

INFORMATION FOR NEW STAFF

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1. GENERAL INFORMATION

1.1 When you arrive

Please report to David Whittaker in Room 645. David will provide you with office space and a key. One of the first things you need to do after that is to get a **College Identity Card (swipecard)**. You will need to take your **employment contract** to Room 151, Level 1 Sherfield building, South Kensington Campus between the times of 08.30 -10.30 or 12.00 -14.00 Mon-Fri.

South Kensington

Please review times and additional information via website link: <http://www.imperial.ac.uk/estates-facilities/security/id-cards/>

Sherfield Building Room 151

Monday to Friday

08.30 to 10.30

12.00 to 14.00

15.45 to 16.45

Important note: your swipecard is NOT 24/7! It allows you to access the building during the following times: Mon-Sun 0800am-2200pm.

Computer Account: Once you have your swipecard you will automatically have been allocated a College Identity number (shown on the card as your CID number), and you can now get your computer account set up. Allow at least one hour after your swipecard has been issued, then activate your computer account by registering at <https://www.imperial.ac.uk/ict/activateaccount>.

IMPORTANT: Along with your contract you will have received a form entitled **HR2 Pension and Payroll Details**. In order to ensure that you are on the payroll it is essential that you fill this in, get it signed by Richard Jones in Room 646, and take it, together with proof of date of birth, to Emily Michael on the HR Team, Room 900 in the Blackett Building.

Campus maps can be found at <http://www.imperial.ac.uk/maps/sk.asp>.

1.2 Where do I get coffee?

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

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

1.3 Staff List

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

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

Position	Name	Room No	Extn No	Email
Head of Department	Professor David van Dyk	644	48574	d.van-dyk@imperial.ac.uk

Deputy Heads of Department	Professor Andrew Parry	6M15	48537	a.o.parry@imperial.ac.uk
	Professor Harry Zheng	6M16	48539	harry.zheng@imperial.ac.uk
Departmental Operations Manager	Dr Richard Jones	646	48480	r.l.jones@imperial.ac.uk
Executive Assistant & Office Manager	Mr David Fong Whittaker	645	48481	david.whittaker@imperial.ac.uk
Research Operations Manager	Mrs Rusudan Svanidze	645	48555	r.svanidze@imperial.ac.uk
Finance Support Cluster	Mrs Karolina Duda (Finance Officer)	11 th floor, Blackett	47555	k.duda@imperial.ac.uk
	Mr Thupten Dampo (Senior Finance Officer)		47717	t.dampo@imperial.ac.uk
	Mrs Bernice Huang (Finance Assistant)	649A Huxley	46417	x.huang@imperial.ac.uk
HR Support	Ms Emily Michael	Room 900, Blackett	40852	emily.michael@imperial.ac.uk
Central Office	Mr Martin Cooper and Ms Barsha Shrestha	649A	48483 48522	martin.cooper@imperial.ac.uk b.shrestha@imperial.ac.uk
Education Office Manager	Miss Helen Haines	647	49768	h.haines@imperial.ac.uk
Assessment and Information Administrator	Mrs. Milda Batutiene	647	48505	m.batutiene@imperial.ac.uk
Undergraduate Liaison Officer	Mrs. Inkeri Hibbins	632	40800	i.hibbins@imperial.ac.uk
Student Experience Coordinator	Sai Yoghananthan	654	TBC	s.yoghananthan@imperial.ac.uk
Undergraduate Student Office	Mrs Donna Pile-Grant (Undergraduate Teaching Administrator)	649	42047	d.pile-grant@imperial.ac.uk
	Miss Valerie Nicol (Undergraduate Office Administrative Assistant)	649	42047	v.nicol@imperial.ac.uk
Admissions and Exams Administrator	Ms Gertrud Levit	631	48481	g.levit@imperial.ac.uk
PG Administrator	Ms Lene Hyltoft	651	48555	l.hyltoft@imperial.ac.uk
AMMP Section Administrator	Mr Martin Cooper	649A	48483	martin.cooper@imperial.ac.uk
Pure Section Administrator	Ms Barsha Shrestha	649A	48522	b.shrestha@imperial.ac.uk
MSc and Maths Finance and Stats Sections Administrator	Ms Rula Murtada	652	42843	r.murtada@imperial.ac.uk

Librarian	Ms Ann Brew	Central library	45736	ann.brew@imperial.ac.uk
Technical Services Manager and Departmental Safety Officer	Mr Andrew Pope	131	48544	a.pope@imperial.ac.uk Mobile: 07725 159831
Academic Departmental Officers				
Director of UG Studies (UG curriculum and teaching)	Prof David Evans	661	49257	david.evans@imperial.ac.uk
Senior Tutor (UG student academic and personal problems, personal tutorial system)	Dr Christopher Ford	657	48534	c.ford@imperial.ac.uk
Director of Ancillary Teaching	Dr Pavel Berloff	745	49662	p.berloff@imperial.ac.uk
Admissions Tutor	Dr Charlotte Kestner	620	TBC	c.kestner@imperial.ac.uk
Postgraduate Tutor	Prof Henrik Jensen	EEE1201	49853	h.jensen@imperial.ac.uk
Careers Adviser	Dr Shahid Mughal	734	42648	s.mughal@imperial.ac.uk
Heads of Sections				
Applied Mathematics and Mathematical Physics	Prof Greg Pavliotis	621	48564	g.pavliotis@imperial.ac.uk
Mathematical Finance	Prof Damiano Brigo	6M45	42932	damiano.brigo@imperial.ac.uk
Pure Mathematics	Prof Martin Liebeck	665	48490	m.liebeck@imperial.ac.uk
Statistics	Prof Niall Adams	544	48837	n.adams@imperial.ac.uk

1.5 Get yourself on the Staff photo board

Please visit Barsha in the Central Office as soon as you can to arrange to have your photo taken for the photo board.

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

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

1.7 Help with finding accommodation in London

Please contact:

Sue Mannion

Accommodation Centre

Level 3

Sherfield Building

Phone: 020 7594 9649

Email: s.mannion@imperial.ac.uk

1.8 Moving to London

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

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

This website is for people moving to London - this may be useful too, for example if you are looking for schools: <http://www.expatsfocus.com/expatriate-london>

If you have children you may be eligible for Child Benefit, and can find further information about this on the following webpage: <http://www.hmrc.gov.uk/rates/taxcredits.htm>.

1.9 Student Office

The Student/General Enquiries Office is Room 649. All student enquiries and coursework hand-ins go through this office. Access is mainly for students, but you may find it useful to know where this office is.

1.10 Central Office

The Central Office, Room 649a, is managed by David Whittaker. The Central Office Administrator/AMMP Section Secretary, Martin Cooper, and the Pure Section Secretary, Barsha Shrestha, sit here. You can ask for administrative assistance with organising seminars, finding hotel accommodation for visitors, booking travel for yourself or preparing papers and presentations, from the appropriate Section Administrator. Access to the stationery cupboard is via the Central Office, and is available to staff, PhD research students, Masters students, visitors, and Academic visitors only.

Silvado Ribeiro Do Amaral is your first port of call regarding expense claims, purchase orders, account balances, start-up and relocation queries etc. The Faculty Finance support is Mr Dan Brewer (Finance Officer) and Thupton Dompou (Senior Finance Officer). They are based in room 907 in the Blackett. You can take expense claims etc. direct to Thupton or Dan if Silvado is not in.

1.11 Lecture Theatres, Lecture and Seminar Rooms

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

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

1.12 Photocopying

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

1.13 Printing

Printing is via the College-managed system (ICT). There are ICT HP Swipe-card Controlled printers in Room 633 and 6M52 (colour) and in the Maths Learning Centre (colour) which you activate using your swipe-card. You will be issued with a fixed amount of credit each month on your swipe-card for printing. If more is required you will need to arrange for more credit. The notional charge for monochrome printing is 3.5p per page and for colour 10.5p per page. Staff who have printers in their offices will not be charged for pages printed on those printers.

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

Useful features of the system are:

Print jobs submitted to the ICT Print Queue manager can be printed upon demand in Huxley 633 and 6M52, the Maths Learning Centre, Huxley 212 or on any of the printers in the Central Library.

Undergraduate Printing:

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

1.14 Telephones

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

Outside lines: press **9** before dialling

1.15 Fax

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

1.16 Post

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

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

1.17 IT Services (ICT Service Desk)

The following link will take you to the Information and Communication Technologies (ICT) home page, where you will find information on all college IT matters and contact details for support if you have any queries.

<http://www.imperial.ac.uk/ict>

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

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