

IMPERIAL COLLEGE LONDON DEPARTMENT OF COMPUTING



NEW RESEARCH STAFF INFORMATION 2016

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Welcome!

First day/week essentials

ID Card

Your College ID card will provide you with access to all areas of the college campus required for your post. In order to get an ID card you will need to take a copy of your **contract** and **Health and Safety checklist** to the ID Card Office based on the ground floor of the Sherfield Building*.

ID card office opening times: 08:30-10:30

12:00-14:00

15:45-16:45

**Building number 22 on the South Kensington campus map included in this pack*

CSG

You will need to visit our Computing Support Group (CSG) in room 225 (2nd floor Huxley Building) in order to obtain your **login and email account details**. They will also be able to help you with computing equipment.

Office and keys

Bridget Gundry (Huxley 436) will be able to tell you what office and desk you have been allocated. In order to obtain your office keys please see Ann Halford in the Information Hub (370) on Level 3 of the Huxley Building.

Common rooms

There are three common rooms located within the Huxley building as well as many other food outlets on the South Kensington campus. The common rooms within the Huxley building are on:

- Level 4 – Tea/coffee making facilities for DoC staff only, with swipe card access.
- Level 5 – Hot and cold snacks / drinks and microwave - Mathematics and Computing staff and post graduates, with swipe card only access outside of term time.
- Level 8 – Hot and cold snacks and drinks - Physics common room

Quick queries

Who do I talk to regarding my contract, annual leave, visa, other HR issues?

Jo Day, Research Support Manager (Huxley 571)

Where can I get stationary from?

The stationary cupboard is located in the open plan office on Huxley level 4,436. If you need anything specific please speak to Ann Halford (Huxley 370)

Who can give me access to the Huxley level 4 common room?

Ann Halford (Huxley 370)

I need pods for the coffee machines in the Huxley level 4 common room, who do I ask?

Ann Halford (Huxley 370) pods cost 50p each.

How can I get something more than a basic computer?

Talk to your supervisor and Geoff Bruce in CSG (Huxley 225)

What's my telephone extension?

Ann Halford (Huxley 370) will be able to help set you up with a phone. The extension number is displayed on the screen.

Who can I ask about post?

Ann Halford (Huxley 370). Outgoing internal and external post will be collected from the signed areas in the photocopying room on level 4 Huxley, 437.

I will be having a letter sent to the Department, what address should I use?

Department of Computing
Imperial College London
South Kensington Campus
London
SW7 2AZ

I need to have x (package, equipment etc.) delivered to the Department, what address should I use?

Department of Computing
Imperial College London
Huxley Building
180 Queen's Gate
London
SW7 2RH

What time do I have access to the Huxley building?

The Huxley building is open between 8:30am and 5:30pm. Outside of these times you will need to use your swipe card to gain access to or exit the building. You will also not be able to enter or exit the building after 11pm unless you are granted out of hour access (this is rare, and at the permission of the Department Operations Manager).

Useful Campus information

Healthcare

Imperial College NHS health centre is open to Imperial staff that live within the extended catchment area, providing services including; appointments with Doctors and Nurses, counselling, antenatal care, and travel advice. <http://www.imperialcollegehealthcentre.co.uk/>
If you do not live with this catchment area please see NHS Choices.
<http://www.nhs.uk/Pages/HomePage.aspx>

Advice and Counselling

All College staff and members of their family living with them can get free, confidential, professional help from Confidential Care, the College's Employee Assistance Provider, 24 hours per day, by telephone or via the web. Confidential Care's help line and web pages can provide information and advice on a wide range of work/ life issues including financial and legal problems, consumer and citizen rights, and finding child and elder care.
<http://www3.imperial.ac.uk/occhealth/services/eap>

Childcare

The Imperial Early Years Education Centre, open to the children of staff and students, at a cost, is located at 8 and 9 Princes Gardens on the South Kensington Campus. The centre provides care for children between six months and five years of age, and was awarded Outstanding by Ofsted in 2013. <http://www3.imperial.ac.uk/eyec>

Eating and Drinking

Taste Imperial is the College's Catering department, providing fresh food and drink to over 15 outlets on the South Kensington Campus. <http://www3.imperial.ac.uk/eatinganddrinking>
You can use **Yoyo** on your mobile to buy food and drink across campus, and access multiple promotions running throughout the year.
<http://www3.imperial.ac.uk/eatinganddrinking/yoyo/>

Sports and keeping fit

The Ethos Sports Centre in Prince's Gardens has a wide range of facilities including: the Energia gym, fitness classes, personal training, swimming pool, climbing wall, and badminton courts.
<http://www3.imperial.ac.uk/sports/facilities>

Imperial mobile

Imperial Mobile is a mobile application enabling access to College information and services anytime, anywhere.
<http://www3.imperial.ac.uk/ict/services/softwarehardware/imperialmobile>

Departmental information

Department Buildings

The main hub for the Department is the Huxley Building, occupying floors 2,3,4 and 5. The Head of Department's office, administrative office, meeting rooms and labs are located here. The Department are also based in the William Penney building where the Data Science Institute and Dyson Robotics Lab are located. The Hamlyn Centre is located in the Bessemer Building.

RA Reps and events

The Department's RA Representatives are Luigi Nardi l.nardi@imperial.ac.uk, and Nicholas Ng nickng@imperial.ac.uk. Luigi and Nick act as representatives between the RA's and senior management, plan events throughout the year, and are a source of advice and support.

RA social lunches are held every 2 weeks usually on a Tuesday or Thursday starting at 1pm, with the venue subject to change. An email will be sent prior to each lunch with location details. The lunches' aim is to foster socialisation and research-related discussion between RA's.

Other events are held throughout the year, for example 'RA meet & greet', 'pancake lunch' and RA Symposiums.

RA Resources

The Department has created an internal resources for RA's that can be accessed at the link below, providing further information on the Department, travel and expenses, RA events and more. You will need to log in to the site using your regular College log in. If you cannot access the site please contact the RA Reps Nick and Luigi.

<http://wp.doc.ic.ac.uk/raresources/>

Department of Computing diary

All events held within the Department are listed in our DoC Diary:

<http://www.imperial.ac.uk/computing/staff/>

Printing/Copying

There are printers/copiers/scanners located on levels 3 (room 356), 4 (room 437) and 5 (room 570). Your swipe card will give you access to all of these machines.

For a demonstration of how to use the machines please contact Ann Halford or the Computing Support Group (CSG X48383).

Room booking

To book rooms in the department follow the internal room bookings link:

<https://www.doc.ic.ac.uk/internal/room-bookings/index.html>

Distinguished seminar series

The Department organises the "Distinguished Seminar Series in Computing" once or twice per term. The speakers are distinguished researchers in Computer Science and leaders in their research field. For more information about the Distinguished Seminar Series in Computing, please contact Professor Maja Pantic (m.pantic@imperial.ac.uk)

CATE

CATE is an in house "Continuous Assessment Tracking Engine" used for the electronic administration of coursework via the web. It also provides access to teaching timetables and responsibilities, lecture slides/notes, student supervisions, and the Teaching Database.

<http://www3.imperial.ac.uk/computing/internal/staff>

Professional Web Pages (PWP)

PWPs are mini websites containing professional details such as research interests, publications, honours and memberships. They are available for all staff (academic and non-academic) and post-graduate researchers. They consist of a home page and four sub-pages (Honours & Memberships, Research, Publications and Teaching).

PWPs are created automatically for new staff members and the owner will be notified of this via email.

Your PWP forms part of your external professional image and is often the first Google result for your name. It is therefore a good idea to keep it up to date. It is suggested that you include a photograph and short biography on the front page of your PWP.

Information on how to access your PWP, for help and FAQ's can be found below:

<http://www3.imperial.ac.uk/webguide/projects/pwpreview2012/editingguide>

Staff development and training

Postdoc Development Centre

The Postdoc Development Centre (PDC) provides a programme of development activities that supports the personal and professional development of the 2000+ postdocs and fellows at Imperial. <http://www3.imperial.ac.uk/staffdevelopment/postdocs1>

Support the PDC provide:

- **PostDoc Reps Network**
- **Courses e.g. 'Acting as a Research Consultant' and 'Assisting with PhD supervision'**
- **1-2-1 coaching sessions**
- **Mock interviews**
- **Fellowships for Researchers events**

They have also produced a number of publications that me of interest:

<http://www.imperial.ac.uk/staff-development/postdoc-development-centre/online-resources/publications/>

Learning and development

The Learning and Development Centre provides a range of free courses and support to aid all staff in their personal and professional development. Courses include project management, communication skills, recruitment and selection, and many others.

<http://www3.imperial.ac.uk/staffdevelopment>

Learning for leisure is provided by the Department of Humanities, who run a two term evening class programme; open to all staff, with classes in a variety of languages, creative writing, music technology and film appreciation amongst others.

<http://www3.imperial.ac.uk/humanities/eveningclasses>

A course that may be of interest for researchers is:

- **InfoEd Proposal Development - Full Economic Costing**

Who should attend?

Staff in Departments who will be costing or advising on proposals for external research funding.

For further information and to book please see:

http://www3.imperial.ac.uk/staffdevelopment/workshops/processes/infoed_2

Teaching as an RA

As a department, we value teaching support from our highly skilled RA's and we now have a system in place where RA's can gain **research account credits** for teaching.

Teaching can be great fun, and is good for your CV. It is for you and your supervisor to decide the extent to which you should get involved in teaching. Some thoughts on this (in the context of both PhDs and RAs) are discussed in this lecture by Alastair Donaldson, Deputy Director of Undergraduate Studies:

<http://panopto.imperial.ac.uk/Panopto/Pages/Viewer.aspx?id=89f4d97c-9d6b-48f8-a40f-7450aad86c84>

Tutorials, lab demonstrating and marking

For most of our undergraduate and postgraduate courses, we rely on support from PhD students and RAs for delivery of tutorials and lab sessions, and for marking.

To help with a particular course you must sign up as a helper, through the TSC site:

<https://tsc.doc.ic.ac.uk/> . You must also attend one of Imperial's Graduate Teaching Assistant courses before you start teaching. Information on courses can be found at the below link:

<http://www3.imperial.ac.uk/engineering/staff/teachingsupport/gtatrainning#timetables>

You should agree with your supervisor on the number of courses you will help with, and with your supervisor and the course leader regarding the amount of teaching you will undertake on a particular course. As a guide, during the lifetime of a course it is usual for an RA to spend one hour per week (average) on tutorials, and two hours per week (average) on a combination of lab demonstrating and marking. RAs gain **research account credits** for involvement with tutorials, labs, and for undertaking marking of scripts.

Invigilation

We also appreciate help from RAs with exam invigilation. Please look out for calls requesting help with invigilation. RAs also gain **research account credits** for invigilation duties.

Research credits for teaching explained

If you get involved with the above forms of teaching, DoC will reward you by giving you a **research account**, and crediting this account according to the amount of teaching you do. You can then make claims against this research account for research-related expenses that go beyond the expenses that would be covered by the project on which you are employed (information on what you can spend credits on can be found on pg. 11). Your research account is credited by you logging the hours of teaching you have done.

Before you do this:

- Make sure that you have signed up as a teaching assistant on the course in question (see above). This is vital because there is a maximum quota of teaching assistants per course.
- Ensure you have gained approval from your supervisor, and from the course leader, for the number of teaching hours you wish to log (you should of course get this approval before you undertake the teaching hours).

Periodically (e.g., once per month or at the end of each term):

- Log the teaching you have done on your account through the TSC site <https://tsc.doc.ic.ac.uk/>
- Deputy Director of Undergraduate Studies, Alastair Donaldson then signs off the hours you have completed. (If you encounter any problems with logging your hours speak to Silvana Zappacosta s.zappacosta@imperial.ac.uk)

Your research account will then be updated.

Making a claim against your research account credits:

You may use your research account for all research-related expenses that are allowed within the College expense policy. Examples of such costs are: conference registration (and associated travel, accommodation & subsistence), membership fees to relevant professional bodies and consumables related to your research activity. The funds should not be used for personal items such as gifts, personal travel or costs relating to family members or friends.

To use credits, purchases have to be done via PO (for equipment). The equipment which is purchased is college property, RA's are not able to take this with them when they depart the college – I.E. the equipment which is purchased is to be done via College preferred suppliers. Travel which is booked for conferences should also follow the above rules – RA's should use the College preferred travel (Egencia, RSH) to book using their credits.

However, below are the only alternatives to where RA's are allowed to purchase using personal funds then claim back from their credits:

- Conferences/workshops can be paid for using credits, and RA's are able to pay for this from their personal card and expense back – this is because majority of conferences/workshops are booked direct from website
- Subsistence during conferences/workshops (breakfast, lunch, dinner) can also be claimed from RA credits

If there are special circumstances where the RA would like to use their credits outside of the above rules then please contact the Finance Officer and an alternative can be discussed, however this is only for **SPECIAL** circumstances.

Please refer to the College's expenses policy or contact Hassan Patel, Finance Officer, h.patel@imperial.ac.uk

Once you've built up some credit, you can charge expenses against this by filling out a regular expense claim (using MyExpenses), and this code: **COMPA_G18032**. The credits can only be used if the RA has accumulated enough to match the price of the equipment, they are not able to top up their credits with personal funds. For example, if RA has £100 of credit and equipment costs £110, they are not able to put in personal money into their RA credits account to match the £110 amount. Your claim will be processed by the finance team and, if approved, your balance will be adjusted.

RA's should not purchase any type of equipment personally and then try expensing it back as these may not be approved, all personal purchases with the intention to claim back should be first discussed with the Finance Officer.

If you have any queries about the claim procedure speak to Hassan Patel, Finance Officer, h.patel@imperial.ac.uk

Research account FAQs:

Q: “My contract finishes soon and I have significant research funds remaining. Can my account balance be included in my final salary payment?”

A: No. The College policy is that RAs are not paid for teaching activities. The RA research account scheme allows DoC to reward RAs for teaching in an alternative manner. Turning research funds into payment would be in violation of College policy.

Q: “When I leave, can I transfer my remaining research funds to someone else in DoC?”

A: No. We want to keep the RA research account scheme as simple and low-admin as possible. The research account is there to simply reward you for teaching; nothing more.

Q: “I am going to leave DoC briefly, but it looks likely that I will return in a few months. Can my research account be frozen and re-activated when I return?”

A: Yes, the account can be frozen for up to 12 months.

Q: “My supervisor wants to charge a project-related expense to my research account, can I say no?”

A: The idea behind the RA research accounts scheme is that the funds you accrue from teaching allow you to act somewhat more as an independent researcher. They should not normally be used for regular expenses related to the research project on which you are employed: these should be charged to the project grant in question. Rather, your research funds should be for additional activities that go beyond your standard research duties. You should discuss any grey areas carefully with your supervisor.

Additional teaching opportunities

Project supervision

It is common for an RA to get involved in the co-supervision of undergraduate and MSc projects, if the projects have a strong research element in an area of interest to the RA. There is no formal process for getting involved in supervision of projects; if this interests you, you should take the initiative and seek an opportunity with a member of academic staff.

UROP

You might consider discussing with your supervisor the possibility of co-supervising an undergraduate during the summer, through Imperial’s Undergraduate Research Opportunities Program (UROP): <http://www3.imperial.ac.uk/urop>

For further information and guidance regarding teaching opportunities please contact Alastair Donaldson, Deputy Director of Undergraduate Studies
alastair.donaldson@imperial.ac.uk

Expense claims and business travel

Expenses

The College uses an online expenses system called 'My Expenses' which is accessed through the College ICIS system. All staff can use ICIS to view 'My Expenses', payslips, personal details, training courses, and job opportunities amongst other responsibilities.

For general information on the My Expenses system please see the below links and log in using your college user name and password:

<http://www3.imperial.ac.uk/finance/sections/accountspayable/expenses/myexpenses>

<http://www3.imperial.ac.uk/finance/sections/accountspayable/expenses/myexpenses/faq>

Any claims made must be in line with the College's expenses policy which can be found at the link below. Please talk to Hassan Patel if you are unsure
h.patel@imperial.ac.uk

<http://www.imperial.ac.uk/finance/financial-services/expenses/>

Quick guide to allowable expense claims:

- Overnight hotel stay- £150 including VAT in London, £105 including VAT outside of London
- Subsistence:
 - Breakfast (subsistence)- £7 including VAT and service
 - Lunch (subsistence)- £7 including VAT and service
 - Evening meal (subsistence)- £20 including VAT and service
- Rail travel- standard class
- Air travel- All staff should use the same class of travel:
 - For flights of five hours or less, staff should book restricted tickets in economy.
 - For flights lasting five hours or longer, staff may travel premium economy.

Entering a claim:

Follow the steps in the 'My Expenses' wiki guide on how to enter claims:

<https://wiki.imperial.ac.uk/display/FMEUG/Entering+Claims>

Top Tips when making a claim:

- All fields with an * must be completed
- You should provide as much detail as possible regarding the purpose of the claim, e.g. Conference name, dates and location.
- All claims should be made within 3 months of the expense being incurred.

- Hotel reservations are increasingly being made online. Sometimes these are just reservations and the credit card is used to secure the booking but the payment isn't made until they actually stay at the hotel. Try to look out for this as we should only reimburse once the hotel has been paid for so this could be after the stay.

Receipts:

The main claims process is online however you still need to keep your **original** paper receipts, including for Oyster card journeys - staff can register their cards online and print a statement of journeys.

All receipts need to be sent to the Expenses Department along with a printed paper copy of your claim. You will be prompted to print your claim once you have submitted it (instructions are included in the My Expenses wiki guide on entering claims). Receipts and claim print outs need to be sent together to the Expenses Department, in a specific yellow expenses envelope, available from the general department office in the Huxley Building, room 436.

Please note only one claim (which can consist of multiple lines) is to be submitted per envelope.

My Expenses questions:

To log a query to the Purchasing, Accounts Payable and Expenses Helpdesk please follow the below link: <http://www3.imperial.ac.uk/purchasing/contacts/purchasing%20helpdesk>

Business Travel

Booking transport for business travel:

EGENCIA is the College system for booking business travel on-line. This service will allow you to book flights, hotels, European trains and overseas car hire. You will need to complete a College travel registration form before using this service. Your supervisor's administrative support should be able to help you with this. Please see the link below for further information on how to complete the booking form and use this service:

<http://www3.imperial.ac.uk/purchasing/recommendedsuppliers/egencia>

Travel insurance

The College holds a block Travel Insurance policy for individuals travelling outside the UK on business. The below link provides further information on policy wording, the travel insurance certificate, and information on how to make a claim.

The policy covers all staff and students who are carrying out College business activities. (Definition of College activities: Anything which College pays you to do i.e. visit to overseas institutions, conferences, research work, field trips, educational trips and student work placements.

If you are travelling overseas you **must** register your travel to be insured with College and insurers. (Please use your College email address and the policy number 0015865153.)

Policy: <https://wiki.imperial.ac.uk/display/FKB/Overseas+Travel>

Claims guidance: <https://wiki.imperial.ac.uk/display/FKB/Travel+insurance+claims+guidance>

Registration forms:

https://imperial.eu.qualtrics.com/SE/?SID=SV_3UwXyDLcMir6Aex

<https://travelguard.secure.force.com/TravelAssistance/TGRegister?PL=AIG+UK>

Useful contacts for research Staff

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| Professor Daniel Rueckert Room 568 | Head of Department |
| Professor Michael Huth Room 431 / 48355 | Director of Research |
| Dr Peter Pietzuch Room 442 | Deputy Director of Research |
| Professor Will Knottenbelt Room 371 | Director of Industrial Liaison |
| <p>Director of Studies:</p> <p>Undergraduate- Dr Tony Field Room 354</p> <p>Postgraduate- Dr Fariba Sadri Room 447</p> <p>Director of Postgraduate Research:</p> <p>Dr Alessandra Russo Room 560 / 48312</p> | Queries regarding the student/teaching experience |
| Anne O'Neill Room 561 / 48273 | <p>Department Operations Manager</p> <p>Departmental operations including:</p> <ul style="list-style-type: none"> • HR queries • Finance • Problems and/or complaints • Space and resources |
| Jo Day Room 571 / 48275 | <p>Research Support Manager</p> <ul style="list-style-type: none"> • HR support for research staff (inc. recruitment, contracts, promotions, probations, visas) |
| Luigi Nardi Nicholas Ng | <p>RA Representatives</p> <ul style="list-style-type: none"> • Advice, support and news for RA staff • RA events and socials |
| Nicholas Leech Room 436/ 48286 | <p>Research and Finance Manager</p> <ul style="list-style-type: none"> • Research finance / grants • Grant costings • Timesheets • Expense claims (P accounts) • Order approvals |

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| Hassan Patel Room 436 / 48191 | Finance Officer Departmental finance, budgeting, order approvals, expense claims (G, F, N and I accounts) |
| Ann Halford Room 370 / 48298 | Staff General Office Secretary <ul style="list-style-type: none"> • Room bookings, keys • ID cards • Telephone orders/faults • Stationery • Common room supplies • Post and fax |
| Bridget Gundry Room 436 / 41245 | Research Group Administrator Space (offices)/ building works administration |
| Georgina Tennant Room 436/ 48283 | Research Support Officer <ul style="list-style-type: none"> • Academic support • HR support for research staff (recruitment, contracts) |
| Antonia Szigeti Room 436/ 43148 | Research Support Officer <ul style="list-style-type: none"> • Research group administration • Finance support |
| Dr Amani El-Kholy Room 436 / 48220 | Postgraduate and CDT Administrator Postgraduate research course administration, PhD admissions |
| Geoff Bruce / Lloyd Kamara Room 225 / 46664 | CSG Helpdesk <ul style="list-style-type: none"> • Front line support for computing services • Basic maintenance of computing equipment |
| Silvana Zappacosta Room 226 / 48343 | Information Systems Coordinator/Tutorial Support Coordinator Responsible for teaching database and CATE (Continuous Assessment Tracking Engine), organisation of GTA Workshop |
| Danny Sharpe Room 358 / 48325 | Departmental Support Officer Maintenance of departmental equipment and facilities, assisting with office moves and small building works |
| Margaret Hall Room 568 / 48216 | PA to the Head of Department and Department Operations Manager HOD and DOM diaries and administration, HR for academic and PSF staff, administration for inaugural lectures |