UCL INSTITUTE OF EPIDEMIOLOGY AND HEALTH CARE

STAFF HANDBOOK

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

We hope you will find this information helpful.

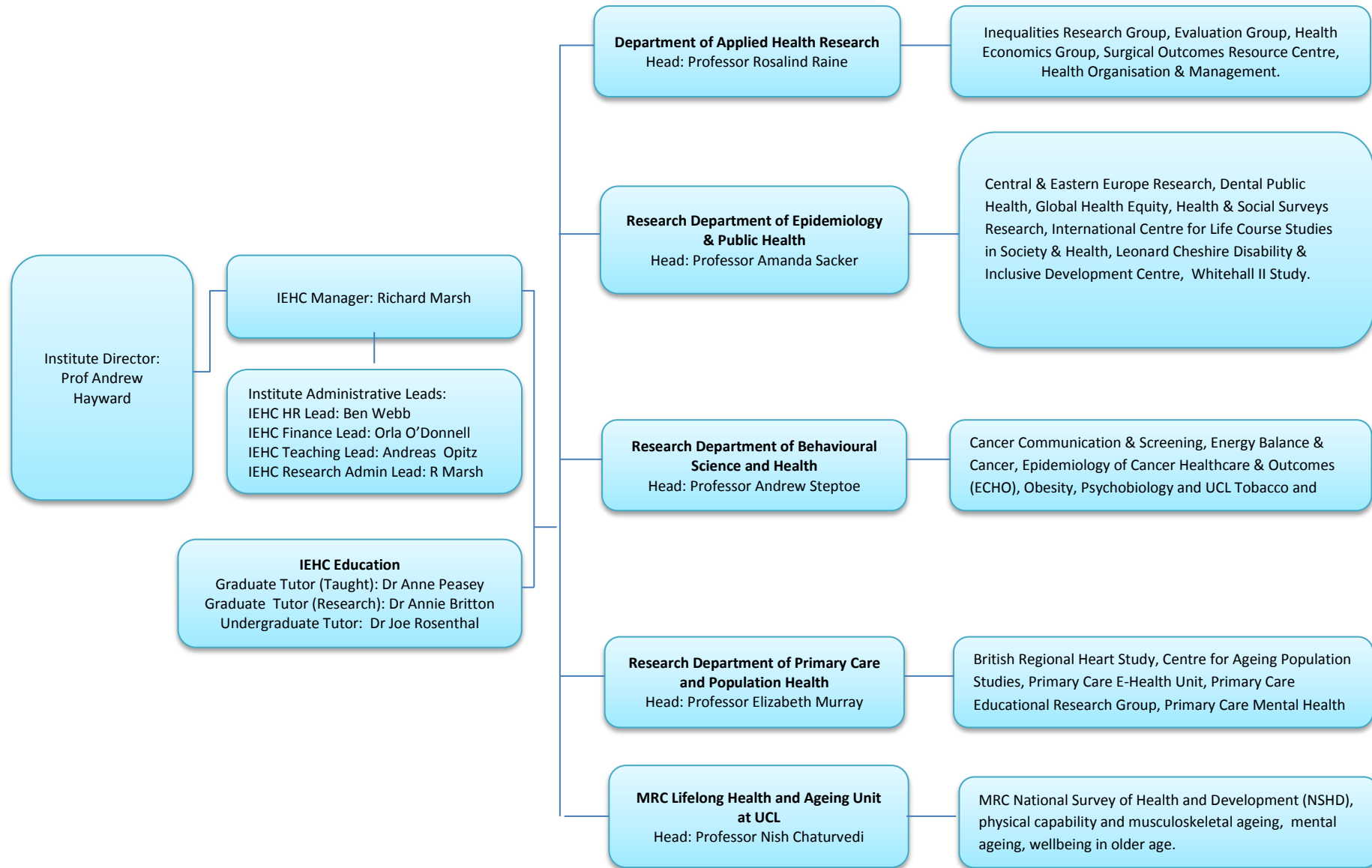# TABLE OF CONTENTS

INTRODUCTION

Welcome to the Institute of Epidemiology and Health Care at UCL. 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/iehc) **and** staff can find this handbook and other important information on the IEHC 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

Institute Director	Professor Andrew Hayward
Institute Manager	Richard Marsh
Heads of Research Departments: Academic Management:	
Research Department of Epidemiology & Public Health	Professor Amanda Sacker
Research Department of Primary Care & Population Health	Professor Elizabeth Murray
Research Department of Applied Health Research	Professor Rosalind Raine
Research Department of Behavioural Science Health	Professor Andrew Steptoe
MRC LHA	Professor Nish Chaturvedi
Institute Tutors:	
Institute Undergraduate Tutor	Dr Joe Rosenthal
Institute Postgraduate Taught Tutor	Dr Anne Peasey
Institute Postgraduate Research Tutor	Dr Annie Britton
Administrative Management:	
Institute Manager & Research Lead	Richard Marsh
Finance Lead	Orla O'Donnell
Human Resources Lead	Ben Webb
Education Lead	Andreas Opitz
Websites, Communication/ Marketing Lead	Andreas Opitz
Departmental Administration Contacts:	
Research Department of Epidemiology & Public Health	Ben Webb
Research Department of Primary Care & Population Health	Orla O'Donnell
Research Department of Applied Health Research	Chloe Levelle
Research Department of Behavioural Science Health	Lucy Brown
MRC LHA	Jane Johnson

Institute of Epidemiology and Health Care (IEHC)

Institute Director:
Prof Andrew Hayward

IEHC Manager: Richard Marsh

Institute Administrative Leads:
IEHC HR Lead: Ben Webb
IEHC Finance Lead: Orla O'Donnell
IEHC Teaching Lead: Andreas Opitz
IEHC Research Admin Lead: R Marsh

IEHC Education
Graduate Tutor (Taught): Dr Anne Peasey
Graduate Tutor (Research): Dr Annie Britton
Undergraduate Tutor: Dr Joe Rosenthal

Department of Applied Health Research
Head: Professor Rosalind Raine

Inequalities Research Group, Evaluation Group, Health Economics Group, Surgical Outcomes Resource Centre, Health Organisation & Management.

Research Department of Epidemiology & Public Health
Head: Professor Amanda Sacker

Central & Eastern Europe Research, Dental Public Health, Global Health Equity, Health & Social Surveys Research, International Centre for Life Course Studies in Society & Health, Leonard Cheshire Disability & Inclusive Development Centre, Whitehall II Study.

Research Department of Behavioural Science and Health
Head: Professor Andrew Steptoe

Cancer Communication & Screening, Energy Balance & Cancer, Epidemiology of Cancer Healthcare & Outcomes (ECHO), Obesity, Psychobiology and UCL Tobacco and

Research Department of Primary Care and Population Health
Head: Professor Elizabeth Murray

British Regional Heart Study, Centre for Ageing Population Studies, Primary Care E-Health Unit, Primary Care Educational Research Group, Primary Care Mental Health

MRC Lifelong Health and Ageing Unit at UCL
Head: Professor Nish Chaturvedi

MRC National Survey of Health and Development (NSHD), physical capability and musculoskeletal ageing, mental ageing, wellbeing in older age.

June 2017

INFORMATION FOR NEW STAFF

ID CARDS & 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.

Additional access is required for the Royal Free Campus site (Primary Care & Population Health) – contact Orla O'Donnell (o.o'donnell@ucl.ac.uk)

Keys can be obtained from the Departmental Administrator. In the interests of security all offices should be kept locked when not in use.

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 & 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 Science Library 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 Institutes IT Support are also available to provide IT support to staff, please get in touch with them using the following methods –
1.   Royal Free based staff email royalfree-itsupport@ucl.ac.uk
2.   Torrington Place staff email: *EPH-ITsupport@ucl.ac.uk*

PASSWORDS

Once you have obtained your initial IS Username and Password you must register your mobile phone number which will allow you to recover a forgotten password. More information can be found on the following link https://myaccount.ucl.ac.uk/

COMMUNICATIONS

News, Newsletter and Events
The news page contains updates and announcements on staff, research and events in the Institute of Epidemiology & Health Care. The Institute also publishes a monthly newsletter.

Please contact Andreas Opitz with notifications of news and events for the website and newsletter.

If you have any news items, published articles, media appearances, books or papers, or anything else related to the Institute that you would like to share with our external audience via the Institute social media, please let Andreas Opitz know.

You can also follow us on Twitter @UCL_IEHC

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/iehc)

The intranet allows staff access to an archive of minutes from all departmental committee meetings and to the Institute's booking system for IT equipment and room bookings.

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 Epidemiology & Health Care.

POST

Post is distributed via the pigeonholes 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 & 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 & ROOM BOOKINGS

The Institute has several rooms available to hold seminars, lectures, meetings and conferences.

Torrington Place

Room bookings can be made via your outlook calendar if you are within Torrington Place. Please note that availability can be restricted during term times due to the scheduling of teaching in these rooms.

Bookable rooms: 506, 512, 601, 608, 613, 706, 707, 803, 804, 805, 806

Royal Free

The Department of Primary Care & Population Health has several meeting rooms:

1. Meeting room 2, situated adjacent to room 30 and will accommodate 6-8 people. This room can be booked by contacting Fiona Giles f.giles@ucl.ac.uk.
2. Room 66, next door to the kitchen. This room will accommodate 4-6 people and is available through a booking system using Microsoft Outlook.
3. Tea Room, off of the kitchen. This room will accommodate 8-10 people and is available through a booking system using Microsoft Outlook

MRC LHA

The MRC Unit for Lifelong Health and Ageing at UCL (LHA) has one meeting room that holds 20. Please call Jane Johnson on 020 7670 5700 with any booking enquiries.

Please note that refreshments must be booked separately in advance from the UCL preferred catering suppliers.

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 and clear bin liners available in the photocopier room and in some staff offices. 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 centrally 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.

At MRC LHA please report all problems to 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 your Department Administrator or the HR Lead 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. 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.

Some important policies and information are outlined here.

INDUCTION & 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 & 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 4 weeks before the end of the probation, the probationary periods are as follows:

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

In addition to one-to-one meetings, 3 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 4 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/
  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/
  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). 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
  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
  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.

Much of UCL's induction related training is provided via computer based training (CBT) modules in Moodle (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/) or UCL's Organisational Development Division (http://www.ucl.ac.uk/hr/osd/) can be viewed and booked via the Single Training Booking System (https://www.ucl.ac.uk/hr/UCLTrainingBookingSystem/).

- **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:
- o Equal Opportunities: www.ucl.ac.uk/hr/docs/equal_opportunity.pdf
- o Equalities & 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 which 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.' Link here: 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). 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
  If you have any questions about the HR procedures at UCL please contact the Departmental Finance and Staffing Administrator.

- **Recruitment and Selection**

UCL Faculty of Population Health staff must attend the following training sessions before being able to participate on UCL staff recruitment interview panels.

- o Recruitment and selection training:
  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)
- o Unconscious Bias class room based training for interview panel chairs: Please contact the Institute HR lead.

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

- 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. Please contact the Finance & HR Administrator in the first instance to arrange payment.

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 by their Department 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 the Finance & HR Administrator.

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

Institute 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.

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 EducationInformation on the full range of courses offered by Arena is available here: https://www.ucl.ac.uk/teaching-learning/about-us/arena-centre

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

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 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.

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. Please see the following website for UCL's sickness absence policy: 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.

Sickness absence should be reported to your line manager and to the Departmental Administrator for reporting to Human Resources.

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) to allow you to work at UCL and/or you have limited leave to remain then you will be subject to annual checks of your right to work documents. Please ensure that you provide this information promptly when contacted by a member of staff to avoid any problems.

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
- HR lead
- Departmental Administrator or equivalent
- Head of 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 manager/Head of Department). 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 LINKS

UCL Human Resources	www.ucl.ac.uk/hr
UCL Institute of Epidemiology & Health Care	https://www.ucl.ac.uk/iehc
Annual Leave	www.ucl.ac.uk/hr/docs/annual_leave.php
Appraisal	www.ucl.ac.uk/hr/docs/staff_review_development.php
Bicycle Loan & Season Ticket	www.ucl.ac.uk/hr/docs/season_tickets_bicycle_loans.php
Certificate of Sponsorship	www.ucl.ac.uk/hr/docs/immigration/immigration-2016-faqs.pdf
Guidance on how to use ROME (Online Recruitment)	www.ucl.ac.uk/hr/rome
Information for New Starters	www.ucl.ac.uk/hr/new_starters/
Maternity Leave	www.ucl.ac.uk/hr/docs/maternity_links.php
MyView	www.ucl.ac.uk/myview
New Staff Benefits	www.ucl.ac.uk/hr/benefits/employee_benefits.php
Occupational Health Service	www.ucl.ac.uk/hr/occ_health/
Paternity Leave	http://www.ucl.ac.uk/hr/docs/leave_domest_personal_reasons.php
Probation	www.ucl.ac.uk/hr/docs/prob_procedure_links.php
Recruitment training	www.ucl.ac.uk/hr/osd/timetable/programme/sdrs-is/index.php
Sickness	www.ucl.ac.uk/hr/docs/sickness_absence.php
UCL Equalities	www.ucl.ac.uk/hr/equalities/
UCL Payroll	www.ucl.ac.uk/hr/payroll/
UCL Pensions	www.ucl.ac.uk/hr/pensions/

SUPPORT FOR ACADEMIC & RESEARCH STAFF

UCL RESEARCH
http://www.ucl.ac.uk/research

INSTITUTIONAL RESARCH 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 o 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

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 (VLE) and can be used to deliver your course online. Follow the Moodle link for more information and help including details of courses available.

APPLICATIONS FOR RESEARCH FUNDING

The Faculty of Life and Medical Sciences (SLMS) has an Institute Research Facilitators who can provide advice and feedback on how to write your research proposal. Research opportunities are also available on the 'Research Professional' website (http://www.researchprofessional.com/).

Contact details for the Faculty Research Facilitator:

Dr Melanie Bradnam

Research Facilitation Officer

+44 (0)20 7679 0973 (internal x40937)

When submitting a funding application to a sponsor, the Principal Investigator (PI) needs to consider the timeframe required to properly draft and agree the budget for a proposal (usually around 6 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

STAFF EXPENSES

Please ensure you read and abide by UCL's 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 your Departmental Administrator. General instructions on how to use the i-Expenses 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 the Departmental Safety Officer or to any other member of staff immediately. In the event of an actual incident contact the Departmental Safety Officer 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 & 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 in the central campus 36666 at the Royal Free 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, or ext. 33335 at the Royal Free.

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.

Please see the key staff details earlier in the handbook for names of First Aid Officers.

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.

Please see the key staff details earlier in the handbook for names of the Institute's DSE assessors.

STATEMENT OF SAFETY POLICY

The Institute's Statement of Safety Policy is updated annually and a copy should be provided at induction.

HEALTH SERVICES

A practice providing a full range of NHS Services is based on the second floor in the UCL Health Centre at 3 Gower Place. Further information can be found at http://www.gowerplacepractice.nhs.uk/

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 UoL 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) opposite Waterstones 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

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

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

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

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/

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 Enjoy a range of discounts on day-to-day costs, leisure and entertainment.

Apple Store for Education: http://www.apple.com/uk/shop/mac/education discounts for all university staff on Apple products.

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

HELP AND ADVICE

EQUALITIES, DIVERSITY AND INCLUSION

The Institute has two Equal Opportunities Liaison Officer (DEOLO) whom you can contact. More information can be found on the web at: http://www.ucl.ac.uk/hr/equalities/

TRADES 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.uclunison.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/