

24 September 2019

Postgraduate Research Student
Department of Aeronautics

Dear Student

Welcome to the Department of Aeronautics at Imperial College London.

Enclosed with this letter is your starter pack, which includes a campus map and other information and forms.

The pack includes a Student Contact Details and a Plagiarism Declaration Form – please complete and return an electronic copy to me promptly (preferably no later than **Friday 4th October**).

Room Allocation

On the day of arrival, please report to room **CAGB 311** (City and Guilds Building) for your room allocation.

College ID Card

If you haven't already done so, you can obtain your College ID card by taking your certificate of registration to the security desk in the Sheffield Building. To print a copy of your certificate of registration, please log in to student e-service, go to the Online Registration tab and click on the Printable Page button at the bottom of the page.

<http://www.imperial.ac.uk/estates-facilities/security/id-cards/>

Network Access

New students, undergraduate and postgraduate, will automatically be provided with a username (login name) and password for access to the College computing facilities. These have been set up in advance and should be activated by accessing the following web page:

<https://www.imperial.ac.uk/ict/activateaccount>

For further information, please see the ICT website:

<http://www3.imperial.ac.uk/ict/registration/staffandstudentregistration/computeraccount>

Contact Details

All PhD students are required to enter their contact details (office room number/location AND at least one telephone number for either room or mobile) in the College directory. You can enter your details by accessing the following web page:

<https://www.imperial.ac.uk/collegedirectory/internal/update/>

PhD Student Handbook

All new research students to the Department are asked to download a copy of the PhD Programme Handbook. You should read it carefully and keep it as a reference source. The handbook is intended to provide you (and your supervisors) with a guide to steer you through your PhD. We have a shared aim, to ensure your time here is happy and productive, that you receive an excellent training in research and that you qualify on time. To help you in this goal, the Department actively monitors the progress of postgraduate research students and provides several levels of administrative and pastoral support.

Printing / Photocopying

If you are a member of research staff or a PhD student you will not be required to top up your ID card in order to use the printer/copier in the Central Library, the A4 colour printer/copier/scanners in the Department or any other printers in the College run by ICT.

Health and Safety in the Department of Aeronautics

Health and safety depends on co-operative efforts by all. The Aeronautics department expects staff, students and visitors to recognise that they have a clear duty to take care for the health and safety of themselves and others and co-operate fully with health and safety arrangements made by the Department and the University.

All research students new to the department will receive an introductory safety lecture during the first week of term or individual day one induction if starting later in the year. You are asked to download a copy of the Health & Safety Pack which gives details of emergency procedures, first aid provision, experimental work procedures and arrangements for working late in the Department.

If you think you will do experiments or work in any of the Aeronautics wind tunnels, workshops or laboratories then you will need to follow a set of safety procedures and guidelines and complete the Risk Assessment Foundation Training (RAFT) course with exam as soon as possible at the very start of your study.

The [safety pack](#) and further information on departmental safety can be obtained from the Aeronautics Health and Safety website.

[Aeronautics Health & Safety website](#)

Aero Finance

During your first week or after the Finance talk given by Susan Avery you will receive a welcome email from AeroFinance aero.finance@imperial.ac.uk introducing you to the Aeronautics Finance Team. Attached to this email you will be given purchasing, expenses and other financial instructions. Please ensure that you read these carefully and if you are unclear on the procedures or need any advice please email AeroFinance directly. The team will guide you through procedures you need to follow. If you do not receive the email please contact AeroFinance as soon as possible.

Frequently Asked Questions (FAQs)

The Department has a Frequently Asked Questions (FAQs) web page with answers to many general questions regarding the Department and the College. If you have any questions for us, please check our FAQs page first:

<http://www.imperial.ac.uk/engineering/departments/aeronautics/local/faqs>

If you are unable to find the answer to your question or have any comments for us, please let me know.

If you have any further questions that are not answered in this letter, please come and see me and I will be happy to help.

May I wish you every success in your PhD here at Imperial.

Yours Faithfully

Lisa Kelly