

## 1. Summary for impatient people

### *Welcome to the Division of Biosciences*

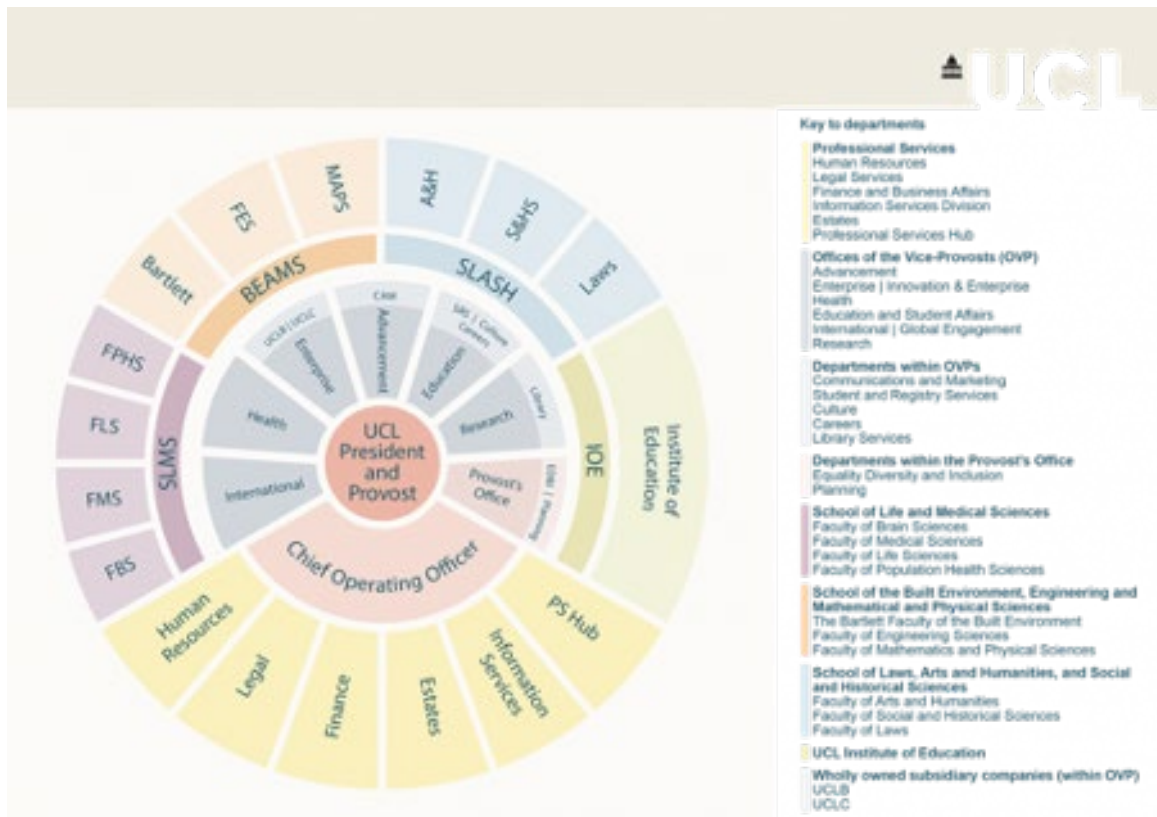
Here is a check-list of the most critical information you need to know when you land at the Division of Biosciences. The list intends to be as complete as possible, however, you might require to take specific actions that are not listed below. In such case do not hesitate to contact your postdoc representative for help. We might not have all the answers but we will point you in the right direction.

### *Check-list (When you arrive at UCL...)*

- Make sure all requirements for your contract are fulfilled and contract is active
- Complete Staff Registration form
- Provide bank account information. If you need to open a Bank Account UCL provides a useful [guide](#) to open an account in UK for internationals.
- Alternatively, you can open an account in Wise or Monzo to receive your payroll.
- The link to payroll deadline dates for each month is [here](#). Make sure to provide the bank details to HR before the cut-off date for that month, otherwise it will not be processed until the following pay period. Get your ID card from UCL [Security](#) Department [pre-booking](#) an appointment. Remember bringing an identity document.
- You should shortly receive your credentials and an email address. With the information create an account at UCL [MyAccount](#)
- Get in contact with your postdoc representative and sign-up in the Biosciences postdoc [Slack channel](#)
- Contact [HR](#) to schedule an induction
- Get in contact with your manager/departmental support staff to know the compulsory training and courses to start working at UCL
- Get in contact with the operations officer of the building for fire and safety training.
- Set up IT systems like VPN, [Desktop@UCL](#), etc... to be able to work remotely and have access to [print@UCL](#)
- Familiarize yourself with [MyFinance](#) and update information if necessary.
- UCL does not provide on-campus accommodation to Postdocs, so visit websites such as [SpareRoom](#), [Zoopla](#), [Rightmove](#) to find a suitable living space.
- Use the interactive [UCL map](#) to find your departmental building or to plan an itinerary within the campus (e.g how to navigate from Medawar Building to Gavin de Beer Lecture Theater)
- Keep this link safe to find [places](#) to eat (or drink) on and off campus.

## 2. Division of Biosciences: Structure, People, Maps

### 2.1 Structure of the Division and Departments



## 2.2 List of centre/department heads and administrators

*Division of Biosciences (from School of Life Sciences):*

- Director: Professor Andrew Pomiankowski ([a.pomiankowski@ucl.ac.uk](mailto:a.pomiankowski@ucl.ac.uk))
- Manager: Suzy Adcock ([s.adcock@ucl.ac.uk](mailto:s.adcock@ucl.ac.uk))
- Executive Assistant: Charlette Bent-Gayle ([c.bent-gayle@ucl.ac.uk](mailto:c.bent-gayle@ucl.ac.uk))

*Departments:*

*Usually, the executive assistant has all the answers you want to get from your department.*

- Cell and Developmental Biology (CDB):
  - Head: Professor Barbara Conradt ([b.conradt@ucl.ac.uk](mailto:b.conradt@ucl.ac.uk))
  - Executive Assistant: Michael Wright ([michael.wright@ucl.ac.uk](mailto:michael.wright@ucl.ac.uk))
- Genetics, Evolution and Environment (GEE):
  - Head: Professor Chris Thompson ([christopher.thompson@ucl.ac.uk](mailto:christopher.thompson@ucl.ac.uk))
  - Executive Assistant: Fiona Williamson ([f.williamson@ucl.ac.uk](mailto:f.williamson@ucl.ac.uk))
- Neuroscience, Physiology and Pharmacology (NPP):
  - Head: Professor Stephanie Schorge ([s.schorge@ucl.ac.uk](mailto:s.schorge@ucl.ac.uk))
  - Executive Assistant: Charlette Bent-Gayle ([c.bent-gayle@ucl.ac.uk](mailto:c.bent-gayle@ucl.ac.uk))
- Structural and Molecular Biology (SMB):
  - Head: Professor Snezana Djordjevic ([s.djordjevic@ucl.ac.uk](mailto:s.djordjevic@ucl.ac.uk))
  - Executive Assistant: Tabitha Owen ([tabitha.owen@ucl.ac.uk](mailto:tabitha.owen@ucl.ac.uk))

## 2.3 Key people in finance and other services

There are senior finance officers for each department:

**Rob Williams**

**Senior Finance Officer -  
GEE**

[ucbtrwi@ucl.ac.uk](mailto:ucbtrwi@ucl.ac.uk)

**020 3549 5709  
Internal: 65709**

<b>Stavroula Lialiou</b>	Senior Finance Officer - <a href="mailto:s.lialiou@ucl.ac.uk">s.lialiou@ucl.ac.uk</a>	020 3549 5470 Internal: 65470
<b>Jonathan Telford</b>	Senior Finance Officer - <b>CDB</b> <a href="mailto:j.telford@ucl.ac.uk">j.telford@ucl.ac.uk</a>	020 3549 5472 Internal: 65472
<b>Rebecca Khan</b>	Senior Finance Officer - <b>NPP</b> <a href="mailto:rebecca.khan@ucl.ac.uk">rebecca.khan@ucl.ac.uk</a>	020 3549 5471 Internal: 65471

More information can be found [here](#) on the finance and procurement page for Biosciences. These are the people who will know about grant codes and similar funding-based things. This page also includes details of the procurement officers.

Savannah Lahtinen ([s.lahtinen@ucl.ac.uk](mailto:s.lahtinen@ucl.ac.uk)) is a finance officer for Biosciences, she is often involved with the approval of expenses. So, she is a good person to ask about any expense related questions. The link above also contains a lot of useful information on claiming back expenses, including the [UCL expense policy](#).

Chris Pieri ([c.pieri@ucl.ac.uk](mailto:c.pieri@ucl.ac.uk)) is the procurement officer for GEE, SMB and CBD. He is one of the people who hold department credit cards and so is a useful person to contact if you have a conference registration fee or similar large expense that you need to pay.

### **Need a coffee while you unpack?**

- **Engineering Hall** (Alternate Tuesdays at 10:30am for postdocs gatherings)
- **Print room café** in the South Quad (Anytime 8:00 – 19:00 once reopens again)
- There are coffee machines around campus for coffee urgencies

