

**William Harvey Research Institute
Postdoctoral Network**

May 2017

Hi!

The WHRI Postdoctoral Network (WPDN) would like to welcome you to the William Harvey Research Institute, the Charterhouse Square campus and Queen Mary, University of London.

We hope that you enjoy your time at QMUL and that this Welcome Pack helps you to get settled, both in London and within the College.

The WPDN is here to support postdocs at the WHRI and to represent a collective voice for issues that are of interest to postdocs. We organize events aimed at postdocs to promote lab life, social life and career development throughout the year so keep an eye out for them. We also have a pub social every few weeks so please join us and meet other postdocs!

If you have any further questions or just want a friendly face to chat to, feel free to contact any of us on whri-wpdn@qmul.ac.uk or your departmental postdoc representative.

We're looking forward to meeting you!

The William Harvey Postdoctoral Network

<http://www.whri.qmul.ac.uk/staff-all/whri-postdoctoral-network>

Table of Contents:

Useful Contacts p.3

Working at QMUL p.4

Local Amenities p.5

Local Area Map p.7

New to London? P.8

New to the UK? P.9

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WHRI website: www.whri.qmul.ac.uk

Working at QMUL

HUMAN RESOURCES (HR)

- A list of HR policies can be found here:
 - <http://www.hr.qmul.ac.uk/workgm/index.html>
- An independent website we suggest:
 - <https://www.entitledto.co.uk/benefits-calculator/startcalc.aspx>
- Things we suggest may be important to check out are:
 - Maternity and paternity leave (shared parental leave)
 - Employee benefit scheme (advice and counselling)
 - Bonuses, redundancy, redeployment
 - Flexible working
 - Child care and salary sacrifice
 - Pensions
 - Housing
 - Tax credits

RESEARCH SUPPORT FACILITIES

- A list of research support facilities can be found here:
 - <http://www.qmul.ac.uk/research/research-support/index.html>
 - For studies requiring ethical approval please contact the JRMO (in the link above) ASAP as the process can take a while.
- Careers, training and development
 - The Careers Service have a dedicated careers advisor for researchers. They provide application and interview support.
 - <http://www.careers.qmul.ac.uk/researchers/index.html>
- The CAPD provide professional and personal development training courses.
 - The researcher development officer provides one-to-one mentoring sessions for researchers.
 - <http://capd.qmul.ac.uk/what-we-offer/researcher-development/>
- English Support Courses:
 - <http://www.qmul.ac.uk/studentlife/qmlearning/englangstudy/>

Local Amenities

Charterhouse Square is based right in the centre of Clerkenwell which is incredibly fun but can also be quite daunting to begin with. Here are some places we recommend to get you started on the area.

Coffee

- Workshop Coffee
 - 27 Clerkenwell Rd, Clerkenwell, London EC1M 5RN
- EC1 Coffee House
 - 49 Clerkenwell Rd, Clerkenwell, London EC1M 4PN
- Clerkenwell Grind
 - 2-4 Old St, London EC1V 9AA
- Benugo
 - 116 St Johns Street, Clerkenwell, London EC1V 4JS
- Costa
 - 68 Goswell Rd, London EC1M 7AD
- Starbucks
 - 8 Charterhouse Bldgs, London EC1M 7AN

Food

- The Shield Café
 - Monday to Friday 8.00 am – 5.00 pm
- Pret a Manger
 - Units 8-9, Charterhouse Buildings, Goswell Rd, London EC1M 7AN
- Abokado *Gluten-free food available
 - 7 Charterhouse Bldgs, London EC1M 7AN
- Benugo
 - 116 St Johns Street, Clerkenwell, London EC1V 4JS
- Peppe's
 - 118 St Johns Street, Clerkenwell, London EC1V 4JS
- Hampers
 - 11 Carthusian Street, Clerkenwell, London EC1M 6AD
- Momo Canteen *Gluten-free food available
 - 9 Carthusian Street, Clerkenwell, London EC1M 6EB
- Anfa Café
 - 102 St John St, Clerkenwell, London EC1M 4EH
- Street Markets
 - Whitecross St
 - Leather Lane
 - Exmouth Market

Supermarkets

- Sainsbury's
 - 91-93 St John St, Clerkenwell, London EC1M 4NU
- Tesco
 - 131 Aldersgate St, London EC1A 4JQ
 - 1 Brewhouse Yard, St John St, London EC1V 4JD
- Waitrose
 - 174 St John St, Clerkenwell, London EC1V 4DE

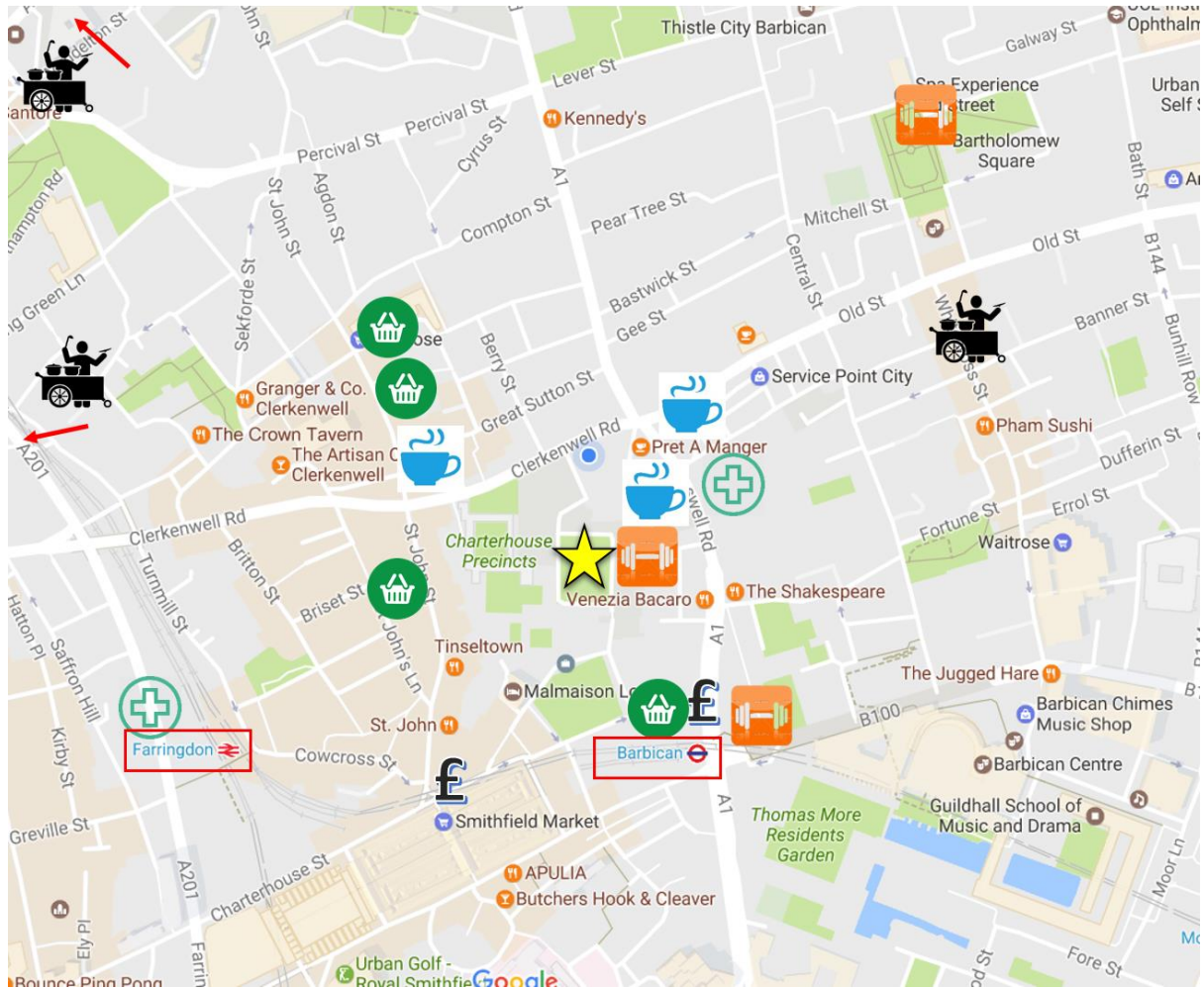
Pharmacies

- Boots
 - 25-27 Farringdon Rd, London EC1M 3HA
- S Chauhan
 - 36 Goswell Rd, Clerkenwell, London EC1M 7AA

Gyms

- Fitness to Practice (Charterhouse Square)
 - London EC1M 7AJ
 - Monday - Sunday 7.00am - 11.00pm
 - <https://www.qmsu.org/fitnesstopractice/>
- Better Tel: 0203 642 5520
 - 1 Norman St, London EC1V 3AA
 - Monday - Friday 6.30am - 9.30pm, Saturday - Sunday 9.00am - 6.00pm
 - <http://www.better.org.uk/leisure-centre/london/islington/ironmonger-row-baths>
- The Gym Tel: 0330 055 3722
 - 265-269 Goswell Rd, London EC1V 7AH
 - Open 24 hours
 - thegymgroup.com
- Gym Box Tel: 020 3780 4698
 - 201A Old St, London EC1V 9NP
 - Monday - Friday 6.00am - 11.00pm, Saturday - Sunday 10.00am - 6.00pm
 - gymbox.com
- Virgin Active Tel: 020 3797 2746
 - 97 Aldersgate St, London EC1A 4JP
 - Monday - Friday 6.00am - 10.00pm, Saturday - Sunday 8.00am - 8.00pm
 - www.virginactive.co.uk
- CitySport Tel: 020 7040 5656
 - The Franklin Building, 124 Goswell Rd, London EC1V 7DP
 - Monday - Friday 6.30am – 11.00pm, Saturday - Sunday 8.00am - 8.00pm
 - citysport.org.uk

Local Area Map



New to London?

ACCOMMODATION

It can be very expensive to live in the immediate area around Charterhouse Square. Almost everybody will live elsewhere and commute in. Popular areas which are cheaper are in Hackney and South of the river but bargains can be found around Angel and Camden.

Spare room:	https://www.spareroom.co.uk/london
Easyroommate:	http://uk.easyroommate.com/south-east/london-flatshare
Movebubble:	http://www.movebubble.com/movebubble-blog
Zoopla:	http://www.zoopla.co.uk/
Rightmove:	http://www.rightmove.co.uk/
Hostels:	http://lhalondon.com/ http://www.unitestudents.com/

For tenancy rights and deposit protection visit:

<http://www.rentersrightslondon.org/your-rights/>

https://england.shelter.org.uk/get_advice/private_renting/problems_with_renting/letting_agent_redress_schemes

<https://www.gov.uk/tenancy-deposit-protection/overview>

TRAVEL

You can use a contactless payment card, Apple Pay or Oyster card on buses and tubes throughout London.

Closest tube stations:

Barbican (Hammersmith & City, Circle and Metropolitan lines)

Farringdon (Hammersmith & City, Circle and Metropolitan lines, National Rail)

Moorgate (Hammersmith & City, Circle and Metropolitan lines, National Rail)

Old Street (Northern line, National Rail)

St Pauls (Central line)

For tube maps & live updates on services: <https://tfl.gov.uk/>

You can also find more pricing information for the most suitable formula (weekly/monthly subscription, pay as you go with your contactless card etc.)

We use the CityMapper app which has very accurate on live updates on tube and bus services and can be downloaded on Android smart phones and iPhones

<https://citymapper.com/apps>

QMUL staff travel loan scheme: Loan to buy a year travelcard. It is taken out of your monthly pay and provides savings of approximately 2 months travel
<http://www.hr.qmul.ac.uk/workqm/travel/>

Santander bikes are available to rent. There is a docking station at the Clerkenwell Road end of campus.

New to the UK?

We know that being brand new in the UK and figuring things out can be confusing so hopefully these things will help!

List of things that have to be done after your arrival in the UK

1. Mobile phone “Pay as you go” for the first days: Page 11
2. Call for an appointment to have your National Insurance number (NIN) (5-14 days): Page 9
3. Find accommodation: Page 8 (3-4 days dedicated to that)
4. Sign your employment contract (an address is asked)
5. Open a bank account (NIN, address and employment contract required): Page 10

NATIONAL INSURANCE (NI)

Applying for your National Insurance number

- You need to apply for an NI number by phone.
- You will be asked basic questions like your name, your address, your job and the date you arrived in the UK.
- National Insurance number application line (Monday to Friday, 8am to 6pm):
Telephone: 0345 600 0643
Textphone: 0345 600 0644

National Insurance number interview

- Jobcentre Plus may write to you or ask you to come to an interview where you’ll be asked about your circumstances and why you need a National Insurance number. The interview usually takes place in a Jobcentre within the boundary of your postcode.
- You will need to take identification documents with you eg:
 - Passport or identity card
 - Proof of address (e.g. rental agreement)
 - Employment contract
 - Residence permit
 - Marriage or civil partnership certificate
- You’ll be told at the interview how long it’ll take to receive your National Insurance number (usually takes 4-6 weeks).

Working without NI number

- You can start work before your National Insurance number arrives if you can prove you can work in the UK.
- You will be given a reference number which you can give to HR and use to pay into your NI account.
- You will need to call HR and replace this reference number with your NI number as soon as it arrives.

For more information please visit: <https://www.gov.uk/apply-national-insurance-number>

OPENING A BANK ACCOUNT

- Most banks will need two valid and original documents: one from the proof of ID list and the other from proof of address list.
- Proof of ID:
 - Full and valid UK or foreign passport
 - A full UK or foreign photocard driving licence
 - Photocard national identity card
- Proof of address:
 - Council/Housing Association tenancy agreement
 - Letter/bill from utility company (Less than 3 months old. The letter/bill cannot be printed off the internet and mobile phone bills are not accepted)
 - Another UK bank/credit card statement (less than 3 months old and not printed from the internet).
- Some of them might ask for your NIN
- HR can provide a letter that states job title and length of contract to help with bank accounts

Some of the banks close to Charterhouse Square campus:

- Barclays Bank
 - 89 Charterhouse St
 - barclays.co.uk
 - 0345 734 5345
 - Open Monday to Friday 9:30-16:30
- NatWest
 - 134 Aldersgate St, London EC1A 4JA
 - natwest.com
 - 0345 788 8444
 - Open Monday to Friday 8:30-17:30
- HSBC
 - 31 Holborn, London EC1N 2HR
 - hsbc.co.uk
 - 0345 740 4404
 - Open Monday to Friday 8:00-18:00
- Lloyds
 - 109 Finsbury Pavement
 - lloydsbank.com
 - 0845 300 0000
 - Open Monday to Friday 8:30-17:00

MOBILE NETWORKS

- In the UK we have contract or Pay As You Go mobiles and SIM cards.
- Below are some of the mobile networks available in UK. You can visit each network's website to check for the tariff most suitable for you.
- Three: <http://www.three.co.uk/>
- O2: <http://www.o2.co.uk/>
- Vodafone: <https://www.vodafone.co.uk/>
- Giffgaff: <https://www.giffgaff.com/>
- Talk Talk: <https://www.talktalk.co.uk/shop/>

REGISTERING WITH A GP

- You can search for a GP online using your postcode. Most GPs will accept registrations if your home address is within the practice's boundary.
- You will formally register as a National Health Service (NHS) patient by submitting a registration form to your chosen GP. The form is available to download online, however, most practices use their own versions, so it is best to walk in and register on site.
- Once you complete and submit the form, you will receive a formal letter to confirm your registration as a patient with the practice.
- Requirements for registration:
 - a proof of ID
 - a proof of address (a bank statement or utility bill)
- Visits to see a nurse or GP is *FREE*. You just need to phone up and make an appointment. Some practices also do walk-in clinics, which you can check with them once registered.

For more information please visit:

<http://www.nhs.uk/NHSEngland/AboutNHSservices/doctors/Pages/NHSGPs.aspx>

and also <http://www.nhs.uk/pages/home.aspx>