

# Appendix A: Useful Contacts

## Within the ICS

### **Director of Postgraduate Studies: Professor Anne Soutar**

Rm 3003b, 3<sup>rd</sup> floor Clinical Research Building

Email: [anne.soutar@csc.mrc.ac.uk](mailto:anne.soutar@csc.mrc.ac.uk) Extension: 32324

### **Postgraduate Student Administrator: Kate Baird**

Rm 2N1, 2<sup>nd</sup> floor Commonwealth Building

Email: [kate.baird@csc.mrc.ac.uk](mailto:kate.baird@csc.mrc.ac.uk) Extension: 38253

### **Members of the Postgraduate Training Advisory Group**

#### ***Serena Counsell (Neonatal Imaging)***

Robert Steiner MRI Unit

Email: [serena.counsell@csc.mrc.ac.uk](mailto:serena.counsell@csc.mrc.ac.uk) Extension: 33298

#### ***Oliver Howes (Psychiatric Imaging)***

Rm 232 Cyclotron

Email: [oliver.howes@csc.mrc.ac.uk](mailto:oliver.howes@csc.mrc.ac.uk) Extension: 33766

#### ***James Leiper (Nitric Oxide Signalling)***

Rm 7S7a, 7<sup>th</sup> floor Commonwealth Building

Email: [james.leiper@csc.mrc.ac.uk](mailto:james.leiper@csc.mrc.ac.uk) Extension: 38405

#### ***Fadri Martinez-Perez (Meiosis)***

Rm 5005, 5<sup>th</sup> floor Clinical Research Building

Email: [enrique.martinez-perez@csc.mrc.ac.uk](mailto:enrique.martinez-perez@csc.mrc.ac.uk) Extension: 34314

#### ***Christian Speck (DNA Replication)***

Rm 3006, 3<sup>rd</sup> floor Clinical Research Building

Email: [chris.speck@csc.mrc.ac.uk](mailto:chris.speck@csc.mrc.ac.uk) Extension: 33387

#### ***Louise Thomas (Metabolic and Molecular Imaging)***

Robert Steiner MRI Unit

Email: [louise.thomas@csc.mrc.ac.uk](mailto:louise.thomas@csc.mrc.ac.uk) Extension: 33772

### **CSC Student Community**

[s.piper10@imperial.ac.uk](mailto:s.piper10@imperial.ac.uk) or [d.bull09@csc.mrc.ac.uk](mailto:d.bull09@csc.mrc.ac.uk)

Student support network organising academic and social events in ICS, and arranging to attend activities at South Kensington and throughout the city. The student community also represents students at PTAG meetings.

<http://www.csc.mrc.ac.uk/Students/StudentCommunity/>

### **Hammersmith Student Community**

Student support network organising academic and social events for all students on Hammersmith campus, and arranging to attend activities at South Kensington and throughout the city.

<http://union.ic.ac.uk/medic/hammersmithstudents/>

## Student Welfare Contacts

*This is only a selection of resources. The Imperial College Union website has an excellent and comprehensive Information and Advice section.*

<http://www.imperialcollegeunion.org/information-and-advice/>

### College Tutors

In addition to ICS support, all students also have confidential access - independent of department or division - to the College Tutors regarding academic issues, and all aspects of pastoral care within the College.

<http://www.imperial.ac.uk/students/collegetutors>

### Careers Advisory Service

[careers@imperial.ac.uk](mailto:careers@imperial.ac.uk), +44 (0)20 7594 8024, Level 5, Sherfield Building, South Ken  
Careers and further study related information, advice, and guidance services. Check the Careers website for full details, and subscribe to the e-vacancy Alert! for an email alerting service.

<http://www.imperial.ac.uk/careers>

### Chaplaincy Centre

[chaplaincy@imperial.ac.uk](mailto:chaplaincy@imperial.ac.uk), +44 (0)20 7594 9600, East Basement, Beit Quad, South Ken  
A resource for people of faith on campus and home to a group of chaplains of different denominations. Contact details for each are available on the website.

<http://www.chaplaincy.imperial.ac.uk/>

*The Imperial College Union website contains details of clubs & societies for specific faith groups.*

### Disabilities Advisory Service

[disabilities@imperial.ac.uk](mailto:disabilities@imperial.ac.uk), +44 (0) 20 7594 9755

Advises individual students no matter what their disability to ensure that they have the support they need. <http://www3.imperial.ac.uk/disabilityadvisoryservice>

### International Office

[international@imperial.ac.uk](mailto:international@imperial.ac.uk), +44 (0)20 7594 8040, Room 164, Level 1 Sherfield Building, South Ken

Deals with all international issues, and all students from outside the UK. The office is located opposite the Nat West branch. Normal opening hours are:

Monday- Wednesday 10:00-17:00      Thursday 10:00-13:00      Friday 10:00-17:00

<http://www.imperial.ac.uk/international/>

### Health Centre

[healthcentre@imperial.ac.uk](mailto:healthcentre@imperial.ac.uk), 40 Princes Gardens, London SW7 1LY

Reception +44 (0)20 7594 9375/6 External telephone number +44 (0)20 7584 6301

Doctors, nurses, psychotherapists, counsellors, psychiatrist, sports medicine specialist, physiotherapy, acupuncture, Alexander Technique, homeopathy, reflexology, aromatherapy.

<http://www.imperial.ac.uk/healthcentre>

### London Nightline

[listening@london-nightline.org.uk](mailto:listening@london-nightline.org.uk), +44 (0)20 7631 0101

A telephone helpline offering confidential listening, support and information to students in London. It is open every night of term from 18.00 to 08.00, and is run by students of affiliated higher education institutions in the London area.

<http://www.nightline.org.uk/>

### **Muslim Prayer Room**

[islam@imperial.ac.uk](mailto:islam@imperial.ac.uk), 9 Prince's Gardens, South Ken

Organised by the Imperial College Islamic Society. As well as a place to wash yourself and pray your five daily prayers, it is a place to learn about Islam, eat a Halal lunch with friends, and find out about upcoming events.

[www.theisoc.com](http://www.theisoc.com)

*The Imperial College Union Student Handbook website contains details of clubs & societies for specific faith groups.*

### **Student Counselling Service**

[counselling@imperial.ac.uk](mailto:counselling@imperial.ac.uk), +44 (0)20 7594 9637, Room 2S7 Commonwealth Bldg, Hammersmith

Counselling is available to any student registered with the College, about any personal issue. Phone or email to arrange an appointment. A counsellor comes to Hammersmith on Wednesday afternoon, but students can make an appointment at any campus.

<http://www.imperial.ac.uk/counselling>

### **Student Financial Support & Scholarships**

[student.funding@imperial.ac.uk](mailto:student.funding@imperial.ac.uk), +44 (0)20 7594 8130 or  
[scholarships@imperial.ac.uk](mailto:scholarships@imperial.ac.uk), +44(0)20 7594 8130

Level 3, Sherfield Building, South Ken

Student funding advice and administration (Access to Learning Fund, College Hardship Fund, etc).

<http://www3.imperial.ac.uk/registry/studentfinancialsupport>

### **Imperial College Union**

[advice@imperial.ac.uk](mailto:advice@imperial.ac.uk), +44 (0)20 7594 8067, Beit Quad, South Ken

Confidential, impartial and independent advice on welfare and academic issues. For more information or to make an appointment contact Union Advisor Nigel Cooke at the address or phone number above. The Union also represents the student body to College on academic, welfare, accommodation and student development issues.

<http://www.union.imperial.ac.uk/>

## Academic and Administrative contacts

### English Language Support Programme (ESLP)

[elspadministrator@imperial.ac.uk](mailto:elspadministrator@imperial.ac.uk), +44 (0)20 7594 8748, Sherfield Building Level 3, Room 309 South Ken

Conduct the Initial Tests for the Imperial College English Requirement, and run many English classes free for students.

<http://www3.imperial.ac.uk/humanities/englishlanguagesupport>

### Graduate Schools

[graduate.school@imperial.ac.uk](mailto:graduate.school@imperial.ac.uk), +44 (0)20 7594 1383, Registry, Level 3, Sherfield Building, South Ken

The Graduate School runs the Transferable Skills courses and several collaboration-encouraging events throughout the year.

Twitter: follow @ImperialGradSch for news, events and highlights

Facebook: Imperial College Graduate School

[www.imperial.ac.uk/graduateschool](http://www.imperial.ac.uk/graduateschool)

### Occupational Health

[occhealth@imperial.ac.uk](mailto:occhealth@imperial.ac.uk), 020 7594 9401, Level 4, Sheffield Building, South Ken

All students working in high-risk areas must register with Occupational Health as soon as possible after registering. Please read the induction handout available from the PSA for details.

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

### Registry

Level 3 of the Sherfield Building, South Ken

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

Registry keeps all student records for Imperial College. They are divided into Admissions, Records, Research Degrees and Certificates teams. In most instances the ICS PSA will contact Registry on a student's behalf. If the PSA is not available for an urgent query, or if you would like to speak to Registry directly, these are the contact details.

If you wish to speak to someone in person regarding any Registry-related matter, please come to the Student Hub counter on Level 3, Sherfield building, South Kensington.

Should you wish to send documentation to the Registry, the postal address is:

*Appropriate Team*

Registry

Imperial College London

Level 3 Sherfield Building

South Kensington Campus

London SW7 2AZ

### **Medicine Postgraduate Admissions**

[medicine.pg.admissions@imperial.ac.uk](mailto:medicine.pg.admissions@imperial.ac.uk), +44 (0)20 7594 7259

The Admissions Teams are responsible for the receipt and processing of all applications to Imperial. If you have submitted an application, have received an offer, or are waiting for a decision on an application, and you have a specific question relating to this, you can contact Medicine Postgraduate Admissions.

**Student Records**

[records@imperial.ac.uk](mailto:records@imperial.ac.uk) , +44(0)207 594 7267

The Records team handles matters concerning current Imperial College students and alumni including registration, examinations and document requests.

**Research Degrees**

[research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk), +44(0)20 7594 6087

The Research Degrees team looks after thesis submission and all other issues concerning the assessment and examination of research degrees.

**Certificates**

[certificates@imperial.ac.uk](mailto:certificates@imperial.ac.uk), +44(0)20 7594 8037

The Certificates team can help you if you have not received your degree certificate, if you have misplaced your certificate, or if you require additional copies of your certificate.

**Student Accommodation Centre**

[accommodation@imperial.ac.uk](mailto:accommodation@imperial.ac.uk) , +44(0)20 7594 9444, Level 3, Sherfield Building, South Ken  
Assistance with housing arrangements. Be aware that university-run postgraduate housing is very limited at Imperial College.

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

**Student Placement Office**

[a.hawksworth@imperial.ac.uk](mailto:a.hawksworth@imperial.ac.uk), +44 (0)20 7594 8044, Room 324, Sherfield Building, South Ken  
General advice and information for external credit-based placements, especially those abroad. This is also the organising office for UROP. The Assistant Registrar (Placements) Adrian Hawksworth is the contact person.

<http://www3.imperial.ac.uk/registry/proceduresandregulations/qualityassurance/collaborative>

## Student Technical Support Contacts

### Campus Library

[library@imperial.ac.uk](mailto:library@imperial.ac.uk) , ext 33246, 1<sup>st</sup> floor Commonwealth, Hammersmith

The Imperial College Libraries can help you find a range of resources for your project, and also offer many training courses in researching publications, organising references. Full details are available on the website.

<http://www3.imperial.ac.uk/library/find>

### CSC Biological Imaging Centre (BIC)

[bic@imperial.ac.uk](mailto:bic@imperial.ac.uk), ext 38591

The facility is headed by Dr Willy Gsell, and develops and implements in vivo, non-invasive imaging techniques, including magnetic resonance imaging (MRI), positron emission tomography (PET), ultrasound and bioluminescence. The BIC staff provides expertise in all the imaging modalities and training in operating the scanners and in image analysis.

<http://www.csc.mrc.ac.uk/Research/Facilities/BiologicalImagingCentre/>

### CSC Biomolecular Mass Spectrometry and Proteomics (BMSP) Facility

[bram.snijders@csc.mrc.ac.uk](mailto:bram.snijders@csc.mrc.ac.uk), ext 38411, Room 5008, Clinical Research Bldg, Hammersmith

Headed by Dr Bram Snijders, the facility is equipped with state-of-the-art mass spectrometry technology for the analysis of proteins and their post-translational modifications. Other biomolecules, such as nucleic acids and metabolites, can also be analysed. They aim to extract the maximum amount of information from your sample.

<http://www.csc.mrc.ac.uk/Research/Facilities/BMSP/>

### CSC Computing

[csc-help@csc.mrc.ac.uk](mailto:csc-help@csc.mrc.ac.uk), ext 33454, Room 2S1, Commonwealth Building, Hammersmith

The facility provides all MRC CSC staff with email, network, data storage and backup capabilities supporting a range of operating systems (i.e. Windows, Linux, Unix & Mac), as well as a helpdesk and technical support. Queries can be logged directly on the website.

<http://www.csc.mrc.ac.uk/Research/Facilities/ComputingServices/>

### CSC Flow Cytometry Facility

[james.elliott@csc.mrc.ac.uk](mailto:james.elliott@csc.mrc.ac.uk), ext 38330/38291, 4<sup>th</sup> floor, Clinical Research Bldg, Hammersmith

Dr James Elliott (Facility Head) and Dr Philip Hexley provide groups with support for the sorting, phenotypic and functional analysis of cells. The facility has state-of-the-art instrumentation and is continually expanding the diverse array of laser and filter configurations available, to be capable of most current flow cytometry protocols.

<http://www.csc.mrc.ac.uk/Research/Facilities/FlowCytometry>

### CSC Genomics Laboratory

[laurence.game@csc.mrc.ac.uk](mailto:laurence.game@csc.mrc.ac.uk), ext 33788, Room 7S7, Commonwealth Building, Hammersmith

Headed by Dr Laurence Game and Dr Mick Jones, the facility offers a range of services for high throughput sequencing, microarray, conventional sequencing, genotyping and real time PCR, and bioinformatics support.

<http://microarray.csc.mrc.ac.uk/>

### CSC Microscopy Laboratory

[dirk.dormann@csc.mrc.ac.uk](mailto:dirk.dormann@csc.mrc.ac.uk), ext 38528, Room 5012, Clinical Research Bldg, Hammersmith

Headed by Dr Dirk Dormann, the facility offers a large variety of systems ranging from basic stereo microscopes to the latest confocal workstations to assist CSC staff and students in their

research. Staff provide user training and continuing support ranging from help with experimental design, image processing/visualisation and quantitative image analysis to direct collaboration on specific projects.

<http://www.csc.mrc.ac.uk/microscopy/>

### **CSC Public Engagement Media and Grants**

[pemg@csc.mrc.ac.uk](mailto:pemg@csc.mrc.ac.uk), ext 33774 Room 3003, 3rd Floor Clinical Research Bldg, Hammersmith  
Headed by Brona McVittie, the facility organises a diverse range of outreach and engagement projects to encourage public interest in science. We also support CSC researchers in print and digital media management and provide up-to-date information on research funding. Our work is tailored to the needs of multiple stakeholders and our team strives to enhance the Institute's reputation and promote CSC research to a broad audience.

<http://www.csc.mrc.ac.uk/Research/Facilities/PEMG/>

### **CSC Photography and Graphic Design**

[pemg@csc.mrc.ac.uk](mailto:pemg@csc.mrc.ac.uk), ext 33774, Room 3003, 3rd Floor Clinical Research Bldg, Hammersmith  
The facility supports CSC media and presentation requirements with photography, video, graphic design and web design with high-end printing to support the CSC with its. They have a wide range of graphic and editing software, Nikon digital SLR camera and HP printers for posters, pamphlets and thesis printing.

<http://pgdf.csc.mrc.ac.uk/>

### **CSC Transgenics and ES Cell Facility**

Offers a range of professional science services and expertise in the creation, maintenance and study of transgenic mice, including a complete targeting service, pronuclear injection of DNA, injection of embryonic stem (ES) cells into blastocysts using various strains of ES cells, aggregation and laser assisted IVF. Staff also train staff and students in the relevant techniques associated with transgenic technologies.

<http://www.csc.mrc.ac.uk/Research/Facilities/TransgenicsEmbryonicStemCell/>

### **ICT Service Desk**

Imperial contact for IT-related problems, installation requests and queries. It is advisable to contact CSC Computing initially, but you may need to contact ICT with some issues.

Office is open from 08.30 to 18.00, Monday to Friday (excluding College holidays). You can contact the Service Desk in the following ways:

- Telephone: 020 759 49000, Recommended for urgent requests
- Web Service Desk Online: <http://www3.imperial.ac.uk/ict/servicedesk>, Recommended for non-urgent requests - 24 hour logging and FAQ services
  - In Person: Room BS22 basement of Commonwealth Building, Opening times: 1pm - 2pm Monday – Friday, [service.desk@imperial.ac.uk](mailto:service.desk@imperial.ac.uk)

### **Statistical Advisory Service**

[stathelp@imperial.ac.uk](mailto:stathelp@imperial.ac.uk), 020 7594 3856, 8 Princes Gardens, 4th Floor, Rm 841 South Ken  
The Statistical Advisory Service is a unit set-up to help all the staff and postgraduate students working in Imperial College with advice, support and practical help in carrying out research, writing grant applications and providing specialised research training. We also provide short courses in statistics and statistical software.

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