard.co.uk
13 Security

In case of emergency, you can call Imperial’s emergency number: 4444 from internal phones or 020 7589 1000 from your mobile phone. If you need help from a first aider, there are a few in the department – the list of first aiders is circulated regularly.

In case of a fire alarm, the assembly points are either the corner of Queen’s Gate and Prince Consort Road if you are leaving from the main entrance, or the Bone building courtyard if you are leaving from the walkway in floor 3. You will be able to enjoy these assembly points when the department holds its regular fire drills.

The most important thing in your day-to-day routine is to be vigilant. Do not leave valuables such as phones and laptops unattended, and make sure you lock your door when you are away from the office. There has been the occasional laptop stolen around here before – but the common theme in all these cases was unlocked doors. A good security measure to take is also to buy a laptop lock, which you can use to secure your laptop in case you leave it in the office overnight – this will make it much less appealing to a passer-by.

Finally, Imperial also has a lost and found service. They do not store lost and found property for a very long time but they do keep valuables. More information is on their website.

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117 imperial.ac.uk/occupational-health/health-protection-at-work/first-aid
118 imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/action-event-of-fire
119 imperial.ac.uk/estates-facilities/security/lost-and-found-property
14 Your notes
Buildings where wheelchair access is not possible at this time

1. Beit Quadrangle
2. Imperial College Union
3. Ethos Sports Centre
4. Prince’s Gdns, North Side
5. Weeks Hall
6. Blackett Laboratory
7. Roderic Hill Building
8. Bone Building
9. Royal School of Mines
10. Aston Webb
11. Bessemer Building
12. Goldsmiths Building
13. Huxley Building
14. ACE Extension
15. William Penney Laboratory
16. Electrical Engineering
17. Business School
18. 53 Prince’s Gate
19. Eastside
20. Sherfield Building
21. Student Hub
22. Conference Office
23. Faculty Building
24. 5B Prince’s Gate
25. Central Library
26. Queen’s Tower
27. Skempton Building
28. City and Guilds Building
29. Southside
30. Sir Ernst Chain Building – Wolfson Laboratories
31. Flowers Building
32. Chemistry Building
33. Sir Alexander Fleming Building
34. Chemistry RCS1
35. 52 Prince’s Gate
36. Alumni Visitor Centre