This handbook has been produced to provide all staff with a guide to the facilities and services available in the Institute of cardiovascular Science and throughout UCL.

We hope you will find this information helpful.
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Introduction

Welcome to the Institute of Cardiovascular Science (ICS). This booklet is intended to help you to settle into your role at UCL during your first few weeks and to be a reference document throughout your employment at UCL.

Information about the Institute can be found on our website https://www.ucl.ac.uk/cardiovascular and staff can find this handbook and other important information on the ICS staff intranet. The staff intranet can be accessed directly from the Institute’s home page and a UCL username and password is required for access.

Key staff members

<table>
<thead>
<tr>
<th>Management</th>
<th>Prof. Aroon Hingorani</th>
<th><a href="mailto:a.hingorani@ucl.ac.uk">a.hingorani@ucl.ac.uk</a></th>
<th>020 3549 5590</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institute Manager</td>
<td>Simon Galloway</td>
<td><a href="mailto:s.galloway@ucl.ac.uk">s.galloway@ucl.ac.uk</a></td>
<td>020 7679 9079</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Heads of Research Departments</th>
<th>Prof. Andrew Taylor</th>
<th><a href="mailto:a.taylor76@ucl.ac.uk">a.taylor76@ucl.ac.uk</a></th>
<th>020 7762 6732 (PA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children's Cardiovascular Disease</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Science</td>
<td>Prof. Perry Elliott</td>
<td><a href="mailto:perry.elliott@ucl.ac.uk">perry.elliott@ucl.ac.uk</a></td>
<td>020 3765 8611 (PA)</td>
</tr>
<tr>
<td>Population Science and Experimental Medicine</td>
<td>Prof. Alun Hughes</td>
<td><a href="mailto:alun.hughes@ucl.ac.uk">alun.hughes@ucl.ac.uk</a></td>
<td>020 7679 9432</td>
</tr>
<tr>
<td>Pre-clinical and Fundamental Science</td>
<td>Prof. Lucie Clapp</td>
<td><a href="mailto:l.clapp@ucl.ac.uk">l.clapp@ucl.ac.uk</a></td>
<td>020 7679 6180</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institute administration</th>
<th>Rikke Osterlund</th>
<th><a href="mailto:r.osterlund@ucl.ac.uk">r.osterlund@ucl.ac.uk</a></th>
<th>020 7679 9080</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA and Professional Staff Team Lead</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance Officer</td>
<td>Penny Yiasemidou</td>
<td><a href="mailto:p.yiasemidou@ucl.ac.uk">p.yiasemidou@ucl.ac.uk</a></td>
<td>020 7679 9069</td>
</tr>
<tr>
<td>HR Administrator</td>
<td>Elaine McDonald</td>
<td><a href="mailto:elaine.mcdonald@ucl.ac.uk">elaine.mcdonald@ucl.ac.uk</a></td>
<td>020 7679 9140</td>
</tr>
<tr>
<td>Education Administrator (MSc and PGR)</td>
<td>Joanna Pajerska</td>
<td><a href="mailto:j.pajerska@ucl.ac.uk">j.pajerska@ucl.ac.uk</a></td>
<td>020 7679 9245</td>
</tr>
<tr>
<td>Education Administrator (iBSc and CPP)</td>
<td>Adil Chowdhury</td>
<td><a href="mailto:adil.chowdhury@ucl.ac.uk">adil.chowdhury@ucl.ac.uk</a></td>
<td>020 7679 9429</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education leads</th>
<th>Dr Andrew Cook</th>
<th><a href="mailto:a.cook@ucl.ac.uk">a.cook@ucl.ac.uk</a></th>
<th>020 7905 2281</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Graduate Tutor for Research</td>
<td>Dr Ann Walker</td>
<td><a href="mailto:ann.walker@ucl.ac.uk">ann.walker@ucl.ac.uk</a></td>
<td>020 7679 6279</td>
</tr>
</tbody>
</table>
How the Institute of Cardiovascular Science is structured:
Information for new staff

ID cards and keys
All members of staff must have a valid UCL ID card. To obtain an ID card, staff should visit the Access & Security Office in the Andrew Huxley Building with one other form of ID. Your ID card will be programmed to allow you access to offices and, within 24 hours of issue, will provide access to the UCL Library.

UCL maps and locations
Maps of the UCL campuses are available on the UCL website. Alternatively, you can also use the route finder function on the UCL website http://www.ucl.ac.uk/maps/

E-mail and computer accounts
All new members of staff will be issued with a computer login and e-mail account. A user ID and password will available to collect from the Andrew Huxley Building on your first day. The majority of staff will use UCL’s managed computer network. A helpdesk is provided by UCL for hardware and software queries. Staff experiencing problems with the managed system should contact the central ISD Service Desk using one of the following methods:

  Telephone Ext: 25000
  Email: servicedesk@ucl.ac.uk
  In person: The ISD Service Desk is located on the ground floor of the DMS Watson Library.

The Institute’s IT Support is delivered by the School of Life and Medical Sciences and they can be contacted on ICS-ITsupport@ucl.ac.uk

Passwords
Once you have obtained your UCL Username and Password you must register your mobile phone number which will allow you to request a new password if you forget it. More information can be found on the following link https://myaccount.ucl.ac.uk/

Staff intranet
The staff intranet can be accessed via the Institute’s main website and contains useful information about the Institute and our staff and links to other useful information and documents http://www.ucl.ac.uk/cardiovascular/intranet

Telephones
To make an outgoing call from any UCL phone you will need to dial 9 before the external number. Extension numbers are generally the last four digits of the telephone number prefixed by one number.

If you wish to make personal calls this has to be done on your mobile, away from your working area so as not to disturb those around you. All personal phone calls should be made or taken during your breaks or lunch hour unless the calls are urgent.

The UCL Telephone Directory is available on the web at http://www.ucl.ac.uk/staff/directory/. UCL’s switchboard number is 020 7679 2000.
Institute facilities

The following facilities are available and are available to all staff employed in the Institute of Cardiovascular Science.

Post
Post is distributed via the post trays in respective research departments. All staff should check regularly for any mail. Please note that for large mail outs an account code will be required so please take care to ensure a budget is available.

Printing and photocopiers
UCL has implemented the print@ucl service which is managed and supported by ISD. The service allows users to send print jobs from any UCL machine or mobile device which can be collected from any print device connected to the print@ucl service. The system utilises a ‘secure-release’ printing system to ensure that your printing will not be released until you swipe your UCL ID card on any print@ucl device.

Many of the machines installed in the Institute are multi-functional and allow users to print, copy and scan from the same device.

Further information on the print@ucl service is available on the ISD website: www.ucl.ac.uk/isd/staff/print

Meeting rooms and room bookings
The Institute has several rooms available to hold seminars, lectures, meetings and conferences please check locally how to book these.

It is also possible to book rooms across UCL using the central booking system http://www.ucl.ac.uk/estates/roombooking/

Please note that refreshments must be booked separately in advance from the UCL preferred catering suppliers http://www.ucl.ac.uk/estates/catering/

Recycling
The majority of office waste can be recycled and staff should do so wherever possible. Recyclable waste can be put into any of the recycling bins with the green lid. These bins are emptied by the cleaners on a regular basis and can be used for all recyclable waste, i.e., mixed recyclables can be disposed of within each bin.

The sorts of things which are recyclable include:
- Paper (any colour, including staples and paperclips)
- Cardboard
- Books and magazines
- Empty plastic drinks bottles/plastic drinking cups
- Drinks cans
- Clean milk bottles/yogurt cartons
- Glass – one bottle per clear bag
For a comprehensive list of what is not recyclable, please visit http://www.ucl.ac.uk/estates/waste/non-hazardous/clear-bag/

UCL also operates a system for food waste that should be disposed of into a caddy or brown top bin with a red bin liner. All other general waste should be disposed of as normal.

Finally, please also take care to reduce the department’s carbon footprint by ensuring that lights, computers and monitors are switched off when you leave the office in the evening rather than being left on standby.

**Stationery**
Stationery is ordered locally and kept with your Departmental Administrator. If you require any stationery items or if you anticipate you will be using a large quantity of one particular item, for example envelopes for a mail out, please discuss this in advance. Please make sure that for larger items and large quantities of a particular item you have a budget to cover the cost.

**Allocation of offices**
Allocation of offices and desk space is managed through the Institute Manager’s office.

**Maintenance and repairs**
Please report any problems e.g., faulty radiators, broken windows, please submit a services request form to UCL Estates https://www.ucl.ac.uk/maintenance-service-requests/. If you have a more general issue or concern with your office or workplace please contact the Departmental Administrator.

**Cleaning**
All staff members have a responsibility to keep communal areas (i.e. kitchen sinks and appliances) clean and tidy and to ensure that they do their own washing up.

If you experience any problems with the cleaning service provided (for example non-emptied bins, dirty floors/toilets), please inform your local Departmental Administrator who can pass on the complaint to the appropriate person.
Human Resources

Human Resources queries should be directed to our HR Administrator Elaine McDonald in the first instance. Alternatively, you may wish to take a look at the full range of UCL’s HR policies on the website [http://www.ucl.ac.uk/hr/a_to_z/index.php](http://www.ucl.ac.uk/hr/a_to_z/index.php). If you wish to contact HR directly you can find a list of relevant HR contacts here: [http://www.ucl.ac.uk/hr/staff/hr_staff_contacts.php](http://www.ucl.ac.uk/hr/staff/hr_staff_contacts.php).

Induction and probation policy

It is the line manager’s responsibility to ensure that staff new to UCL (and staff who have moved within UCL and are commencing a new role) are provided with the information necessary to enable them to commence work and that they are given a copy of, and briefed on, all relevant employment policies and procedures and any other departmental, faculty or UCL procedures relevant to their work. As part of the induction process, the manager should discuss the individual’s training needs with them and book them onto any appropriate training courses, including Organisational and Staff Development’s Induction courses.

All staff appointments at UCL are subject to a probationary period, with three formal probationary meetings, the first at the end of the first month of employment, the second at the mid-point and the final four weeks before the end of the probation, the probationary periods are as follows:

<table>
<thead>
<tr>
<th>Job Role/Grade</th>
<th>Probationary Period (months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services Staff, Grades 1-6</td>
<td>6</td>
</tr>
<tr>
<td>Marie Curie Trainee</td>
<td>6</td>
</tr>
<tr>
<td>Professional Services Staff, Grades 7-10</td>
<td>9</td>
</tr>
<tr>
<td>Research Staff (including Clinical)</td>
<td>9</td>
</tr>
<tr>
<td>Academic (including Clinical) with substantial experience: Proleptic Fellows,</td>
<td>12</td>
</tr>
<tr>
<td>Lecturer, Senior Lecturer, Reader, Professor and Teaching Fellow Staff with</td>
<td></td>
</tr>
<tr>
<td>substantial teaching experience</td>
<td></td>
</tr>
<tr>
<td>Teaching Fellows without substantial teaching experience</td>
<td>24</td>
</tr>
<tr>
<td>Proleptic Fellows and Lecturers without substantial experience</td>
<td>36</td>
</tr>
</tbody>
</table>

In addition to one-to-one meetings, three formal probationary meetings are to be held at the following intervals:

- First meeting: At the end of the first month of employment.
- Second meeting: At the mid-point of the probationary period (month 3/4/6/12/18).
- or, for Inexperienced Lecturers, during the 12th month of the probationary period.
- Third Meeting (Inexperienced Lecturers only): End of second year
- Final meeting: At least four weeks before the date on which the probationary period ends
Further guidance on the induction and probationary policy for all staff can be found at http://www.ucl.ac.uk/hr/docs/induction-probation.pdf

Induction information for new starters

- **Online UCL Induction Materials** - [http://www.ucl.ac.uk/hr/osd/induction/](http://www.ucl.ac.uk/hr/osd/induction/)
  A UCL page for new staff providing links to a wide range of information about joining UCL and with information to support you in working and continuing your professional development at UCL.

- **Human Resources New Starters** - [http://www.ucl.ac.uk/hr/new_starters/](http://www.ucl.ac.uk/hr/new_starters/)
  A website hosted by UCL Human Resources which provides useful links to a wide range of HR related issues such as pensions, payroll and bank accounts for overseas nationals. This page also contains information about some of the benefits of working at UCL including gym facilities, bars and cafes and the UCL Library.

- **Online Staff Induction – Computer Based Module**
  UCL offers a computer based online induction for all new staff via Moodle. To access the induction you should log into Moodle ([https://moodle.ucl.ac.uk](https://moodle.ucl.ac.uk)) and search for the course which is entitled ‘OSI: Online Staff Induction’. No enrolment key is required.

- **IT Essentials for New Staff** - [http://www.ucl.ac.uk/isd/staff/new-staff](http://www.ucl.ac.uk/isd/staff/new-staff)
  This website includes details of how to access your UCL IT account, email and calendar services, payslips and wireless access amongst other things. Use the left hand navigation menu to discover more about how to get connected to the UCL network at home or on the move, and where to learn more about academic support or administrative support within UCL.

- **Staff Benefits** - [http://www.ucl.ac.uk/hr/benefits/employee_benefits.php](http://www.ucl.ac.uk/hr/benefits/employee_benefits.php)
  An outline of the benefits available to UCL staff can be found here.

Mandatory training for all new staff

All staff should complete the mandatory training outlined below and familiarise themselves with the policies on equalities, induction and probation. Once you have passed your probation you are encouraged to do a minimum of three training courses annually as part of your continued professional development. You can search and sign up for training courses here [https://www.ucl.ac.uk/hr/UCLTrainingBookingSystem/](https://www.ucl.ac.uk/hr/UCLTrainingBookingSystem/) and you can manually record any additional training courses you have attended in your MyView record under the Learning Event Recording System.

Much of UCL’s induction related training is provided via computer based training (CBT) modules in Moodle ([https://moodle.ucl.ac.uk](https://moodle.ucl.ac.uk)). In order to see the full list of courses available, please log into Moodle using your UCL log in and password, navigate to the bottom of your main Moodle page and select ‘All Courses’. If you subsequently scroll down the list of courses available to ‘Staff and Student Resources’ you will be able to view all of the CBT available for staff at UCL.

Training provided by the Centre for the Advancement of Learning and Technology (CALT - [http://www.ucl.ac.uk/calt/](http://www.ucl.ac.uk/calt/)) or UCL’s Organisational Development Division
Diversity Training Package
As part of UCL’s commitment to the principles of Equality and Diversity all new employees must complete the mandatory UCL e-learning module ‘Diversity in the workplace’ within six weeks of their start date. This can be accessed in Moodle https://moodle.ucl.ac.uk by searching for ‘Online Diversity Training’. No enrolment key is required

New staff must also familiarise themselves with the equal opportunities policy and the equalities and diversity strategy at UCL which can be found at the following links:

- Equal Opportunities: www.ucl.ac.uk/hr/docs/equal_opportunity.pdf
- Equalities and Diversity: http://www.ucl.ac.uk/hr/equalities/corporate/strategy_2015-2020FINAL.pdf

Health and Safety
All new staff and postgraduate research students should complete a Local Safety Induction within the department. Once this has been completed, all staff are also required to complete the online modules of the UCL Safety Induction course within three months of starting at UCL, this can be accessed via Moodle https://moodle.ucl.ac.uk and found by searching for ‘UCL Corporate Safety Induction’. Please note that you may require a set of headphones to complete this training if staff are working on a managed machine and do not have external speakers available and/or they are running this course in a public area.

Fire Safety Course: The ‘Basic Fire Safety’ induction is mandatory for all members of UCL at the start of their career or studies at UCL and this should be periodically refreshed. This can also be accessed on Moodle https://moodle.ucl.ac.uk

Information Security
All new employees are required to complete mandatory training on Information Security, including data protection and freedom of information. This can also be access via Moodle https://moodle.ucl.ac.uk

Green Awareness
As part of UCL’s commitment to environmental sustainability and carbon reduction, all new employees must also complete the mandatory UCL e-learning module ‘Green Awareness UCL’, before the end of their probationary period. Accessed via Moodle https://moodle.ucl.ac.uk.

Please also complete the ‘Sustainability e-Learning Course’ - This short e-learning course gives an introduction to what sustainability means for you, UCL and the wider world. Discover key actions that you can take to improve your environmental impact, including how to recycle, save energy and travel more sustainably, as well as next steps you could take to become a Green Champion, take part in Green Impact or build sustainability into your research. http://www.ucl.ac.uk/greenucl/resources/training
• **Data Protection**
UCL’s data protection policy can be found online [https://www.ucl.ac.uk/informationsecurity/policy](https://www.ucl.ac.uk/informationsecurity/policy). Please make sure that you have familiarised yourself with this policy. Staff who require access to staff or student data must complete the mandatory Data Protection Act training via Moodle. The training can be located by logging into Moodle and searching for ‘Data Protection Act’. No enrolment key is required.

• **Induction and Probation**
Please ensure that you have familiarised yourself with UCL’s induction and probationary procedures which are available on the Human Resources website: [http://www.ucl.ac.uk/hr/docs/induction-probation.pdf](http://www.ucl.ac.uk/hr/docs/induction-probation.pdf)

If you have any questions about the HR procedures at UCL please contact our HR Administrator Elaine McDonald.

• **Recruitment and Selection**
UCL Faculty of Population Health staff must attend the following training sessions before being able to participate in UCL staff recruitment interview panels.

  o Recruitment and selection training: [http://www.ucl.ac.uk/hr/osd/timetable/programme/sdrshrpb/index.php](http://www.ucl.ac.uk/hr/osd/timetable/programme/sdrshrpb/index.php)
  o Unconscious Bias Training which can be accessed via moodle [https://moodle.ucl.ac.uk](https://moodle.ucl.ac.uk)
  o Unconscious Bias class room based training for interview panel chairs: Please contact Institute Manager Simon Galloway.

**Mandatory training for staff with teaching responsibilities**
In addition to the aforementioned training requirements for all employees, staff with teaching responsibilities are required to sign up to the relevant UCL Arena workshop as part of their probationary period:

*Academic Staff*
Lecturers and Teaching Fellows on probation can opt to meet the conditions of their probation, with respect to teaching qualifications, by gaining a **Higher Education Academy Fellowship** or a **UCL Arena Fellowship** through **UCL Arena Two**. Staff are expected to register in their first year of probation at UCL

• The **Academic Practice Pathway** provided by **UCL Arena Two**. This is based on investigating approaches to research-based education in subject disciplines. It draws on wider dimensions of academic practice and has a ‘light touch’ assessment requirement, leading to the full HEA Fellowship. It will provide a supportive, collegial forum for new UCL staff, contributed to by academic staff from across the disciplines and relevant professional staff, and will also introduce new colleagues to UCL’s characteristics, strategies and practices. This course does not carry any academic credits. [www.ucl.ac.uk/arena/two](http://www.ucl.ac.uk/arena/two)

• The **Professional Certificate in Teaching and Learning in Higher and Professional Education** (TLHPE), delivered by the IOE. This programme will continue to be available as an option for Lecturers and Teaching Fellows on probation who wish to
gain a full postgraduate teaching qualification which carries academic credits. Assessment is through 2 x 5000 word assignments. Full details of the PCTLHPE are available here: http://www.ioe.ac.uk/study/PSP9_PATHIM.html

- In exceptional circumstances, it may be possible to be exempt from registering for the UCL Arena Two or the PCTLHPE if the probationer has completed an equivalent programme in another HE Institution or has extensive teaching experience (at least three years full-time teaching responsibilities including lecturing, course design and assessment). Please refer to the guidance on the probationary scheme for further details: http://www.ucl.ac.uk/hr/docs/guidelines-lecturers-rf-probation.pdf

- Probationers must attend a mandatory briefing session on PhD Supervision: https://www.ucl.ac.uk/teaching-learning/professional-development/arena-open/research-supervision-ucl

Teaching Fellows

UCL Arena Two - Academic Practice Pathway for Lecturers and Teaching Fellows on probation, leading to Fellowship of the HEA. This stands as a full teaching qualification, and can fulfil the probationary requirement for gaining professional recognition as a teacher in higher education. www.ucl.ac.uk/arena/two

Part time probationary Teaching Fellows will be paid by their Department at their normal hourly rate of pay for the time required to attend the UCL Arena Two sessions outside their working hours. Pay will be limited to 39 contact hours for the modules. Practical teaching time is included in the course hours.

Postgraduate Teaching Assistants (PGTAs)

UCL Arena One - Teaching Associate Programme for Postgraduate Teaching Assistants (PGTAs), leading (optionally) to the submission of an application to become an Associate Fellow of the Higher Education Academy. http://www.ucl.ac.uk/arena/one

A mandatory introductory, three hour Gateway workshop, will run in term one (September and October) and in term two (January and April), this workshop is designed to prepare PGTAs for teaching responsibilities and to introduce approaches to teaching and learning. There is then the option to develop teaching practices and work towards a nationally recognised teaching award through the Teaching Associate Programme.

PGTAs will be paid at their normal hourly rate of pay for the time required to attend the mandatory workshop. Please submit the workshop hours on a timesheet as usual to our Finance Officer.

Athena SWAN

ICS has a Silver Athena SWAN Award and we support the Athena beliefs that:

1. We acknowledge that academia cannot reach its full potential unless it can benefit from the talents of all.
2. We commit to advancing gender equality in academia, in particular, addressing the loss of women across the career pipeline and the absence of women from senior academic, professional and support roles.
3. We commit to addressing unequal gender representation across academic disciplines and professional and support functions. In this we recognise disciplinary differences including:
   - the relative underrepresentation of women in senior roles in arts, humanities, social sciences, business and law (AHSSBL)
   - the particularly high loss rate of women in science, technology, engineering, mathematics and medicine (STEMM)
4. We commit to tackling the gender pay gap.
5. We commit to removing the obstacles faced by women, in particular, at major points of career development and progression including the transition from PhD into a sustainable academic career.
6. We commit to addressing the negative consequences of using short-term contracts for the retention and progression of staff in academia, particularly women.
7. We commit to tackling the discriminatory treatment often experienced by trans people.
8. We acknowledge that advancing gender equality demands commitment and action from all levels of the organisation and in particular active leadership from those in senior roles.
9. We commit to making and mainstreaming sustainable structural and cultural changes to advance gender equality, recognising that initiatives and actions that support individuals alone will not sufficiently advance equality.
10. All individuals have identities shaped by several different factors. We commit to considering the intersection of gender and other factors wherever possible.

ICS has an Equality and Diversity Committee and all staff are encouraged to join the committee and support its activities to continuously improve and promote gender equality across our Institute. If you want to join the committee please email Dr Silvia Schievano.

ICS also has a Pregnancy, Maternity and Return to Work group that meets once a term. This group is aimed at women who may be considering having a baby, are pregnant, on maternity leave or have returned from maternity leave and aims to provide an informal and confidential support network. Sometimes we have speakers who talk about specific issues that may affect women and their careers, but this is also an opportunity to meet other women in ICS and network and get emotional and practical support.

Maternity, paternity, adoption and parental leave

*Maternity Leave*
There is no qualifying length of service requirement for maternity leave or occupational maternity pay, however staff will need to fulfil Statutory Maternity Pay (SMP) qualifying requirements in order to receive statutory pay.

All employees on maternity leave are entitled to occupational maternity pay which is full pay for 18 weeks or full pay for 9 weeks followed by 18 weeks’ half pay. In addition to occupational maternity pay, an employee on maternity leave will be eligible for SMP if she has at least 26 weeks’ service at the notification week (15th week before the expected week of childbirth) provided that the average earnings are above the lower earnings limit for National Insurance contributions. SMP is payable for a 39-week period and is included within the weeks of full pay.
An employee requesting maternity leave is required to notify her line manager of her pregnancy and her expected maternity leave start date by the end of the 15th week before the expected week of childbirth or as soon as practicable thereafter. An employee should insert her details into UCL’s maternity leave calculator to plan the anticipated maternity leave dates. To apply for maternity leave, employees should download, complete and submit the application using the maternity leave form. Once completed, the application for maternity leave must be countersigned by her line manager and submitted with a copy of the employee’s MAT B1 form to Institute Manager Simon Galloway who will submit it to the HR ECA Team. Within four weeks of this notification having been received, the HR ECA Team will write to the employee to confirm the maximum amount of maternity leave and maternity pay to which she is entitled, including the date by which she is expected to return to work.

**Paternity and Partner’s Leave**
The partner of the mother or primary adoptive parent may take paid leave of up to 20 working days, pro rata for part time staff. This can be taken from three months before the expected week of childbirth or the date of adoption and up to three months afterwards. Paternity/Partner’s Leave and Pay does not have to be taken at one time and can be spread over this six month period. There is no qualifying length of service for entitlement to Paternity/Partner’s Leave and Pay. An employee cannot take Paternity/Partner’s Leave and Pay once a period of Shared Parental Leave has commenced.

**Shared Parental Leave**
There is no qualifying length of service requirement for Shared Parental Leave or Occupational Shared Parental Pay, however staff need to fulfil Statutory Shared Parental Pay, qualification requirements to receive statutory pay.

An employee can choose to bring her maternity leave, or her/his adoption leave to an end at any point after the compulsory two week period following the birth/adoption of the child and to share the remaining entitlement with her/his partner. The maximum amount of leave that can be shared between the parents is therefore 50 weeks. The leave must be taken during the 12 months following the birth or adoption of a child.

If the partner of a primary adopter or woman who has given birth wishes to take leave during the first two weeks following the placement/birth of a child, she/he should request to use Paternity/Partner’s Leave.

Shared Parental Leave can be taken by each parent separately. Alternatively, some or all of it may be taken simultaneously. To qualify for Shared Parental Leave at UCL, an employee must have, or expect to have responsibility for caring for the child. For Shared Parental Leave to commence, the mother or primary adoptive parent must have given notice to end her/his maternity leave or adoption leave, or have returned to work. An employee wishing to take Shared Parental Leave must ensure the necessary notifications and declarations are completed and submitted to their line manager within the timescales specified.

**Adoption Leave**
The primary adoptive parent and someone with whom she/he is adopting a child, are both entitled to the same provision in terms of service requirements, pay, amount of leave, return to work, etc. as that which she/he would receive under UCL maternity leave arrangements. Employees who are prospective primary adopters may take paid time off in
order to attend up to five adoption meetings. Employees who are adopting a child with someone else who is the primary adopter, are entitled to take unpaid time off in order to attend up to two such meetings.

Adoption Leave can start anytime from the date that the adopted child is placed, or up to fourteen days before the date of the placement. Any employee who has been approved by an Adoption Agency or Social Services Department as an adoptive parent, can qualify for adoption leave although not when an individual adopts the child or children of a partner.

For more information and forms [http://www.ucl.ac.uk/hr/docs/parental-leave.php](http://www.ucl.ac.uk/hr/docs/parental-leave.php)

Flexible working
UCL acknowledges that its staff are most productive when they have achieved a work-life balance that enables them to meet their responsibilities outside work. To facilitate different flexible working options ICS operates a ‘core business in core hours’ model for key meetings. Core hours are between 10.00 - 16.00.

If you wish to make a request for a change to your working arrangements you must contact your line manager and set out:

- the reason for your request
- the change in working pattern requested
- the required start date
- any effect which you consider the change will have on the work of the department/team in which you work and suggestions for addressing these.

UCL’s Work Life Balance policy [http://www.ucl.ac.uk/hr/docs/work-life-balance-policy.pdf](http://www.ucl.ac.uk/hr/docs/work-life-balance-policy.pdf)

Appraisal, review and development scheme
UCL operates a staff review scheme – full details are available on the following website: [http://www.ucl.ac.uk/hr/docs/staff_review_development.php](http://www.ucl.ac.uk/hr/docs/staff_review_development.php)

Staff should have appraisal meetings with their line manager between January to March each year. The Staff Review and Development Scheme applies to all staff who have successfully completed their probation. The annual appraisal is an important part of your career development and you should agree SMART objectives with your line manager as part of your appraisal. UCL has a helpful guide to appraisals and setting SMART objectives which you should familiarise yourself with before your appraisal [http://www.ucl.ac.uk/hr/docs/appraisal_smarter.php](http://www.ucl.ac.uk/hr/docs/appraisal_smarter.php)

Promotions
This section outlines the procedure for senior promotions, research and teaching promotions and applying for accelerated increments and award of contribution points.

**Senior Promotions**
Senior Promotions apply to Academic, Research and Teaching Staff, for promotion to grades 9 – 10:

- Senior Lecturer
Staff who have TUPEd from other organisations will be entitled to apply for promotion through this process on the understanding that a successful application will mean they move to UCL terms and conditions on their new employment contract.

Eligibility to apply for promotion to Senior Lecturer; Reader or Professor is restricted to:
- Staff currently employed in an academic post i.e. Lecturer, Senior Lecturer or Reader
- Research Fellows to whom UCL has made a contractual commitment of assimilation into an academic post on cessation of their fellowship
- NHS Consultants holding an appropriate and current honorary academic appointment at UCL
- Research council employees holding an appropriate and current honorary academic appointment at UCL

Eligibility to apply for promotion to Principal Research Associate/Fellow or Professorial Research Associate/Fellow (Grades 9 or 10) is restricted to:
- Staff currently employed in a research post i.e. Research Associate/Fellow; Senior Research Associate/Fellow or Principal Research Associate/Fellow (and where staff are externally funded, dependent upon funding being available)

Eligibility to apply for promotion to Principal Teaching Associate/Fellow (Grade 9) is restricted to:
- Staff currently employed in a Teaching Fellow or Senior Teaching Fellow post

Applications for submission of Senior Promotion applications take place once a year, usually in November and if an application is successful, awards are implemented the following October. Employees who wish to be considered for Senior Promotion are strongly advised to talk to their appraiser and Head of Research Department or Institute Director.

Criteria for Senior Promotions [http://www.ucl.ac.uk/hr/docs/proms/process.php](http://www.ucl.ac.uk/hr/docs/proms/process.php).

**Research and Teaching Promotions**

Research and Teaching Promotions apply to Research staff who wish to regrade from a Research Associate (Grade 7) to a Senior Research Associate (Grade 8) and Teaching staff who wish to regrade from Teaching Fellow (Grade 7) to Senior Teaching Fellow (Grade 8).

Applications for Research and Teaching Promotions are reviewed by a Faculty Research and Teaching Promotions panel once a year.

Criteria for research promotions: [http://www.ucl.ac.uk/hr/docs/proms/research_criteria.php](http://www.ucl.ac.uk/hr/docs/proms/research_criteria.php)

Criteria for teaching promotions:
As with Senior Promotions, all applications for Research and Teaching Promotions are reviewed by the ICS Promotions Panel, who will confirm which applications meet the criteria for submission to the Faculty panel for consideration. The deadline for submitting your application to the ICS panel will usually be 1st December every year. Promotion deadlines are on the ICS intranet.

Staff who wish to apply, should use either the Research Regrading Form or the Teaching Regrading Form and submit this along with:-

- A Curriculum Vitae which must contain at least the required elements specified in the Curriculum Vitae Preparation.
- A brief self-assessment (no more than 1 side of A4) indicating how the candidate’s research and knowledge transfer/exchange activity matches the criteria for promotion.

Successful applications will be submitted to the Faculty in January with applications being reviewed by the Faculty panel in February/March.

Additional considerations for research staff only:
**PhD award:** Researchers on Grade 6B may apply for promotion to Grade 7 upon award of their PhD. The Institute Manager or Director will write at any time of the year to the Faculty Manager to request a regrade, confirming the respective dates of submission and award, and supplying appropriate supporting paperwork.

**Top of Grade Progression:** Research Staff on Grade 6B for four or more years will be regraded to Grade 7 automatically unless the duties undertaken do not fulfil the criteria for a Grade 7, or when in exceptional circumstances a recommendation to the contrary is made.

**Accelerated Incremental Progression and Award of Contribution Points**
Accelerated Incremental Progression applies to all staff on non-clinical grades 1 – 9. Clinical scales are linked to NHS salary points and therefore accelerated incremental progression does not apply for employees on these grades.

Award of Contribution Points applies to all staff on non-clinical grades 1 – 9 who are at the top of the grade and clinical staff on grades CL7, 8, 9 and StR scales – for details of the contribution point ranges for Clinical Scales see [http://www.ucl.ac.uk/hr/ca/clin_acad1.php](http://www.ucl.ac.uk/hr/ca/clin_acad1.php).

Staff may be considered for an Accelerated Increment or Award of Contribution Point where the following criteria have been met:

- Outstanding performance has been achieved and maintained. Outstanding performance will need to have been demonstrated in terms of the employee’s achievements in the context of work undertaken, efficiency, resourcefulness, dependability and judgement. This performance must have been sustained over a period of at least 6 – 12 months.
- The employee has been receiving annual appraisals, with the evaluation of performance being based on performance since the last annual appraisal.
The objectives set have been stretching, relative to the grade of the staff member, have exceeded expectations and were fully achieved (unless circumstances beyond the member of staff’s control have prevented this).

The member of staff is at the top of their grade (Award of Contribution Points only)

In exceptional circumstances and where it has been demonstrated that an employee is greatly and exceptionally exceeding expectations, an employee can be considered for 2 accelerated incremental points or 2 award of contribution points.

Applications for Accelerated Incremental Progression or Award of Contribution Points are reviewed by the Faculty twice a year (usually December and June).

As with the other promotion processes, all applications are reviewed by the ICS Promotions Panel, who will confirm which applications meet the criteria for submission to the Faculty Accelerated Increments and Contribution Points panel. The deadline for submitting your application to the ICS panel will usually be around 1st November and 1st May every year. Promotion deadlines are on the ICS intranet.

The employee’s line manager will be need to complete a request for Accelerated Increments or Award of Contribution Points form and email this to the Institute Manager by the set deadline.

Successful applications will be submitted to the Faculty in November and May with applications being reviewed by the Faculty panel in December and June.

**Non-Clinical Professorial Appraisal Review**

Salary progression within professorial pay bands is subject to individual performance and specifically, the achievement of stretching objectives agreed through the appraisal process.

Each year, the performance of professors scheduled to be appraised in the previous period 1 August – 31 July, will be reviewed by the Institute Director and the Dean and rated as either:

- **A** – those who demonstrate that a stretching set of objectives have been achieved and expectations exceeded. These individuals will be considered for a pay increase or a lump sum bonus in addition to receiving the annual nationally negotiated cost of living award.
- **B** – those who meet expectation. These individuals will receive the nationally negotiated cost of living award.
- **C** – anyone whose achievements do not meet expectations. These individuals will move to an annual appraisal cycle and will not receive the nationally negotiated cost of living award until the year in which they meet their agreed objectives.

UCL HR will announce in the autumn term the level of pay award the Dean is eligible to make. This is subject to financial constraints and agreed across UCL.

Satisfactory completion of appraisal including sign-off in PAR and MyView is essential for consideration of a performance pay review.
Salary scale and annual increments
The UCL salary scale can be viewed here
http://www.ucl.ac.uk/hr/salary_scales/final_grades.php

Staff who have passed their probation and who are not on the top of the pay grade will automatically receive an additional increment every year in August. If you are on the top of your pay grade may be eligible to apply for additional contribution points. Please see the section on promotions for further information.

Professional development
The Organisational Development Unit within UCL provides a programme of courses which can be accessed free by all UCL staff. The programme includes development in areas such as: leadership, finance, project management, resilience, communication skills, personal effectiveness; and a number of popular researcher specific courses, which include grant writing and networking skills. More information about the courses available can be found at: http://www.ucl.ac.uk/hr/osd/timetable/index.php

Staff involved with teaching may be interested in attending some of the other courses run by UCL Arena Centre for Research-based Education. Information on the full range of courses offered by Arena is available here: https://www.ucl.ac.uk/teaching-learning/about-us/arena-centre

Networks for professional services staff
The Faculty has five cross-cutting professional networks to connect staff working in the areas below. The aim of the networks is to encourage professional services staff to share best practice, to facilitate better connections across the Faculty and to empower staff to effect change. The five networks are:

- HR
- Education
- Finance and research administration
- Communications
- PA

All professional services staff are strongly encouraged to join one or more of these networks. For more information and contact details for Network Leads, please have a look at the Faculty’s intranet page https://www.ucl.ac.uk/populationhealth-sciences/intranet/professional-networks

Annual leave/college closure days
Staff are entitled to 27 days holiday per annum, pro rata for part-time staff. Details of the annual leave policy is available on the Human Resources website http://www.ucl.ac.uk/hr/docs/annual_leave.php. In addition to your leave allowance, UCL closes over the Christmas and Easter periods each year. All holidays should be agreed with your line manager and recorded accordingly, particularly when staff involved in teaching or the administration of teaching wish to request leave during term times. Dates when the College is closed are on the following website http://www.ucl.ac.uk/staff/term-dates/
Annual leave must be logged on the online portal MyView [www.ucl.ac.uk/myview](http://www.ucl.ac.uk/myview)

**MyView**

MyView Self Service is an online application which allows UCL employees to view their HR record. MyView can be accessed at [www.ucl.ac.uk/myview](http://www.ucl.ac.uk/myview) and employees must log on using the central UCL (IS) computer account.

MyView Self Service allows employees of UCL to:

- View, print and save their payslips and P60s online
- View their appraisal and probation history at UCL
- Edit their own personal details using online forms. This includes contact details, emergency contacts, next of kin and bank account details. Note: Staff’s bank account details and payslips are not visible to managers.
- Allows an employee to submit an electronic request for leave directly to their manager for approval.
- Manually record training courses attended

**Sickness absence**

If you are unable to come to work due to illness you must notify your line manager as soon as possible. All medical certificates must be submitted to the Departmental Administrator. When you return to work after any period of sickness your line manager must conduct a return to work interview with you and record your sickness absence in MyView. Please see the following website for UCL’s sickness absence policy [http://www.ucl.ac.uk/hr/docs/sickness_absence.php](http://www.ucl.ac.uk/hr/docs/sickness_absence.php).

Staff with teaching responsibilities must ensure that students are informed of any changes or postponements to teaching as early as possible via Moodle and must inform the course administrator to ensure that the information can be communicated effectively.

**Right to work**

If you do not have an automatic right to work in the UK and have been issued with a CoS (Certificate of Sponsorship) and have limited leave to remain, please ensure you notify any change in your status immediately to the ICS HR Administrator. It is essential that we have current Right to Work documents for you which will also be sent to UCL HR, so if you are requested to provide your current documents by HR, please do respond promptly and if there is any delay, please advise the reasons for this.

Please be sure that you are aware of your responsibilities under the monitoring arrangements for staff with Tier 2 and Tier 5 visas [http://www.ucl.ac.uk/hr/docs/immigration/immigration-2016-monitoring-arrangements.pdf](http://www.ucl.ac.uk/hr/docs/immigration/immigration-2016-monitoring-arrangements.pdf)

Additionally, UCL is required to have a system in place to monitor staff on **Tier 2 and Tier 5 visas**. This system is in place to ensure that members of staff with Certificates of Sponsorship are complying with their legal requirement to inform their employer of any periods of absence from the workplace. We are required to ensure that we have good record keeping systems in place and to be able to report on the whereabouts of our staff on
Tier 2 and Tier 5 visas. The Institute has implemented a shared calendar system to enable us to meet this requirement and to report to the UK Border Agency in the event of an audit.

Staff with a tier 2 and 5 visa should therefore ensure that they have made a shared calendar available to the following staff:

- Line Manager
- Departmental Administrator or equivalent
- Head of Research Department

Your calendar should be used to note any periods of absence and the purpose and duration of your absence (in addition to the normal requirement to submit requests for absence to your line manager/Head of Research Department and recorded in MyView). It should also note whether you are working from home (if applicable) or the office and make it clear how UCL can contact you if necessary. Any personal details held in your calendar will be strictly confidential and your calendar will not be accessed unless we are required to do so by the UK Border Agency and to carry out mock audits as required. We do hope that this system will not be too disruptive for you. In order to share your calendar, please go to your Outlook Calendar, click on ‘Share Calendar’ in the top navigation bar and then select our names from the contacts list.

**Useful HR links**

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<td>Guidance on how to use ROME (Online Recruitment)</td>
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<td>UCL Payroll</td>
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General information for all staff

Staff expenses
Please ensure you read and abide by UCL’s Expenses Policy
https://www.ucl.ac.uk/finance/policies-procedures/expenses-policy

Staff expenses should be submitted via iExpenses using UCL’s MyFinance Online System which can be accessed via the following link: www.ucl.ac.uk/myfinance

All expenses claimed must have authorisation from the appropriate budget holder/member of staff in your group. Authorisation must be obtained prior to incurring the expenditure. Researcher costs submitted against a research account also must be submitted to the PI for approval.

A preferred approver must be set up in MyFinance prior to submitting any expense claims and instructions on how to do this can be obtained from our Finance Officer Penny Yiasemidou. General instructions on how to use the iExpenses module in MyFinance can be found by using the help function in MyFinance.

Accounts Payable requires that original receipts for all expenses are submitted with a print out of the summary page of the iExpenses claim. The expense claim should clearly state the reason for the expense claim including a description of the expenditure, dates of travel, destination and purpose, as appropriate, in the justification field.

Staff members will usually have expenses reimbursed within two weeks directly into your bank account via BACS payment.

Personal expense claims must be presented for reimbursement within three months of the expenditure being incurred; failure to submit within this time frame can result in the claim being rejected.

Please ensure you review the expenses policy before submitting a claim:
Expenses: https://www.ucl.ac.uk/finance/expenses
Financial Regulations http://www.ucl.ac.uk/finance/policies-procedures/financial-regulations

Health and personal safety
Everyone has a duty of care within the department. Please avoid activity likely to adversely affect others. Should you see anything potentially hazardous, please bring this to the attention of your line manager or to any other member of staff immediately. In the event of an actual incident contact the Institute Manager who will fill out a report form to the UCL Safety Services office.

UCL’s emergency number is 222. It should be dialled for security, accident, fire, or any other emergencies. If in doubt, dial 222.
Health and safety training
All new members of staff should receive a local safety induction carried out by the line manager/supervisor and/or local staff, starting with the Fire Safety and Local Familiarisation.

Following the local safety induction and, within three months of starting at UCL, all staff must also complete a UCL Corporate Safety Induction module via Moodle. This computer based training module is part of the mandatory UCL Safety Induction for new staff and post graduate research students. It aims to instil awareness that all staff and graduate students can have active roles, as individuals as well as being part of the UCL community, in developing and maintaining a culture that embraces good health and safety practices.

For information on how to complete this training please refer to the section in this handbook on ‘Mandatory Training for All Staff’. Further safety details can be found on the Safety Services website http://www.ucl.ac.uk/estates/safetynet/.

Fire safety
Please read the Fire notices situated around your building. As a precaution against fire, UCL runs scheduled and unscheduled fire drills. Whether a drill or not, if you hear a fire alarm leave the building at once and follow the instructions of the staff or of the fire evacuation marshals who will be identifiable by the yellow jackets they will be wearing. In the event of a fire, it is important that you leave the building quickly and by the nearest fire exit.

If you discover a fire, you should raise the alarm either through the nearest call-point or by dialling 222 and leave the building by your nearest available exit. Once you have exited the building please make your way directly to the assembly point for each building. Please do not leave the assembly point or attempt to re-enter the building after the fire alarm has sounded until safety officials have informed you that it is safe to do so.

In order to meet fire safety regulations all staff must receive an induction to fire safety procedures in their work place and should receive annual familiarisations thereafter. If you have not received a fire safety induction please inform the Departmental Administrator.

Security and access
Once you have completed the local safety induction you will be provided with access to the building and keys, if required. Please contact your local Departmental Administrator.

Due to the nature of the building it is recognised that the Institute buildings are susceptible to unauthorised people gaining access by tailgating people coming in and out of the entry halls. If you suspect that this has happened then please do not attempt to approach the individual directly. Please report this to UCL Security.

If you have concerns about anyone in the building you can contact security directly by calling x 32108 (or 0207 679 2108 from an external phone) or by calling 222 internally if you feel a situation is more urgent.
**First aid**
The Institute has a number of trained First Aid Officers. First Aid kits can be found in your local areas, please familiarise yourself with their location. If you are feeling unwell you can contact the UCL Occupational Health Centre on ext 37719.

**DSE assessment**
All new staff or staff moving work station should have a Display Screen Equipment (DSE) assessment. Staff who experience any discomfort at their desks and/or wish to move any equipment on their desk should also request that a DSE assessment is carried out to ensure that they are meeting Health and Safety good practice.
http://www.ucl.ac.uk/estates/safetynet/guidance/dse/
Staff facilities and benefits

Libraries
Staff need to produce their UCL ID card to any Issue Desk and complete a registration form in order to borrow from the Library. Full details about UCL’s Library Services can be found at http://www.ucl.ac.uk/library/

Besides UCL's own library, numerous libraries are concentrated in Bloomsbury. Particularly useful are the British Library on Euston Road and the University of London Library in Senate House.

UCL sports facilities
A gym and fitness centre is located in the Bloomsbury complex on the Gordon Street side of the campus, and a pool (at ULU) in Malet Street.

Bars and cafes
There are a range of facilities available to staff via the UCLU including several bars and cafes. Further details of these can be found on the UCLU website: http://uclu.org/facilities

UCL staff benefits
Details of the full range of staff benefits available to UCL staff can be found here:
http://www.ucl.ac.uk/hr/benefits/employee_benefits.php

Childcare voucher scheme
The scheme enables you to purchase child care vouchers by means of salary sacrifice from your UCL salary. Vouchers are Tax and National Insurance exempt for the first £55 per week of your childcare costs. http://www.ucl.ac.uk/hr/docs/childcare_voucher_scheme.php

Season ticket
All UCL staff are entitled to apply for an annual interest free season ticket loan as long as their contract of employment or external funding is for a period which exceeds the expiry date of the ticket (i.e. minimum of 12 months) and their net monthly pay is sufficient to cover the deduction of the loan.
http://www.ucl.ac.uk/hr/docs/season_tickets_bicycle_loans.php

UCL’s cycle scheme
This works similarly to the season ticket loan whereby UCL lends you the money to buy or rent a bike, and the money is then automatically deducted from your monthly salary, but you only pay back the gross not the net cost. The scheme is a voucher scheme and you will need to apply for a voucher to redeem against your goods when you collect them from the bike shop. http://www.ucl.ac.uk/hr/docs/cycle_scheme.php

The Study Assistance Scheme (SAS)
The Study assistance scheme provides support for UCL staff seeking to gain qualifications to support their work and careers. https://www.ucl.ac.uk/hr/osd/sas/index.php

Staff discounts
http://www.ucl.ac.uk/hr/benefits/staff_discounts.php
Bloomsbury Fitness: [http://uclu.org/bloomsbury-fitness](http://uclu.org/bloomsbury-fitness)

**Waterstones (Bloomsbury branch):** All UCL staff can apply for a Lecturer Loyalty Card and get 10% off all book purchases in store. To apply go Waterstones on the corner of Gower Street and Torrington Place and ask for the relevant form [https://www.waterstones.com/bookshops/gower-street](https://www.waterstones.com/bookshops/gower-street)

**Planet Organic (Torrington Place branch):** get 10% off your purchases upon showing your UCL staff ID card at the till.

**Costco membership:** As an employee in education you are eligible to join Costco. Costco operates a chain of cash & carry membership warehouses that sell high-quality, nationally branded and selected private-label merchandise at low prices to businesses purchasing for commercial use or resale, and also to individuals who are members of selected employment groups [www.costco.co.uk](http://www.costco.co.uk)

**Corporate rate at Central YMCA Club:** We have a corporate rate at Central YMCA Club, Great Russell Street, London. The **Corporate Peak rate is £53.50 and off peak £46.50** respectively through a monthly Direct Debit [www.ymcaclub.co.uk](http://www.ymcaclub.co.uk)

**NUS Extra Card:** available to UCL staff as well as students and can provide fantastic savings across a multitude of online and street stores [https://uclu.org/articles/buy-your-nus-extra-card-on-campus-now?dm_i=UAA,1Z3UK,3YRC5A,743LR,1](https://uclu.org/articles/buy-your-nus-extra-card-on-campus-now?dm_i=UAA,1Z3UK,3YRC5A,743LR,1)

**Bupa Eduhealth Essentials private medical insurance scheme:** This scheme is specially written scheme for the Education sector and offers special rates which are only applicable to University staff and their families [http://www.eduhealth.co.uk/ucl/](http://www.eduhealth.co.uk/ucl/)

**Gym and other memberships at UCL:** Deductions from wages can be made to the following: UCL 52 Club, Royal free Recreation Club, Fitness First, Senior Common Room and Chamber Music Club. Staff should make enquiries with the relevant club on deductions from pay.

**UCL Wider Wallet Scheme:** [https://uclbenefits.widerwallet.com/login](https://uclbenefits.widerwallet.com/login) Enjoy a range of discounts on day-to-day costs, leisure and entertainment.


**Microsoft Office/ Windows and Project:** for PCs and Macs from £6.15. Go to the following link and download to your computer [http://ucl.onthehub.com](http://ucl.onthehub.com)
Support for academic and research staff

Institutional Research Information System (IRIS)
https://iris.ucl.ac.uk/research

UCL IRIS is the research portal for UCL. It identifies the research activities of researchers, research groups, research centres, interdisciplinary centres and virtual research networks across the whole of UCL and displays individual profiles (excluding certain information that will remain accessible only within UCL) for all research active staff.

IRIS also allows staff and visitors to search for UCL’s publications and to browse all the research groups, research activities, academic staff and departments across UCL from one easily accessible place and provides access to the information that they are looking for by integrating with the new ‘funnelback’ Enterprise search application (better than Google Search).

It is important that all staff register details on IRIS and the publication database (RPS) as data is used to inform REF submissions.

You need to:
- be aware of the importance of the accuracy and completeness of the information relating to the department, and any centres, institutes or other organisational structures with which you are associated.
- ensure that any information relating to you or your group is correct and up-to-date.
- verify that your own personal profile is current.

For all technical issues, please contact iris@ucl.ac.uk

UCL Discovery/Research Publications System (RPS)
http://discovery.ucl.ac.uk/

UCL Discovery showcases UCL’s research publications, giving access to journal articles, book chapters, conference proceedings, digital web resources, theses and much more, from all UCL disciplines. Where copyright permissions allow, a full copy of each research publication is directly available from UCL Discovery.

You can search or browse UCL Discovery, see the most-downloaded publications, and keep up to date with the latest UCL research by RSS or even on Twitter.

The benefits for UCL researchers:
- UCL Discovery provides each researcher with a central hub for a comprehensive personal record of his/her outputs, which is easy to maintain and keep up-to-date
- Ability to make publications data and links to full-text available via Departmental or personal webpages
- Download statistics, available to UCL researchers, reportable by publication, by researcher, or by academic unit. Public reports will be periodically published through the repository website. UCL Discovery will serve the Professorial Appraisal Review (PAR) System with publications data
- Customisable reports can be used to support documents such as a curriculum vitae, promotion submission or grant submission
- Long-term storage and preservation of all deposited documents
- UCL Discovery will provide article- and author-level bibliometric measures, such as citation counts and the h-index
- The maintenance of a complete and accurate record of UCL research will support UCL’s management reporting and preparation for external research assessment exercises

It is important that all staff register their publications on the RPS system as data is used to inform REF submissions.

**Academic support**

[https://www.ucl.ac.uk/isd/services/learning-teaching](https://www.ucl.ac.uk/isd/services/learning-teaching)

There are many electronic tools that can support your academic work at UCL. These include teaching facilities in lecture theatres and computer workrooms, e-learning and collaboration tools, library and bibliographic facilities.

Moodle is UCL's Virtual Learning Environment and can be used to deliver your course online. Follow the Moodle link for more information and help including details of courses available [https://moodle.ucl.ac.uk](https://moodle.ucl.ac.uk)

**Applications for research funding**

The Faculty of Life and Medical Sciences has a team devoted to supporting researchers and bids [http://www.ucl.ac.uk/research/contact/teams/slms-rc](http://www.ucl.ac.uk/research/contact/teams/slms-rc) and they can provide advice and feedback on how to write your research proposal.

Contact details for our Faculty Strategic Research Facilitator:

Dr Melanie Bradnam  
[m.bradnam@ucl.ac.uk](mailto:m.bradnam@ucl.ac.uk)  
+44 (0)20 7679 0973 (internal x40937)

UCL also has extensive online resources to support researchers and academics with grant writing [http://www.ucl.ac.uk/research/resources-staff/grant-applications](http://www.ucl.ac.uk/research/resources-staff/grant-applications)

Identifying research and funding opportunities

- GRANTfinder [https://www.idoxgrantfinder.co.uk/](https://www.idoxgrantfinder.co.uk/)
- ResearchConnect [https://www.researchconnect.co.uk/](https://www.researchconnect.co.uk/)
- UCL Staff Research Hub [http://www.ucl.ac.uk/hr/od/research-hub/index.php](http://www.ucl.ac.uk/hr/od/research-hub/index.php)

To request access to GRANTfinder and ResearchConnect please contact Dr Jacob Sweiry [j.sweiry@ucl.ac.uk](mailto:j.sweiry@ucl.ac.uk)

When submitting a funding application to a sponsor, the Principal Investigator needs to consider the timeframe required to properly draft and agree the budget for a proposal (usually around six weeks from start to finish) and to obtain the appropriate approvals from
the Department, Institute and UCL’s Research Services sufficiently in advance of the sponsor deadline.

All proposed budgets must be submitted to UCL Research Services by the Department for approval via a research costing tool, Worktribe. Research Services have a published deadline of 2 weeks for the approval of research budgets and will not sign off applications that have not been properly approved on Worktribe. In order to ensure that the Department can meet this deadline and ensure that proposals are properly costed and approved the following deadlines apply within the Department.

Guidance on how to approach costing a research budget, including a budget checklist, can be obtained from your departmental administrative contact. Central guidance is also available from the UCL Research Services website https://www.ucl.ac.uk/research-services including:

- Apply for funding: https://www.ucl.ac.uk/research-services/apply
- UCL Application Process: https://www.ucl.ac.uk/finance/docs/docs-research/application_process.pdf
- How to cost an application: https://www.ucl.ac.uk/finance/docs/docs-research/costing_research.doc
Help and advice

Equalities, diversity and inclusion
The Institute’s Equal Opportunities Liaison Officer (DEOLO) is Simon Galloway.

Useful resources on UCL policies and contact details for the UCL Equality, Diversity and Inclusion team http://www.ucl.ac.uk/hr/qualities/

UCL has developed a strong network of trained anti-harassment advisers (Dignity at Work Advisors) and there is robust policy in place to ensure that harassment and bullying are not tolerated in the workplace or in study. You can contact a Dignity at Work Advisor in confidence http://www.ucl.ac.uk/hr/qualities/Dignity/index.php

Employee Assistance Programme
UCL provides a free and confidential, Employee Assistance Programme (EAP) from Care first, an independent provider of employee support services. Care first employ professionally qualified Counsellors and Information Specialists, who are experienced in helping people to deal with all kinds of practical and emotional issues such as wellbeing, family matters, relationships, debt management, workplace issues, and much more.

The EAP is designed to help you with a wide range of work, family and personal issues. From work-life balance to childcare information, relationships to workplace issues, health and well-being.

You don’t need to ask your manager to use Care first, just call 0800 197 4510 and you can speak to a professional counsellor or information specialist in confidence. It’s available 24 hours a day, 7 days a week, 365 days a year and is accessible by phone or online. The EAP can provide information booklets, articles, resource information on support services in your local area and even short term face-to-face counselling to help get you back on track.
For more information about the EAP see here http://www.ucl.ac.uk/hr/occ_health/eap.php

Wellbeing@UCL
UCL has a five-year wellbeing strategy http://www.ucl.ac.uk/wellbeing and a range of resources and events to support the wellbeing of all UCL staff.

Trade unions
The following trade unions are recognised by UCL to represent UCL staff and to negotiate terms and conditions of employment on their behalf.

- The University and College Union (UCU) is recognised by UCL to represent its Academic staff, Research staff and Administrative staff in academic-related grades. See the UCL UCU website at http://www.ucl.ac.uk/unions/UCU/
- UNISON is recognised by UCL to represent its Clerical, Secretarial, Manual and Ancillary staff. The UCL UNISON website can be found at http://www.uclunion.org
- Unite (formerly Amicus)/MSF is recognised by UCL to represent its Technical staff. The Unite (formerly Amicus) website can be found at http://www.ucl.ac.uk/~ucyuami/