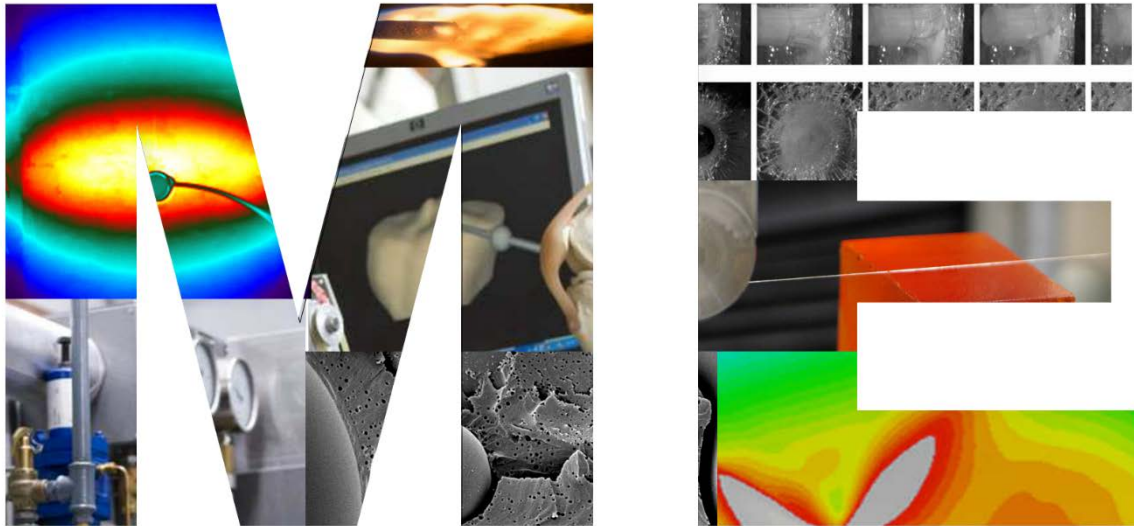


Imperial College  
London



One of the world's leading centres for the Study and Research of  
Mechanical Engineering

DEPARTMENT OF MECHANICAL ENGINEERING

Faculty of Engineering

# Learning & Teaching Staff Welcome Pack

## Table of Contents

	Table of Contents.....	2
1.	Introduction to the College.....	4
	Human Resources .....	5
	Imperial College Essentials.....	6
	Imperial Expectations .....	6
	Teaching probation .....	7
2.	Welcome to Mechanical Engineering .....	9
	Faculty of Engineering.....	9
	Mechanical Engineering.....	10
	Research Divisions and Groups.....	11
	Professional, Technical and Operational Teams.....	12
	Equality and Diversity .....	13
	Key Administrative Staff .....	14
	Department Communications .....	16
3.	Facilities in Mech Eng.....	17
	College Access.....	17
	Computing Facilities.....	17
	Software.....	17
	Imperial File Exchange .....	18
	Personal Web Pages (PWP).....	18
	Door codes and Room bookings .....	18
	Guest access.....	18
	Internal and External Mail .....	18
	Photocopying/Printing.....	18
4.	Departmental Procedures – General .....	19
	Salary Payments.....	19
	Expense Policy Summary .....	20
	Health and Safety.....	22
	The College Safety Department.....	22
	Health clearance for travel .....	22
	UKVI requirements & Certificates of Sponsorship.....	23
	Support for EU Staff following the 2016 UK/EU Referendum .....	23
5.	Paperwork & Procedures.....	24
	Sickness Leave.....	25
	Short term.....	25

	Long term.....	25
	Special leave.....	26
	Maternity Leave & Paternity/Maternity Support Leave.....	26
	Maternity Leave.....	26
	Paternity/Maternity Support Leave.....	26
	Shared Parental Leave.....	26
	Adoption and Surrogacy.....	26
6.	Wellbeing and Advice.....	27
	Human Resources.....	27
	Occupational Health.....	27
	Eye care.....	27
	Disability Advisory Service.....	27
	Departmental Disability Officers.....	27
	Religious and Faith Support.....	27
	MeetUp Imperial.....	28
7.	Personal Development.....	29
	The Learning and Development Centre.....	29
	Fee Remission Policy for Staff.....	29
	Travel associated with training.....	29
	Study Loan Scheme.....	29
	Further support for study.....	30
	Imperial Outreach.....	30
8.	Staff Benefits.....	30

## 1. Introduction to the College

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

Imperial has the greatest concentration of high impact research of any major UK university, according to the Research Excellence Framework (REF) 2014. Our research crosses international boundaries and we are particularly known for our support of research that spans different subject areas. We offer funding, infrastructure and cultural encouragement to bring researchers together across the disciplines to explore different approaches to solving a problem. The result is a dynamic culture of discovery to which you will be an important part of.

We are committed to 'sharing the wonder' of what we do through public engagement events. Research staff, alongside our academics and undergraduate students, make a significant contribution to these events, such as our annual Imperial Festival and our term-time Imperial Fringe events.



## Human Resources



The College's Strategic aim is to build a supportive, inclusive and high motivated community across all disciplines, functions and activities, this community being based on diversity, mutual respect and a commitment to excellence.

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

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



**Louise Lindsay**  
Director of Human Resources



**Su Nandy**  
Senior Human Resources Manager for the Faculty of Engineering



**Lauren Stevens**  
Human Resources Advisor



**Alex Moore**  
Senior Human Resources Administrator



## Imperial College Essentials

From the 1<sup>st</sup> August 2017, every new starter in the college is required to complete the Imperial College Essentials induction program. This is to ensure that every individual in the college has received the core required training.

Essentials has been developed with three objectives in mind, to:

- Keep our People Safe
- Keep our Information Safe
- Contribute to a Positive Working Environment

Essentials provide the key information that all new staff need to know in the first six months of their employment with us and Essentials complement local induction.

This program is part of your probation process and the Department will be checking on your progress at your mid probation and final probation reviews.

More information on Imperial College Essentials, and links to the online training courses, can be found using the link below:

[Welcome to Imperial College Essentials](#)

In addition to the College Induction and Probation program, on your first day you will also meet the Department Resources Administrator who will go through your Day One Safety Induction and help you to collect your swipe card. You will also be invited to a HR induction meeting within the first 3 weeks of employment with the College.

If you have any queries, please do not hesitate to ask your Supervisor, Group Secretary or Department Resources Administrator who will be able to point you in the right direction.

## Imperial Expectations

[Imperial Expectations](#) guide the behaviour of all our staff. The seven statements shape the working lives of all of us. They show how we respect and support each other in achieving personal goals and the College's strategic objectives. They directly impact on what it feels like to work at Imperial and they are a public statement for attracting new staff.



CHAMPION A POSITIVE APPROACH TO CHANGE AND OPPORTUNITY



ENCOURAGE INCLUSIVE PARTICIPATION AND ELIMINATE DISCRIMINATION



COMMUNICATE REGULARLY AND EFFECTIVELY WITHIN, AND ACROSS, TEAMS



CONSIDER THE THOUGHTS AND EXPECTATIONS OF OTHERS



DELIVER POSITIVE OUTCOMES



DEVELOP AND GROW SKILLS AND EXPERTISE



WORK IN A PLANNED AND MANAGED WAY

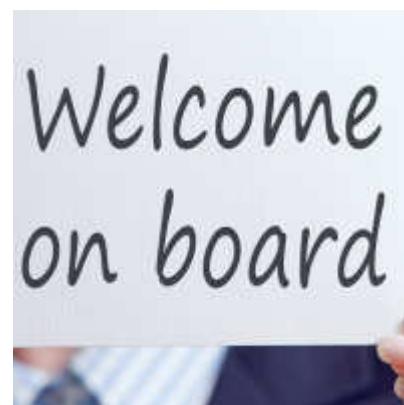
## Teaching probation

The probation period enables the new Teaching Fellow's performance to be monitored regularly and allows any problems to be discussed and dealt with at an early stage.

Formal reviews must take place mid-way through the probation (Mid-Probation Review) and near the end of the probation period (End of Probation Review).

### Teaching Checklist

If you are going to be involved in the Departments teaching activities, the below checklist should assist you in getting started:



	Meet UG Office Staff, DUGs, Senior Tutor, Academic Tutor, TSG (Teaching Subject Group) Leader
	Tour of key teaching spaces
	Complete Faculty induction
	Complete safety induction course (on-line)
	Attend 'Imperial Insights' session
	Check access to Blackboard (relevant courses and organisations), Taught Courses Handbook and Student Handbook
	Complete Audio Visual and Panopto induction
	Complete Starfish induction
	Review key Dept. policies e.g. running academic tutorials and assessment and feedback
	Complete electronic submission and marking induction
	Meet with ICT staff to ensure access to key hardware and software
	Discuss personal tutoring with Senior Tutor
	Enrol on required EDU (Educational Development Unit ) courses
	Meet with member of the UG admissions team
	Meet with exams officer to discuss exam processes
	Meet with LRP (Literature Research Project) organiser to find out about project proposal/selection, supervising and assessment.
	Meet with DMT (Design, Make and Test) organiser to find out about project proposal/selection, supervising and assessment.
	Meet with FYP (Final Year Project) organiser to find out about project proposal/selection, supervising and assessment.
	Meet STW (Student Teaching Workshop) staff; offered the opportunity to do a basic workshop course.
	Meet technicians who you may be working with for teaching assignments.

### **At the Start of your Probation Period**

As part of your induction, the Principle Teaching Fellow will meet with you at the start of your probation period to discuss the requirements of the job, expectations of what should be delivered during the probation period and any appropriate support and training for your new job.

Following the meeting, they will forward a brief record of the discussion to you, your Academic Adviser and HR.

### **Requirements during your Probation Period**

You will normally be expected to lecture, give tutorials, supervise research students, be involved in examining students and contribute to departmental activities (external visibility, management responsibilities/skills, administration/supplementary responsibilities).

### **Reviews during your Probation Period**

Your line manager should meet with you informally between reviews (ideally once a month) to discuss work and give advice and guidance on progress.

Before each term, your line manager should discuss with you the specific duties expected during that term. Following the meeting, they should forward a brief record of the discussion to you and your Academic Adviser.

You will also have an annual appraisal, known as a Personal Review and Development Plan (PRDP).

### **Mid and End of Probation Reviews**

The purpose of these reviews is to assess your progress against the objectives set at the start of the probation period/previous formal review(s) and, if appropriate, amend existing objectives or set new objectives for assessment at the next review stage(s). The primary purpose of the End of Probation review is to assess your activities and performance and to consider whether your appointment should be confirmed.

Where concerns about your performance or conduct have been identified which might lead to an extension of probation or non-confirmation of appointment, a formal probation review will be conducted. You will be informed about the appropriate arrangements as necessary.





## 2. Welcome to Mechanical Engineering

### Faculty of Engineering

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

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

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

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

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

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

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

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

## Mechanical Engineering

Although the Department of Mechanical Engineering is now based in the City & Guilds Building at Imperial College London, built in the 1960s, the origins of this prestigious Department dates back to 1884 when the City & Guilds College was formed by Professor W. C. Unwin. He became the first professor of Engineering at the University of London. The City & Guilds College was then merged with the Royal School of Mines and the Royal College of Science in 1907 to create Imperial College London. In 1957, construction began on what is now the Mechanical Engineering building, which when completed was located just behind the original Victorian construction.



*The (now demolished) City and Guilds building, Exhibition Road.*



*The Exhibition Road entrance to the College, including part of the modern City and Guilds building and Business School entrance.*

Over the following 60 years the Department has continued to expand and has become the parent to multiple infant Departments since 1971. The Departments of Bioengineering, Aeronautics and Design Engineering as well as the Imperial College Business School, have all spawned from the original Mechanical Engineering. The Department today has undergone a recent major refurbishment and houses over 100 Research Staff, 70 Academic staff, 30 Professional, Technical and Teaching staff as well as over 500 high achieving undergraduate and postgraduate students. The structure of the Department is split into three major divisions; Mechanics of Materials; Applied Mechanics and Thermofluids.

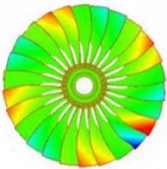


*The Mechanics of Materials Research Division*

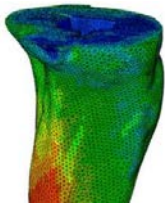
## Research Divisions and Groups

Mechanical Engineering is a highly rated department performing multi-disciplinary research. It is organised into three broad Research Sections. All PhD students and academic staff belong to one of these sections. Research Groups operate across Research Sections in a matrix of scientific interaction.

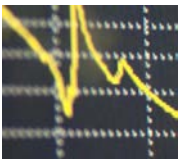
The [Applied Mechanics Division](#) is concerned with a wide range of topics and academic disciplines and is made up of the following research groups:



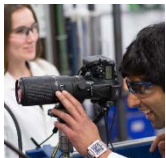
The **Dynamics group** focusses on the aeroelasticity and structural dynamics phenomena in turbomachinery. Much of the research is undertaken through the Rolls-Royce Vibration University Technology Centre. Recent highlight successes include extensive application of the VUTC-developed forced response calculation methodology (the AU3D code) to the design of the Joint Strike Fighter LiftFan.



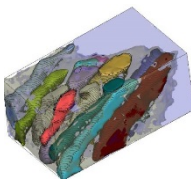
The **Medical Engineering group** is concerned with Biomechanics, Mechatronics in medicine and Magnetic Resonance Imaging (MRI). Research in this group ranges from the study of human joints and the musculo-skeletal system in order to develop better orthopaedic surgical procedures to developing a number of robotic and mechatronic systems to aid in medical and surgical tasks and looking at disciplines including magnetic design, MRI systems, control, signal processing, engineering analysis and design, shape modelling.



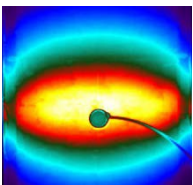
The **Non-destructive Evaluation group** solves real problems in industrial inspection and monitoring, achieved by conducting thorough scientific research. Covering the whole range of activity from fundamental scientific studies through to the transfer of technology to industry, we have an outstanding international reputation throughout this spectrum of activities



The **Nuclear Energy group** are engaged in a range of research into nuclear engineering, with major efforts on nuclear thermal hydraulics, and nuclear reactor physics. In addition to this, we host the Rolls-Royce Nuclear University Technology Centre.



The **Tribology group** carries out research in lubrication and damage of contacting mechanical and biological components, lubricant additives, durability of machine elements, and special new topics such as the lubrication of MEMs. Applications include helicopters, motor vehicles, micro-machines, marine propulsion, industrial machinery, personal care products and scientific instruments.



The [Mechanics of Materials Division](#) focuses on understanding and predicting the deformation and failure behaviour of a range of materials from metals, ceramics, polymers and composites to adhesives and soft solids. Most of our research is done in collaboration with key industry sectors such as power generation, automotive, aerospace, defence and food technology.



The [Thermofluids Division](#) combines experimental and computational modelling studies at a fundamental level. Focusing on Combustion, Heat and Mass Transfer and Fluid Flow, the division has well equipped laboratories hosting a wide range of laser sources and detectors, as well as extensive facilities for computational flow modelling methods (CFD).



## **Professional, Technical and Operational Teams**

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

**Undergraduate Education Office** which is responsible for the administration and implementation of the department's undergraduate education activities in line with the College's Education and Student Strategy, as well as being responsible for term time room bookings.

**Postgraduate Education Office** which is responsible for implementing, administering and supporting the department's postgraduate teaching and research education activities, undertaken in line with the College's Education and Student Strategy.

**Group Administration** which is responsible for the day-to-day management of the Research Sections and Groups, including travel bookings, purchase orders and desk allocations specific to each group's needs.

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

## Equality and Diversity

Imperial College London is committed to promoting and embedding equality and diversity throughout the College. Equality and diversity forms an integral part of Imperial Expectations, the set of seven statements which articulate how the College expects its leaders, managers and supervisors to behave. The College's Equality Objectives provide an overarching plan over a two year period, and are published in accordance with Imperial's Public Sector Duty.

The College is committed to Equality and Diversity. We are a Athena SWAN Silver Award Winner, a Stonewall Diversity Champion, a Disability Confident Employer and are working in partnership with GIRES to promote respect for Trans people.



### What we do in the Department

The Department of Mechanical Engineering welcomes staff and students from all over the world with a diverse range of beliefs and cultures. We believe this diverse cultural background complements the diverse technical background and expertise of our staff. Racist, sexist or any other discriminatory behaviour is not tolerated.

We aspire to create an environment where all individuals within the Department can achieve their potential and develop their career, removing barriers, eliminating discrimination and providing opportunities to thrive.

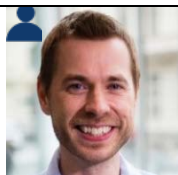
The Department of Mechanical Engineering aspires to be an Athena SWAN Departmental Award holder and we will be submitting our Athena SWAN bronze application in April 2018.

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



## Key Administrative Staff


The Department of Mechanical Engineering has a centralised Professional services team who will be able to help you with your day-to-day queries.



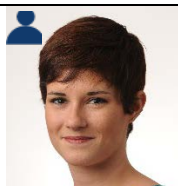
**Simon Bailey**

Departmental Operations Manager

 577, City & Guilds Building

 020 7594


 [s.bailey@imperial.ac.uk](mailto:s.bailey@imperial.ac.uk)



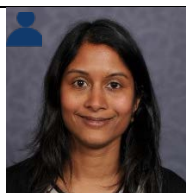
**Helen Stoneham**

Department Resource Administrator

 577, City & Guilds Building

 020 7594 7001

 [h.stoneham@imperial.ac.uk](mailto:h.stoneham@imperial.ac.uk)




**Rebecca Rahman**

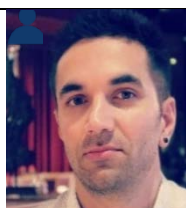
Research Operations Officer

Contact for:  
**Payroll & HR enquires**

 577, City & Guilds Building

 020 7594 7003

 [r.rahman@imperial.ac.uk](mailto:r.rahman@imperial.ac.uk)




**Nikolay Plotnikov**

Finance Administrator

Contact for:  
**Research & Finance enquiries**

 577, City & Guilds Building

 020 7594 7101

 [n.plotnikov@imperial.ac.uk](mailto:n.plotnikov@imperial.ac.uk)




**Josie Howard**

Senior Undergraduate Administrator

Contact for:  
**Research & Finance enquiries**

 525, City & Guilds Building

 020 7594 7008

 [j.howard@imperial.ac.uk](mailto:j.howard@imperial.ac.uk)

Contact for:  
**Teaching Room bookings & Undergraduate teaching enquiries**



**Kate Lewis**

Postgraduate Office Administrator

 667, City & Guilds Building  
 020 7594 7022  
 [kate.lewis@imperial.ac.uk](mailto:kate.lewis@imperial.ac.uk)

Contact for:  
**Postgraduate student enquiries**

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**Each research division/group has its own Group Secretary who will be able to assist you with your travel bookings, purchase orders and every-day enquiries.**

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**Val Crawford**

Mechanics of Materials Group Administrator

 523, City & Guilds Building  
 020 7594 7083  
 [v.crawford@imperial.ac.uk](mailto:v.crawford@imperial.ac.uk)

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**Peter Higgs**

Dynamics Group and VUTC Administrator

 555, City & Guilds Building  
 020 7594 7078  
 [p.higgs@imperial.ac.uk](mailto:p.higgs@imperial.ac.uk)

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**Nina Hancock**

NDE Secretary/RCNDE&EngD Administrator/PA to HoD

 577, City & Guilds Building  
 020 7594 7068  
 [n.hancock@imperial.ac.uk](mailto:n.hancock@imperial.ac.uk)

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**Fabienne Laperche**




Group Secretary for Medical Engineering & Thermofluids

 661, City & Guilds Building  
 020 7594 7033  
 [f.laperche@imperial.ac.uk](mailto:f.laperche@imperial.ac.uk)

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**Serena Dalrymple**



Group Secretary for Tribology

 612, City & Guilds Building  
 020 7594 7029  
 [s.dalrymple@imperial.ac.uk](mailto:s.dalrymple@imperial.ac.uk)

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**Chrissy Stevens**

Tribology Group Administrator

 661, City & Guilds Building  
 020 7594 7064  
 [c.c.stevens@imperial.ac.uk](mailto:c.c.stevens@imperial.ac.uk)

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## Department Communications

If you have news, the Department would like to hear about it!

Share news about your latest projects, events, awards, celebrations, grants, publications, etc with audiences of your choice:

The Department/Faculty/College:

- [The Departmental News Website](#)
- The College News pages

The outside world:

- The Department & College website
- Social Media ([Twitter](#), [YouTube](#) & [Flickr](#))

We can also provide support in developing and editing webpages, with text & design for posters, leaflets, brochures, presentations & any other communications materials.

The Department also has facilities to help you with shooting photos and videos to showcase your events and research.



For more information, please contact Nadia Barbu, Monday-Wednesday in Room 577E, [n.barbu@imperial.ac.uk](mailto:n.barbu@imperial.ac.uk).

## 3. Facilities in Mech Eng

### College Access

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

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

If you lose your card, you are entitled to one free replacement, after which you will be charged. For all security card enquiries please go to the main security window, level 1, Sherfield Building which is open on weekdays at 8.30-10.30am, 12.00-2.00pm and 3.45-4.45pm.

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

Once you have collected your swipe card, you will be able to activate your online account. Please follow the instructions on the [Activate a College account](#) webpage. If you have problems activating your College username please contact the ICT Help Desk ([service.desk@imperial.ac.uk](mailto:service.desk@imperial.ac.uk)) ext. 49000; in West Wing, Level 4, Sherfield Building, South Kensington campus or your local campus service desk.

Please contact [Mech Eng Info](#) for Departmental access enquiries.

### Computing Facilities

If you need to purchase a computer please visit the following web address:

<http://www.imperial.ac.uk/ict/services/softwarehardware/purchaseandrenewal/deptpurchases>

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

Information regarding ICT (Information & Communication Technologies) can be found at:

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

### Software

Imperial College London participates in several schemes that allow you as a member of the College to purchase quality software for academic use at discounted prices. Academic use is defined in different ways by different suppliers and under different discount schemes.

We strongly advise that you check that your proposed use of the licence is lawful under the terms of the discount agreement.

Please visit the College's [software information](#) pages for more information.

### **Imperial File Exchange**

The [Imperial file exchange](#) allows you to send large files that you are unable to send via email.

### **Personal Web Pages (PWP)**

Each member of Research staff has a PWP. Your supervisor will likely ask you to update this soon after you arrive at the college. Remember to keep this up-to-date as your career progresses.

Information on how to update your PWP can be found at <http://wwwf.imperial.ac.uk/blog/webguide/category/pwp/>.

### **Door codes and Room bookings**

The majority of the Department's rooms require swipe card access. If you need additional access, please contact [info.mecheng@imperial.ac.uk](mailto:info.mecheng@imperial.ac.uk) to request this.

Please ensure that if you are using a room for a scheduled event that you have booked it via the Undergraduate team (during term time) or your Group Secretary (outside of term time) in advance of the event.

### **Guest access**

As a world class department for Teaching and Research, the Department welcomes collaboration opportunities. In order to adhere to Health & Safety regulations and to ensure that every person in the Mech Eng has the correct insurance. If you have a visitor coming to the Department, please contact [info.mecheng@imperial.ac.uk](mailto:info.mecheng@imperial.ac.uk) with the details of the visit so that the appropriate status and access can be arranged.

### **Internal and External Mail**

Post can be collected from mailboxes located from the mailboxes in the corridor on the 5<sup>th</sup> floor of the City and Guilds building. For all postal or faxing enquires please contact your group secretary. For the purpose of receiving mail, the preferred address is as follows:

Your name  
Job Title  
Department of Mechanical Engineering  
Imperial College London  
London SW7 2AZ

### **Photocopying/Printing**

Printers and photocopiers are supplied free of charge. Your ID card will contain printer credit shortly after you receive it. You will have an unlimited amount of printing credits each month, which should be adequate for your needs. However, please note that we do check for excessive use, and environmental issues should be considered.

Please contact Nikolay Plotnikov ([n.plotnikov@imperial.ac.uk](mailto:n.plotnikov@imperial.ac.uk)) to set this up. Link up your ID to the College printers: <https://www.imperial.ac.uk/ict/printservice/>.



## 4. Departmental Procedures – General

### Salary Payments

All contracted members of staff will receive their salary on the 24<sup>th</sup> of each month, or the closest previous working day. Payslips can be found through the My Payslips system in [ICIS](#) where a breakdown of the salary payment and deductions can be found. There is also a mobile application to be able to see your payslips, please visit the [Imperial Mobile Application](#) site for more information.

New staff will automatically be entered into the payroll system once the following documentation has been received:

- Signed contract
- Employee details form

These forms will be provided to you by HR. If you have a P45 from your previous job, this can also be scanned by the Department and sent to payroll in order to ensure that you are placed on the correct tax code.

Any changes to an individual's details can be made using the [Change to Personal Details or Back details form](#).

Notify the Department Resources Administrator, Helen Stoneham, of any issues regarding your HR file or payroll details as soon as you notice the problem so that we can work to minimise any problems.



## Expense Policy Summary

Expense claims will be processed by the Department within 2 weeks of submission.

### Principles

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

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

### Timeframe

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

### Receipting

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

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

### Hotels & Subsistence Meals

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

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

Location	Room rate	Breakfast	Lunch	Dinner	24-hour Meal Rate
UK – London	£150	£8	£16	£26	£50
UK – outside London	£105				

### Overseas Subsistence:

Overseas Location	Room Rate	Currency	Hour Meal Rate	Individual Meal Max.	Overseas Location	Room Rate	Currency	Hour Meal Rate	Individual Meal Max.
United States	£165	USD	80	48	Greece	£105	EUR	65	39
Germany	£120	EUR	70	42	Singapore	£150	SGD	180	108
France	£140	EUR	80	48	India	£150	INR	4,500	2,700
Italy	£150	EUR	85	51	Denmark	£140	DKK	800	480
Spain	£130	EUR	85	51	Sweden	£165	SEK	790	474
Netherlands	£120	EUR	80	48	Portugal	£105	EUR	60	36
Switzerland	£150	CHF	125	75	Brazil	£120	BRL*	225	135
Belgium	£120	EUR	60	36	Norway	£120	NOK	900	540
China	£130	CNY*	500	300	All Other Locations	£105	GBP	50	30
Japan	£130	JPY	8,200	4,920			EUR	55	33
Canada	£130	CAD	130	78					

### Entertainment

Business Entertainment (with external attendees)	Staff Student Entertainment
£54 per head including alcohol and service	£29.00 per head including alcohol and service (max. £37.00 for a Christmas meal held during December)
HoD post-approval if over limit	DOM post-approval if £5+ over limit/person

<b>Foreign Currency Fees</b>	You can claim overseas transaction fees and currency conversion charges/commission (Not foreign currency purchases). You will need to include a copy of your statement to back up these charges	
<b>Duty of Care</b>	Imperial College has a Duty of Care to all staff and students at all times, including when abroad. A critical component of this is the traveller tracking of staff which includes emergency contact assistance and travel security alerts. Booking through Egencia offers this, along with other added benefits to the traveller and to the College. You must also register your overseas trip for Insurance purposes on <a href="http://www.imperial.ac.uk/finance/financial-services/insurance/">http://www.imperial.ac.uk/finance/financial-services/insurance/</a>	
<b>Flights</b>	Rate	Criteria
	Economy	Flights under 5 hours. Book via <b>Egencia</b> .
	Premium Economy	Flights over 5 hours. Book via <b>Egencia</b> .
	Business class	If flight over 5 hours and followed by a same day presentation or meeting, or a documented medical condition requires it. Requires DOM pre-approval. Book via <b>Egencia</b> .
	First class	Must already have permission to fly Business Class and also satisfy (to HOD) that: <ul style="list-style-type: none"> <li>the airline offers to upgrade a business class ticket to first class at no extra cost to the College</li> <li>a first class ticket is offered by the airline at a lower cost than the available business class ticket due to a special offer available at the time of booking</li> <li>a third-party is buying the ticket and has specifically asked the traveller to fly first class</li> </ul> Requires HoD pre-approval. Book via <b>Egencia</b>
Low cost airlines	Use personal credit card via <b>Egencia</b> as you cannot reserve flights at the original price. You can book <b>direct through carrier</b> website if over £20 cheaper but <b>be aware this is not then covered by the Egencia Duty of Care</b> .	
<b>Rail/Tube</b>	UK under £100	Book via <b>Red Spotted Hanky</b> or alternatively book <b>through the train operating company</b> and make an expense claim
	UK £100+	Book the ticket well in advance and you must use <b>Red Spotted Hanky</b>
	Overseas	Tickets costing over £100 must be booked via <b>Egencia</b>
	Oyster/Contactless Touch	Only for incremental travel (i.e. the extra costs incurred if travelling beyond the zones covered by any Travel card). If using Pay As You Go, you should provide a Journey History from the TfL website (only available for 8 weeks from journey date) or a bank/credit card statement if using Contactless Payment required, unless you have a claim that is below £6 in value and evidence of that journey is not readily available. Normal travel to work will not be reimbursed
<b>Car Hire</b>	£75/£35 per day Book the minimum size and specification necessary. High cost locations (e.g. Scandinavia) at higher £75 rate but typical rate should not exceed £35. Book through <b>Avis, Budget, Enterprise or Egencia</b> . For overseas car hire you should use the hire company's insurance and the fullest policy available	
<b>Car</b>	45p/mile - Must be business travel, not normal travel to work. After 10,000 miles per year becomes 25p/mile. Additional 5p per mile for every additional passenger.	
<b>Motorbike</b>	24p/mile - Must be business travel, not normal travel to work.	
<b>Bicycle</b>	20p/mile - Must be business travel, not normal travel to work	
<b>Taxis</b>	<ul style="list-style-type: none"> <li>At managers discretion if working after 9pm.</li> <li>Not to be used as a means of getting to/from work at weekends, unless after 9pm</li> <li>If carrying heavy equipment/suitcases.</li> <li>If travelling in a group and cheaper than public transport.</li> <li><b>Never use unlicensed minicabs – ask your hotel for recommendations if possible</b></li> </ul>	
<b>College will not reimburse:</b>	Congestion charge; Fines or fixed penalties; Administration fees charges by third parties for recovering fines; Purchases of foreign currency; Interest or other penalties due to late settlement of personal accounts; Gifts for colleagues for birthdays, leaving, babies, get well soon etc.	

## Health and Safety



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

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

[Health & Safety Policy Statement \(May 2015\)](#)

Departmental Safety Officers	Julia Easton: <a href="mailto:j.easton@imperial.ac.uk">j.easton@imperial.ac.uk</a> Andrew Wallace: <a href="mailto:a.k.wallace@imperial.ac.uk">a.k.wallace@imperial.ac.uk</a> Alex Toth: <a href="mailto:a.toth@imperial.ac.uk">a.toth@imperial.ac.uk</a>
Fire Safety Coordinator	Julia Easton: <a href="mailto:j.easton@imperial.ac.uk">j.easton@imperial.ac.uk</a>

Upon arrival to the Department you will complete a Day One Safety Induction. This will then be supplemented by the Essentials training that you will complete as part of your probation.

Please contact Serena Dalrymple ([s.dalrymple@imperial.ac.uk](mailto:s.dalrymple@imperial.ac.uk)) to enquire into completing a First aid course.

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

### The College Safety Department

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

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

### Health clearance for travel

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

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

Clearance will be notified to the supervisor named on the health clearance questionnaire.

## UKVI requirements & Certificates of Sponsorship

The UK Government requires that all employers with staff from outside of the EEA must monitor employee whereabouts with respect to their work. This means that individuals who are in the UK on a Visa must notify the College if they are unable to attend work due to leave, or are attending business outside of their normal work location (including working from home). This is completed using the Teamseer system, which you use to record your absences and leave. Access to this system will be automatically granted to you. All leave will then need to be raised and subsequently approved by your supervisor.

More information on Visas and UKVI requirements can be found on the [GOV.uk Visas and Immigration](#) webpage.

## Support for EU Staff following the 2016 UK/EU Referendum

We know that the EU Referendum decision has caused many of our staff great uncertainty as we employ many diverse nationalities in our community. The College has set up a legal and financial support package for European Economic Area (EEA) staff and their dependants to help staff understand their options.

Staff can contact [directorofhr@imperial.ac.uk](mailto:directorofhr@imperial.ac.uk) if there is any further information that would be helpful and we will attempt to respond to queries as soon as possible. We are committed to making this time of transition as painless as possible for our staff.



## 5. Paperwork & Procedures



### Annual Leave

The College provides generous annual leave benefits. You are entitled to paid annual leave and are encouraged to take it to ensure a good work-life balance.

The College leave year runs from 1<sup>st</sup> February to 31<sup>st</sup> January. Leave must normally be taken within the leave year. With the agreement of the Head of Department/Division, staff may be permitted to carry up to 5 days' leave (pro rata for part-time staff) forward into the next leave year. This rule also applies when staff have been absent during the leave year. No payment will be made in lieu of leave not taken except, possibly, when staff leave College employment.

For more information on Annual Leave entitlements please visit the College's [Annual Leave Webpage](#).

### Leave of Absence

Members of the Academic and Research Job Family may apply for Leave of Absence from the College. The request for leave should be in the interests of the College and may be, for example, to collaborate with colleagues in other institutions, industry or to attend conferences.

The granting of Leave of Absence is at the discretion of the College and is not an automatic right. When applications are considered, the implications of teaching and other Departmental/Divisional duties are taken into account.

An application for Leave of Absence should be submitted to allow sufficient time for processing and to enable arrangements to be made to cover a member of staff's teaching, Departmental/Divisional and College duties, if the application is successful.

All applications for Leave of Absence should be made on an [Application for Leave of Absence/Sabbatical Leave Form](#). Any relevant supplementary information should be attached to the form including details of proposed arrangements for delegating their duties during their absence.

- The HoD is authorised to approve Leave of Absence requests where the request relates to a period of leave either outside of term time, or a period of leave of one month or less during term-time.
- Requests for Leave of Absence in excess of one month during term-time will be sent initially to the HoD for consideration and recommendation and then to the Faculty Dean who will also need to approve the application.

Where a member of staff undertakes supplementary duties as part of their role, the implications in respect of these additional responsibilities will be considered by the HoD or Faculty Dean when making a decision following an application for Leave of Absence. More information on this type of leave can be found at: <http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/procedures/leave/Special-Leave.pdf>

## Sickness Leave

The Sickness Absence Policy and Procedure exists to provide a fair and consistent approach to the management of sickness absence in the work place. It applies to all members of staff regardless of contract type. A member of staff on a probationary period or training and development review period will have a contractual entitlement to sick pay and leave which reflects their length of service with the College.

### Short term

If you find yourself unwell you should telephone your line manager as early as possible on your first day of absence, making every effort to do so within the first hour of your normal start time. You should inform them of your reason for absence and likely return date, and advise them of any urgent work or other colleagues who should be notified. If you are unable to contact them directly you may leave a voicemail message for them, along with a contact number and time when you will be available, so that your manager can contact you if necessary. A Friend or Relative may only telephone your manager to inform them of your absence in exceptional circumstances, such as hospitalisation.

More information regarding the Colleges sickness leave policies can be found on the HR pages for [Sickness absence](#).

Following any short term sickness leave, your line manager should complete the Return to work meeting with you to ensure that you are fit to return to work. This is confirmed using the [Sickness Notification Form](#). If your sickness absence was for a period of 1 – 7 days (including Saturdays, Sundays, and/or other non-working days, Public Holidays, College Closure), you will not need to provide a medical certificate.

### Long term

The College operates a sick pay and leave provision above the statutory entitlements. Within any rolling 12 months sick pay allowances vary according to the length of your continuous service, based on the anniversary of your appointment, as follows:

Length of service	Full pay	Half pay
First year	1 month	1 month
Second and third years	3 months	3 months
Fourth year and after	6 months	6 months

### Sickness during annual leave

If a member of staff is on annual leave when they fall ill and wishes to reclaim the annual leave for the sickness period, they must report in sick on the first day of illness and if in the UK provide a medical fit note, signed by a GP. Further information can be found in the [Sickness Absence Policy](#).

### Returning to Work

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

## Special leave

The [Special Leave Policy](#) applies to requests for leave from work for the following reasons:

- Compassionate Leave
- Leave for Domestic Emergencies
- Family Emergencies
- Parental Leave
- [Special Leave for Public Duties](#)
- Jury Service
- Leave for Witness Duty
- Leave for Service in the Volunteer Reserve Forces
- [Study Leave](#)
- [Leave of Absence](#) (including Sabbatical leave requests for Academic or Personal refreshment)
- [Unpaid Leave](#)

## Maternity Leave & Paternity/Maternity Support Leave

### Maternity Leave



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

Please see the full [Maternity Leave Policy](#) for more information.

### Paternity/Maternity Support Leave

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

Please see the full [Paternity/Maternity Support Leave Policy](#) for more information.

### Shared Parental Leave

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

Please see the full [Shared Parental Leave Policy](#) for more information

### Adoption and Surrogacy

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



[Adoption and Surrogacy Policy](#)

[Adoption Pay and Leave Request form](#)

## 6. Wellbeing and Advice

### Human Resources

Human Resources supply a number of Health and Wellbeing policies. For Policies and Guidance, visit the HR [Health and Wellbeing](#) webpage for more information.

### Occupational Health

[Occupational Health](#) is responsible for the provision of specialist advice on health policies and environmental health hazards, health promotion and health surveillance, employment health assessments and a confidential counselling service.



College employees who regularly work on a computer (typically for periods of 90 minutes or longer) are eligible to have an eye test carried out by an optician paid by their department as per the terms of the College Computer Healthy Safety Policy and Computer Health Code of Practice.

#### Eye care

You can have an eye test once every two years, or more often if the optician advises this is medically necessary. You may also be entitled to spectacles if the optician thinks that you need spectacles specifically for reading a computer screen i.e. with a lens different to that used in spectacles that you may need for reading or distance vision.

Please visit the [Occupational Health Eye care pages](#) for more information.

### Disability Advisory Service

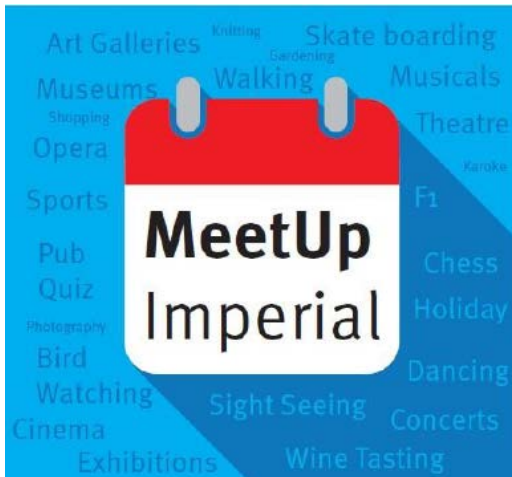
The [Disability Advisory Service offers](#) confidential advice and support to students with a disability, specific learning difficulty, enduring health or mental health condition.

### Departmental Disability Officers

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

### Religious and Faith Support

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



## MeetUp Imperial

MeetUp Imperial is a place where people with similar interests can meet, and everyone is welcome to join it.

If you are looking for someone to go with to an exhibition, a concert or any other social event, you can post a message here and you will find someone who is interested in the same event. If you have tickets to an event and have no one to go with, post a message and wait for people to reply. It's easy to

use - you can contact people by replying to their posts or by sending them a private message.

Here is how to find us: <https://www.yammer.com/ic.ac.uk/#/groups/suggested>

The idea behind MeetUp Imperial is to integrate people, make them feel more like a part of community, which is one of the strategic aims of the College. It is also beneficial to College employees' wellbeing and mental health ("Live well, work well").

There are over 7000 people working at Imperial College London, many sharing the same hobbies. You might already know them, but you don't know they have the same interests as you!

MeetUp Imperial is similar to Meetup, but instead of meeting complete strangers we would be meeting with other Imperial staff members, we would meet up with people we almost know. It's easy to use, it's convenient (if you want to, you can meet up for a quick coffee before going together to the event for example). It's also a great way to make new friends and to share your hobbies.



## 7. Personal Development

### The Learning and Development Centre



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

Our aim is to improve the College's capability to operate as an integrated and productive organisation, where levels of staff motivation and engagement are high.

We do this by providing a range of development activities (such as personal training, team building events, consultancy, talent development programmes, coaching, one to one support, blended learning) that enable staff across the College to learn the skills relevant to their current role, and develop skills and abilities that will equip them for promotion.

For more information about the Learning and Development Centre, please visit their webpages:

<http://www.imperial.ac.uk/staff-development/learning-and-development-centre/>

### Fee Remission Policy for Staff

Fee remission is available to contracted full and part-time staff who have been employed for over one year. Staff may register for higher degrees or the DIC, with the exception of an MBA. Part-time staff remission will be calculated on a pro rata basis.

Full details and exceptions to the general rules may be found at the Registry website:

<http://www.imperial.ac.uk/study/pg/fees-and-funding/tuition-fees/discounts-for-college-staff/>.

### Travel associated with training

This should be claimed as a normal expense from your own department after reference to the latest edition of [the College's Expenses Policy](#).

### Study Loan Scheme

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

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

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

### Further support for study

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

### Imperial Outreach

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

<http://www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/>

## 8. Staff Benefits

Imperial College London is one of the world's leading universities, based in a diverse and exciting capital city. Working at the College means that you join generations of Imperial staff who have contributed to solving problems on a global scale. Furthermore, it offers you a competitive salary and a package of attractive terms and conditions of service, along with many optional benefits, which we hope you will take advantage of. In our 2017 staff survey, 87% of our staff were proud to work for the College



The College offers a large range of benefits and discounts to its staff, ranging from an interest free season ticket loan, to Perks at Work which provide negotiated discounts for a variety of retailers and services, as well as family friendly benefits and social activity groups. Please see the [Staff Benefits](#) webpages for more information.