



New Postdoc Welcome Booklet



**QUEEN'S
UNIVERSITY
BELFAST**

FACULTY OF MEDICINE,
HEALTH AND LIFE SCIENCES
**POSTDOCTORAL
DEVELOPMENT CENTRE**

This document is intended to regroup extensive but non-exhaustive information to help new postdocs settle in the Faculty of Medicine, Health and Life Sciences and has been elaborated by the Postdoctoral Development Centre.

It has been designed to be consulted on a computer and contains numerous links to relevant webpages.

Please do not print this document as you would lose the information contained in the links and would not be following the University's Green Impact policy.

Some printable material with main information, forms and checklists is available as annexes at the end of the document (pages 34 to 36); please print only those pages (if needed).



This document is regularly updated and we do our best to provide the most helpful and accurate information possible. However, if you identify any inaccurate, outdated information or dead links, please notify the PDC.

This document has been last updated on: 06/09/18

The most recent version issued by the PDC can be downloaded [online](#) or requested by email at pdcfmhls@qub.ac.uk.

**QUEEN'S
UNIVERSITY
BELFAST**FACULTY OF MEDICINE,
HEALTH AND LIFE SCIENCES
**POSTDOCTORAL
DEVELOPMENT CENTRE**

You are now a postdoc at Queen's University Belfast,

Congratulations!

We are delighted to welcome you as a new member of the vibrant postdoctoral community of the Faculty of Medicine, Health and Life Sciences and we have designed this postdoc handbook to help you settle in your new role.

A postdoc is a transient training role and it is a very exciting opportunity to acquire new skills and network on which to build your future career. In order to support you in this process, the faculty enables postdocs to spend up to 10 days of training per year and has recently created the Postdoctoral Development Centre (PDC).

The PDC is here to help you, coordinate resources relevant to you throughout the university, provide courses and career development programmes as well as organise events and influence university policies.

You can follow the activity of the PDC by visiting the PDC website, follow the PDC on Facebook, LinkedIn and Twitter and through the newsletters sent to your staff email.

I wish you a lot of success in your new role and hope to see you soon at the PDC,

Kind regards,

Alice

Dr Alice Dubois

Head of the Postdoctoral Development Centre

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Phone: 028 9097 2991

Follow the PDC:

<http://go.qub.ac.uk/qubpdc>

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What is a postdoc?

A postdoctoral researcher (postdoc) is a member of staff holding a doctoral degree who conducts research. This position is a temporary, mentored training position aimed at equipping the postdoctoral researcher with skills facilitating his/her transition to his/her career of choice. At Queen's, postdocs are called "Research fellow" or "Senior research fellow" depending on their experience and job description (See generic job descriptions [here](#)).

Postdocs are generally funded by grants awarded to their Principal Investigator (PI) but a small amount of them, the fellowship holders, have obtained their own funding through a competitive process. While still mentored, they are transitioning to independency and are working on their own independent research ideas. Fellowship holders have the name of their fellowship as job title (*i. e.* MRF research fellow) and have a job description similar to the senior research fellows.

Postdocs mostly conduct research, by planning, conducting and analysing experiments and communicate research through the publication of papers, presentations at conferences and participating in public engagement events. They are also involved in lab management and assist with the writing of grant applications as well as carry out some teaching activities including the supervision of students.

It is important to note that postdocs are not students, permanent staff or entitled to a lectureship position.

Postdocs are responsible for their own career development, which is supported by their PI and university departments such as the Postdoctoral Development Centre. Postdocs in the Faculty of Medicine, Health and Life Sciences are **entitled to up to 10 days of training per year** as well as yearly appraisal and career development meetings.

Organisation of the university

Structure of the university

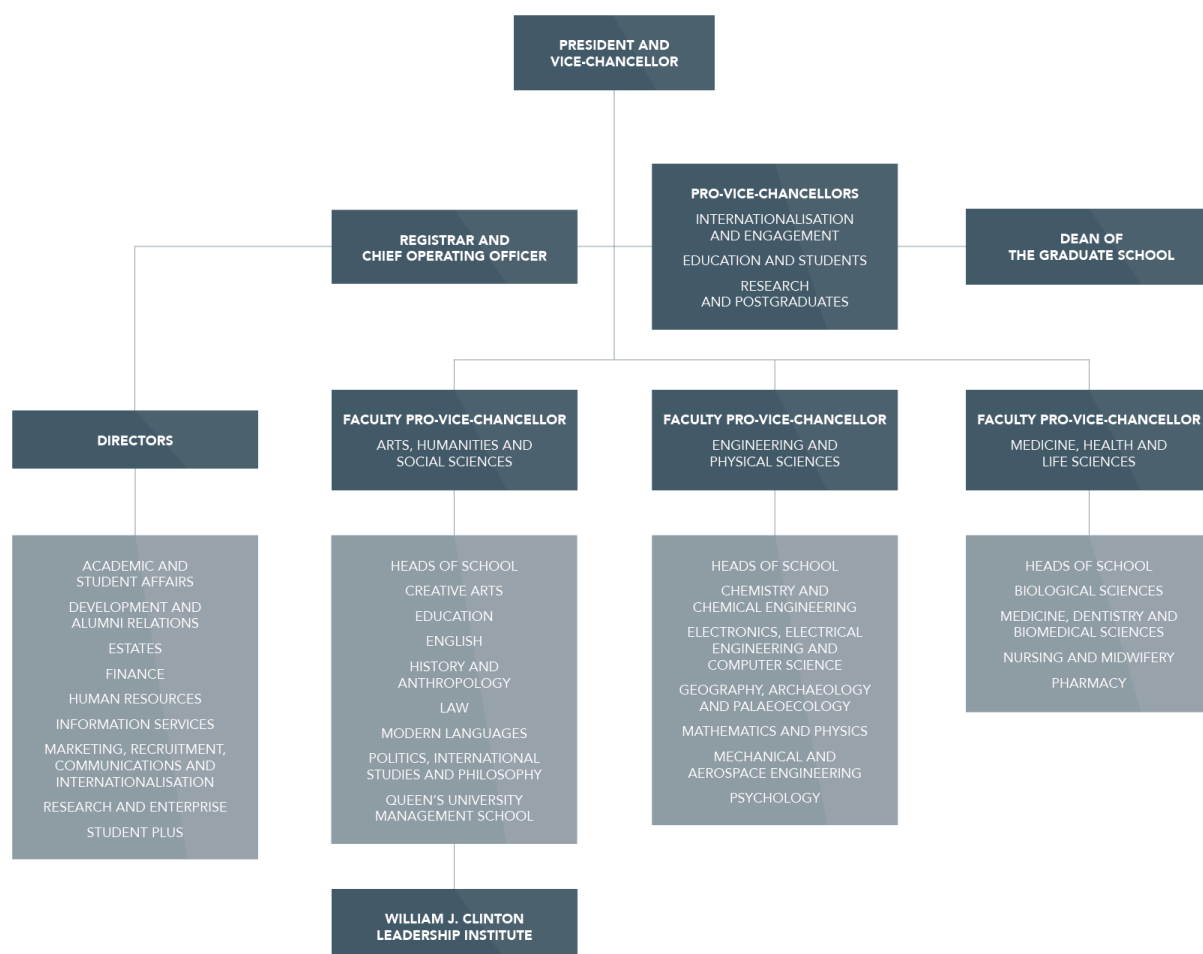
The university is piloted by the President and Vice-Chancellor, Professor Ian Greer, along with the registrar and chief operating officer, the directors of departments (human resources, research and enterprise...) and a team of Pro-Vice-Chancellors.

Queen's University Belfast encompasses three faculties. You are part of the faculty of Medicine, Health and Life Sciences (FMHLS), directed by the Pro-Vice-Chancellor Chris Elliott. The FMHLS is divided into four schools: the School of Pharmacy, the School of Medicine, Dentistry and Biomedical Sciences, the School of Biological Sciences and the School of Nursing and Midwifery. The School of Medicine is further divided into three research centres, the Centre for Cancer Research and Cell Biology (CCRCB), the Centre for Public Health (CPH) and the Centre for Experimental Medicine (CEM). The school of Biological Sciences is also affiliated to a research centre, the Institute for Global Food Security (IGFS) but this also owns departments dedicated to other research like ecology and marine biology.

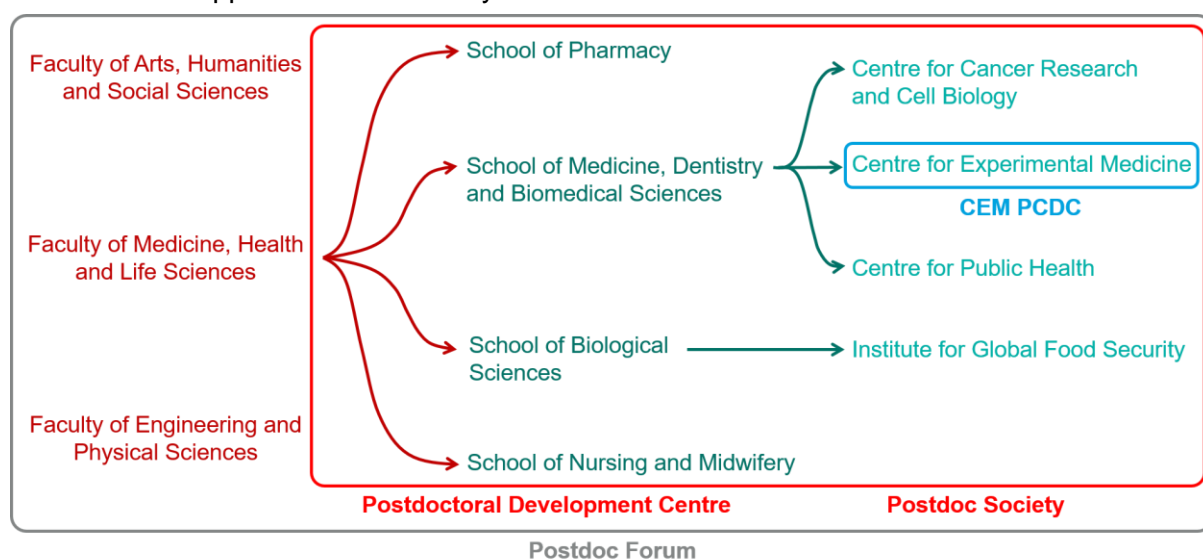
Postdoctoral support is provided in the faculty by the Postdoctoral Development Centre (PDC) and the Postdoc Society. Additional postdoc committees exist in some centres (*i. e.* CEM) to deal with local issues and programmes.

The Postdoc Forum is an additional committee addressing postdoctoral issues and policies for the whole university.

The PDC works closely with all these postdoc bodies in order to provide the best support possible to postdocs (see more details in the [PDC/postdoc support section](#)).



Postdoctoral support in the University:



University awards

Queen's university received numerous awards highlighting its engagement in staff career development, wellbeing and fair treatment. It is committed to improving the career development of researchers through an action plan of the Concordat to Support the Career Development of Researchers (Documents relevant to the Concordat action plan and review can be found [here](#)). For this work, the university is currently holding the prestigious European Commission's HR Excellence in Research award. Queen's university was also awarded the Investors In People Silver award, which recognises the best workplaces as well as the Family Friendly Employer award and the CIPD Northern Ireland award for its work in promoting health and wellbeing. The university is also committed to promote opportunities and accessibility for people with disabilities and is a member of Employers for Disability Northern Ireland. For its commitment to address the gender gap in research and empower women through its Gender Initiative (more information [here](#)), Queen's University holds an Athena Swan Silver award. The Schools of Medicine, Dentistry and Biomedical Sciences, Pharmacy, and Nursing and Midwifery all hold Athena Swan Silver awards and the School of Biological Sciences was awarded a Gold Athena Swan award.



QUB campus

The university departments and most of the Faculty schools and research facilities are located in the main campus, around University road, Stranmillis road and the Belfast City Hospital. The Centre for Public Health however, is located on the Royal Victoria Hospital site and the Marine Laboratory is in Portaferry, Co Down.



Relevant university support departments

Human Resources (HR)

The HR department provides assistance in line with recruitment, terms and conditions of employment, discipline and grievance, absence and performance. They can help with all human resources-related questions and are the first point of contact for [international staff](#).



Contacts for the faculty of MHLS can be found [here](#).

Occupational health



Occupational health offers services for the prevention of work-related injury or ill-health. It provides pre-employment health screening, health surveillance and immunisations based on the work you are carrying out.

Contact: occhealth@qub.ac.uk, 028 9097 5541

Research and Enterprise



The research and enterprise directorate is involved in defining the university's research strategy and policies as well as supporting researchers in aspects of grant applications (research development team), business engagement (Business alliance, Consultancy and Knowledge Transfer Partnership teams), commercialisation (Intellectual Property, Spinouts...), impact and public engagement, research information (Pure system) and integrity and ethics. The R&E main contacts for the faculty can be found [here](#).

Information services and McClay library

Information services provides a wide range of computing services and can assist with email, network, online storage space, IT-related training courses and poster printing. A language centre is also available on the same premises.



The library offers a wide range of resources and specialist librarians are here to help you find what you need. It also provides advice on open access and licensing regarding research publications.

Contact: IT service desk on the ground floor of the McClay Library (advisory@qub.ac.uk, 028 9097 3760)

School specific IT officers:

Location	Name of IT officer	Phone extension	email
Biological Sciences	Stephen Fowler	2108	s.fowler@qub.ac.uk
CPH	Maciej Domanski	6008/RGH906307986	m.domanski@qub.ac.uk
Marine Laboratory	Stephen Fowler	2108	s.fowler@qub.ac.uk
Medicine campus	Steve Stewart	5771	s.stewart@qub.ac.uk
Nursing	Paddy Haughian	2603	p.haughian@qub.ac.uk
Pharmacy	Mark McCalmont	2006	m.mccalmont@qub.ac.uk

More information on the library [here](#).

Instructions for printing posters [here](#).

More information on the language centre [here](#).



Postdoctoral Development Centre (PDC)

The PDC co-ordinates resources and programmes designed to facilitate the integration of new postdocs in the faculty, support the work of postdocs and help with the career development of postdocs ([PDC website](#)).

The PDC is your centre and will be described in more details in a [dedicated section](#).

The PDC can be contacted at pdcmhls@qub.ac.uk.

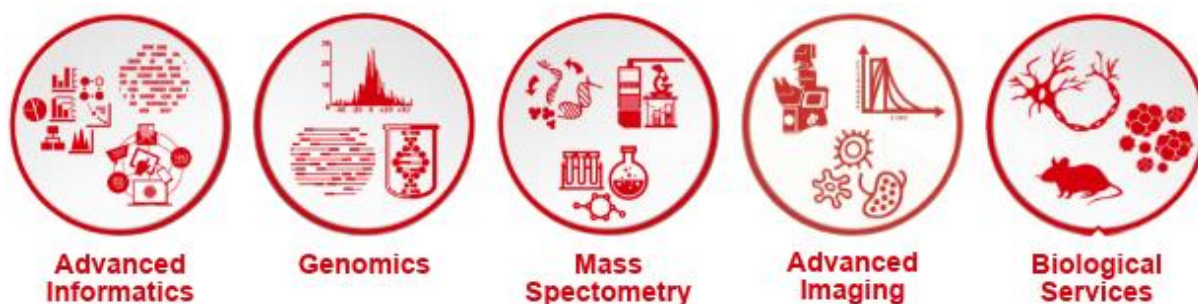
Organisational development

Organisational development is a sub-division of the HR department providing training courses and resources to staff. Some of those resources are advertised through the PDC catalogue.

More information is available [here](#).

Contact: training@qub.ac.uk, careers@qub.ac.uk

Core Technology Units (CTUs)



The faculty of MHLS provides access to state of the art scientific equipment and expertise through its CTUs in the fields of advanced informatics (data management, storage, analysis...), genomics (notably Next Generation Sequencing), mass spectrometry, advanced imaging (microscopes, image analysis software...) and the Biological Services Unit (animal research facility).

More details on the CTUs [here](#).

Human Resources for postdocs

Recruitment process

The recruitment and selection process at QUB has been established to ensure the appointment of the highest calibre of staff based on merit and the promotion of equality and diversity. The university is committed to providing equality of opportunity to all applicants.

More information on the recruitment process in the [university's appointment procedure](#).

Contract length and working hours

Most postdocs are funded by grants awarded to their PI for a definite amount of time, usually between 1 and 5 years. The length of the contract is directly defined by the funding available and, in most cases, cannot be extended beyond the original end date. The extension of a fixed-term contract is subject to additional funding being made available for the position by the PI.

There are no specified working hours for postdocs and you are supposed to work the time necessary to complete the role. This should be discussed with your PI. Core opening hours usually operate between 7 am and 7 pm Monday to Friday. Due to the nature of the research work, you will sometimes work outside of core hours and on week-ends and bank holidays. Be aware that specific health and safety procedures for lone working need to be followed in this case including obtaining written consent from your PI, signing a login book and calling security (028 9097 5099). Please talk to your PI and centre/school manager for more details.



Probation

The main function of the probation is to enable time for the newly appointed postdoc to gain sufficient knowledge and demonstrate his/her ability to carry out the work he/she has been hired to do.

During your probation period, usually 6 months, your PI should explicitly set your objectives and provide feedback on performance. A specific part of the appraisal form relevant to the probation is then filled out by both of you at the end of the probation period and will lead to the confirmation or not of your appointment.

More information on the probation and performance review and grievance procedures can be found [here](#).

Salary



Postdocs are hired on the AC 2 (most postdocs) or AC 3 (senior postdocs and most fellows) scales based on the job description and their experience. The academic (AC) salary grid can be consulted [here](#) and the pre-tax salary will depend on available funds, years of postdoc experience and any other relevant work experience and skills.

Your salary is usually paid into your bank account on the last banking day of the month.

Your payslips are available to download from iTrent (see [how to access iTrent](#)).

Tax

In the UK, income tax and national insurance is collected directly from peoples' salaries before the money is deposited into their bank account. This is known as PAYE (Pay As You Earn) and if your employment at QUB is your only source of income, you would not normally pay additional tax on your work income. Please note, however, that it is the responsibility of each individual to pay the appropriate taxes and therefore if there has been any complexity with your income during the tax year (which starts on 6 April each year) you should seek specialist advice. You can get an estimate of your income after tax [here](#).

Every year, the university will send you a P60 form, which summarises your total pay and deductions for the previous tax year. This form can also be downloaded from iTrent (see [how to access iTrent](#)) and needs to be kept.

Leave

Annual leave and holidays

Postdocs, as any other member of staff, are entitled to 23 days of annual leave per year (pro-rata for partial years or part-time employment).

These days are to be taken in addition to 9 fixed bank holidays (New Year's Day, Saint-Patrick's day, Good Friday, Easter Monday, May Day, July 12 and 13, Christmas Day and Boxing Day) and 10 university closure day (5 each at Easter and Christmas). Details for the current year can be accessed [here](#).

Each period of leave should be discussed and accepted by the PI of the postdoc and recorded in the leave recording form ([Annexe](#)).

It is important to note that you will not be paid extra money for not taking all your annual leave (except if you are leaving your employment; within the acceptable accrued amount). You can, however, normally carry over 5 days of leave from one year to the next.

More information on leave can be found [here](#).

Sick leave

If you are sick and cannot work, you need to let your PI know as soon as possible. When returning to work, you should complete a Sickness Absence Form. If the absence was longer than 7 consecutive days you will have to provide a medical certificate.

The form and more information on the sickness absence procedure can be found [here](#).

Family

Postdocs are entitled to maternity, paternity, parental, and adoptive leave.

Please note that if you are pregnant and carrying out lab work, you will need to conduct a risk assessment with the health and safety officer in your school/centre in order to assure your safety and that of your baby (ask your school/centre manager or H&S team for more information).

Find more information on maternity and adoption leave [here](#) and on paternity leave [here](#).

The university offers a salary sacrifice scheme to pay for childcare in one of QUB's crèches or to pay for childcare vouchers to use with your provider (More information [here](#) and [here](#)).



Training and career development

The university complies with the Concordat to support the career development of researchers and offers resources and programmes through various departments, including the PDC (see [PDC section](#)). While the university is bound to offer this support to you, you are in charge of your own career development.

As a postdocs of the faculty of MHLS, you are entitled to up to 10 days of training to use as you wish for your career development. These days can be used, for example: to attend courses, workshops and events organised by the PDC or other departments, get involved with committees; obtain preliminary data for a fellowship application; build a collaboration with industry... They should not be used to carry out your “normal work” and work-related training requested by your PI (i. e. training on a technique required for carrying your research project).

As for leave, the use of training days should be recorded on the training recording form ([Annexe](#)) and you must notify your PI. The training recording form will also be useful when filling up your appraisal, Individual Development Plan and updating your CV.

Appraisal

The aim of the appraisal is to review your performance, redefine your objectives and assess your training needs. It also provides the occasion to discuss your career goals and short and long-term aspirations and devise a plan on how to work towards those goals. As the postdoctoral position is a transitory training position, the career development aspect of the appraisal should not be neglected.

The appraisal is compulsory for all staff members and for postdocs is usually carried out by the PI once a year. The postdoc’s appraisal includes the completion of the appraisal form by both the postdoc and the PI, some of the information being discussed during an appraisal meeting. The final agreed document must be signed by both parties and transferred to the centre or school manager.

The appraisal form for Academic and Research Staff can be downloaded [here](#).

Perks



In addition to access to numerous events and programmes (travel loan, cycle to work, car parking, childcare...) and reduced prices to access QUB facilities (QUB sport, Queen’s film theatre...), each member of staff is offered a PERKS card providing reductions in multiple restaurants, shops and leisure providers around Belfast.

More information on the PERKS card can be accessed [here](#).

Leaving your postdoc

Redeployment

If no funding has been secured to extend your position, you will receive an email 6 months before your contract end date from HR indicating that your appointment may be terminated. From this point, you will from then be added to the redeployment register. The aim of the register is to support staff facing redundancy to find suitable alternative employment in the University. As a redeployee, you will have access to vacancies before they are advertised internally or externally, through the redeployment portal (On QOL: Services/Administration/Redeployment portal). You will receive emails every week with

current vacancies, however, you should check the portal regularly as vacancies may be added any day and are normally live for up to five days.

It is important to note that there may be circumstances when postdocs are not eligible to be considered for redeployment e.g. those requiring certificates of sponsorship for a visa to work in the UK. They can however apply to advertised vacancies.

More information on fixed-term contracts can be found [here](#).

Redundancy

If alternative employment has not been secured by the end of your fixed term contract, you may be entitled to a redundancy payment. Eligibility for a redundancy payment is set out in the [Redundancy Procedure](#). Please contact HR for more information on redundancy payments.

Resignation

If you wish to resign from your postdoc position, you need to provide a letter of resignation accompanied by a completed resignation form (download the form [here](#)) 3 months before leaving.

Pension

Postdocs are automatically enrolled in the Universities Superannuation Scheme (USS). Contributions to the pension fund is automatically collected from your salary and are complemented by a contribution from the university. This fund builds up over the years to provide an income after retirement.

When you leave the University, you can either leave the fund within USS and claim your benefits at retirement or investigate to transfer to a new pension provider. A transfer is possible to most UK pension schemes and some overseas arrangements exist (more details [here](#)).

For more information on your USS pension fund, visit [the USS website](#) or contact the pension helpdesk (pensionshelpdesk@qub.ac.uk, 028 9097 3023).



International staff

Visa

Postdocs from the European Union or Switzerland do not need a visa; they only need a passport, national Identity card or residence permit to work in the UK.

Postdocs from outside of the European Union (and Switzerland) require a visa to live and work in the UK. The University will issue a certificate of sponsorship that will enable you to apply for a Tier 2 (general) visa. The Human Resources Business Partner (HRBP) in charge of your appointment will provide you with additional information relevant to your specific situation. In some cases, the cost of the visa application can be claimed back as part of the relocation scheme (see relocation section below). If you already have a UK work visa, you will be required to provide original proof of this before taking up your post. You may need to apply for a new visa even if you currently have one so contact your HRBP before resigning from your previous employment.

More information on the visa application procedure can be found [here](#).

Police registration

In some cases, your entry clearance may state that you need to register with the police. In this case, you need to register within 7 days of arrival by requesting an appointment with Constable Fiona James (028 9097 0222 extension 22168). You will have to provide your passport, 2 passport photographs, your confirmation of employment letter and pay a fee (≈£34).

Relocation

If moving from outside Northern Ireland, you may be entitled to assistance with your relocation expenses, which will be set out in your offer letter.



Eligible expenses and the procedure for claiming reimbursement are included in the Relocation Policy, available [here](#). Expenses that can be claimed include removal, plane fare, hotel nights and visa. Relocation payment will only be made for reasonable eligible costs and upon receipt of a completed form and receipts. Payment are processed in line with monthly salary. The maximum amount that can be claimed is defined as one month's basic annual starting salary for those with contracts of up to 3 years. Those with contracts of 3 years or more will be entitled to 20 %

of their basic annual starting salary, with an additional £ 1,000 for all employees relocating from outside the EU.

Note that if you leave your employment early, you may be required to repay some or all of any relocation benefit received.

Accommodation

Queen's Accommodation department manages apartments and houses available to rent for periods up to 12 months to help new staff settling in Belfast. These properties are subject to availability and you need to contact the department (staffaccommodation@qub.ac.uk) as soon as possible (Click [here](#) for more information).

Apartments and rooms in shared properties for rent can be found in websites such as [propertypal](#) and [propertynews](#). Staff in the Queen's accommodation and hospitality department can also help you with finding a place to stay.

Bank account

It can be difficult for international postdocs to open a bank account due to the absence of credit records in the country. It is recommended to make an appointment with the bank of your choice in advance and enquire which documents you need to provide to open an account (usually a passport or other photographic ID document, a proof of address in the UK like a tenancy agreement or a bill, a proof of employment like your letter of appointment).

The main banks in the university area are Ulster Bank, Santander, Danske Bank and First Trust.

National Insurance number

You are required to have a National Insurance number to work in the UK. Once you have arrived in QUB, call the Social Security Agency (0345 600 0643) to get an appointment. At this appointment you will need to bring as many proof of identity documents as you can (passport, national identity card, driving license, residence permit, birth certificate, marriage license...) and you will be asked to answer questions including when you arrived in the

country, where you stayed etc. You will need an address since your number will be sent to you by post.

Once you receive the letter containing your National Insurance number, notify the HR department and Salaries and keep the letter.

More information on how to apply for a NI number [here](#).

Register with a doctor (General Practitioner = GP)

You should register with a local health centre so that you can get an appointment with a doctor (GP) when you are sick. You can find local healthcare providers using this [service finder tool](#). Your GP can treat most illnesses and refer you to a specialist if needed.



For serious emergencies you will need to go to Accident and Emergency (A&E) at the nearest hospital. To call for an ambulance, dial 999.

Get a mobile phone

Due to a lack of credit history in the UK, international postdocs may find it challenging to get a mobile phone contract, especially with smartphones. You should, however easily be able to get a “pay as you go” basic phone or a “sim only” contract giving you access to a sim card that you can insert in a phone bought separately (like your current phone if compatible). Main phone providers are Virgin mobile, EE, Three, O2, BT mobile and Tesco mobile and have shops around Belfast city centre.



Driving

If you are from the EU, you can drive a car in Northern Ireland with your country's driving licence as long as it is valid. You can also choose to exchange your license against a Northern Irish one to show your new details (click [here](#) for the exchange procedure).



If you are from another country, you can usually drive a car with your country driving license for a maximum of 12 months after becoming resident, then you need to exchange it for a Northern Irish one.

Using a car requires the car to be registered, insured, have a valid MOT (Ministry Of Transport test) and the car tax paid. More information on this can be found on the Driver & Vehicle Licensing Northern Ireland (DVLNI) [website](#).

Before driving, you need to familiarise yourself with the [NI driving rules](#).

Voting

Citizens from the European Union or Commonwealth countries can register to be able to vote in Northern Ireland. They are usually able to vote for local and European elections, NI assembly elections and some referendums (but not for parliamentary general elections).



Of note, registering to vote helps improving your credit score, which is used to assess your eligibility to access some credit cards, loans, mortgages or phone contracts.

More information on who can vote, for which elections and the registration procedure can be found [here](#).

Special international staff programmes

Specific information is available for [international staff](#). You can also join the [International Staff Network at Queen's University Belfast \(QUB\)](#) Facebook group.

Getting started as a postdoc

Staff inductions

The Postdoctoral Development Centre provides a 2 h induction session for all new postdocs. This induction includes a presentation of what will be expected of you as a faculty postdoc as well as what support you are entitled to. It also contains information designed to help you understand your environment. Part of this induction is an interactive workshop designed to help you make the best out of your postdoc by defining what you want to get out of it and which resources can help you achieve your goal. The PDC inductions are organised every 2 or 3 months depending on the number of new recruits; email the PDC to know the date of the next scheduled induction (pdcfmhls@qub.ac.uk).

The organisational development team organises additional induction sessions for all staff (half-day course) and for contract research staff (half-day course). These courses need to be booked on iTrent (see section link on how to access iTrent). More information about those inductions can be found [here](#).

You will receive more specific information relevant to your school or centre locally, notably through the postdoc buddy schemes organised by your PDC ambassadors.

New postdoc checklist

The PDC has designed a checklist of actions you need to take before moving to Belfast, before your starting date and during your first weeks of employment in order to facilitate your transition to your new postdoc position (Find your checklist in [annexe](#)).



How to obtain a staff card and code

Each staff member is issued a staff card with photograph. You need to carry it at all times as it is the proof of your belonging to the university and authorisation to be in the premises. Your staff card will be required to access some facilities like laboratories, offices, restricted areas and the library.

An appointment should have been made for you to obtain a staff card in your first few days with QUB. You will get your card at the HR department in the Administration Building.

You can also be issued a personal code to use on keypads to enter some facilities, sometimes in addition to your smartcard. Please note that you should never give this code to anyone. To request your code, talk to your School or Centre manager.

How to use QOL and iTrent

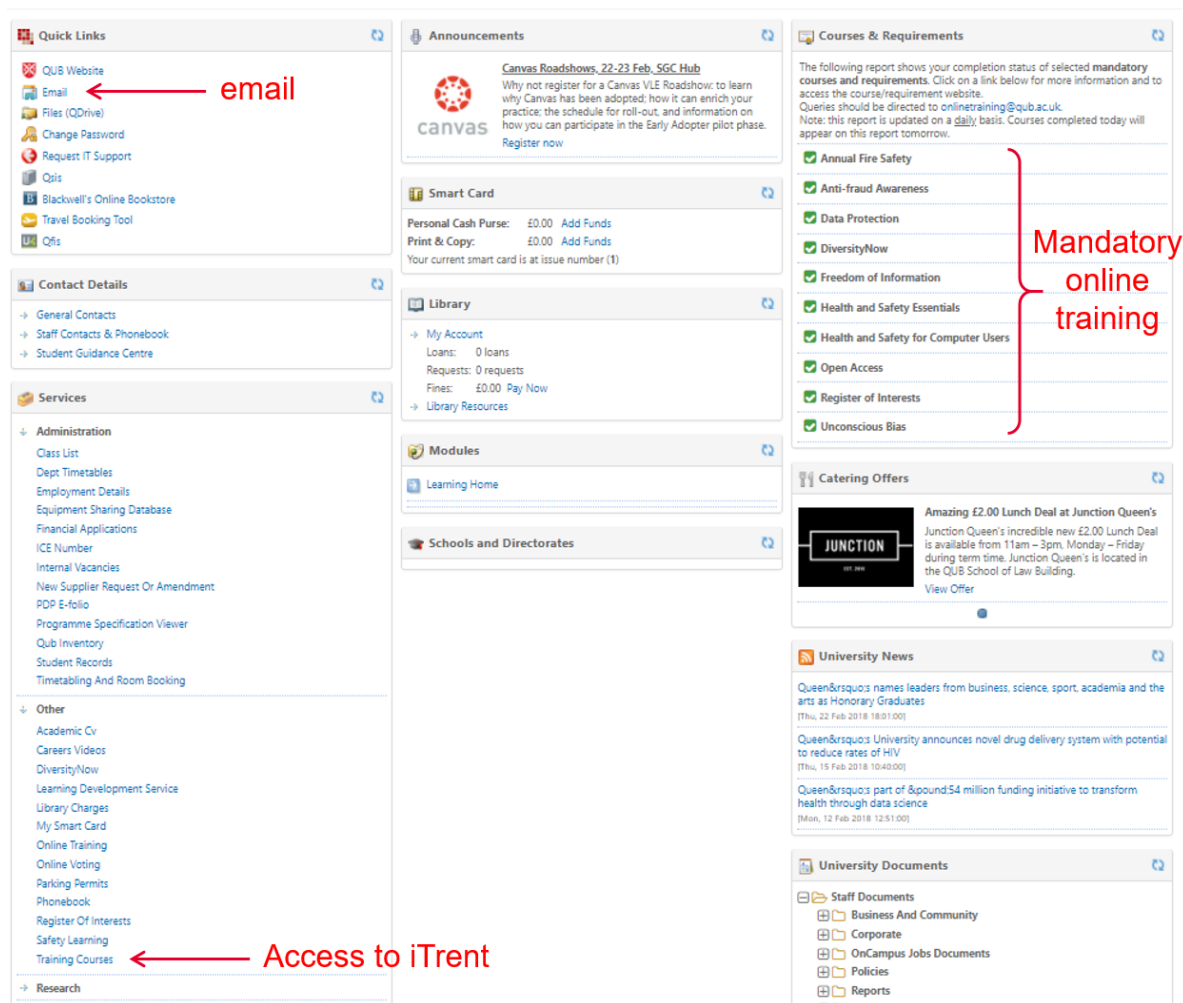
Queen's Online (QOL) is the online staff platform on which you can access number of services like your email, calendar, online storage space (QDrive), online training...

It is available at the address <https://home.qol.qub.ac.uk/default.aspx> upon login with your staff number and password.

From QOL, you can access iTrent, a platform on which you can find some of your personal information, employment details, payslips, P60 form as well as the modules to book and cancel training courses. You can for example access iTrent by clicking on “Training courses” in the “Other” section in the “Services” part of QOL. You will again be asked to login with your staff number and password.

It is important at the start of your employment that you add your ICE (In Case of Emergency) contacts and verify that your personal information is correct (in iTrent).

Queen's Online



The screenshot shows the Queen's Online (QOL) dashboard with several sections:

- Quick Links:** Includes links to QUB Website, Email (annotated with a red arrow and the word "email"), Files (QDrive), Change Password, Request IT Support, Qis, Blackwell's Online Bookstore, Travel Booking Tool, and Qis.
- Contact Details:** Includes links to General Contacts, Staff Contacts & Phonebook, and Student Guidance Centre.
- Services:** Includes links to Administration (Class List, Dept Timetables, Employment Details, Equipment Sharing Database, Financial Applications, ICE Number, Internal Vacancies, New Supplier Request Or Amendment, PDP E-folio, Programme Specification Viewer, Qub Inventory, Student Records, Timetabling And Room Booking), and Other (Academic Cv, Careers Videos, Diversity/Now, Learning Development Service, Library Charges, My Smart Card, Online Training, Online Voting, Parking Permits, Phonebook, Register Of Interests, Safety Learning, Training Courses (annotated with a red arrow and the text "Access to iTrent")), and Research.
- Announcements:** Includes a Canvas Roadshows announcement and a Smart Card section.
- Library:** Includes links to My Account, Loans, Requests, Fines, and Library Resources.
- Modules:** Includes a link to Learning Home.
- Schools and Directorates:** Includes a link to Schools and Directorates.
- Courses & Requirements:** Includes a list of mandatory online training courses (annotated with a red bracket and the text "Mandatory online training") such as Annual Fire Safety, Anti-fraud Awareness, Data Protection, Diversity/Now, Freedom of Information, Health and Safety Essentials, Health and Safety for Computer Users, Open Access, Register of Interests, and Unconscious Bias.
- Catering Offers:** Includes a link to View Offer for an Amazing £2.00 Lunch Deal at Junction Queen's.
- University News:** Includes links to Queen's names leaders from business, science, sport, academia and the arts as Honorary Graduates, Queen's University announces novel drug delivery system with potential to reduce rates of HIV, and Queen's part of £54 million funding initiative to transform health through data science.
- University Documents:** Includes links to Staff Documents (Business And Community, Corporate, OnCampus Jobs Documents, Policies, Reports, Staff Email Communications).

Staff email

Each postdoc is issued a university email address automatically in the form h.simpson@qub.ac.uk with a password.

Your emails can be accessed through QOL (or directly at <https://gmail.qub.ac.uk>) by login with your staff number and password and/or using outlook on your computer using the following [procedure](#).

It is highly recommended that you set up an automatic email signature with your job title, address and contact details as well as setting up automatic out of office notifications for when you are away with limited email access. General procedures on how to do so can be found [here](#). Your signature can be customised to include the QUB logo ([Procedure here](#)) as well as an environment friendly message ([Procedure here](#)).

Be aware that once your contract expires, your staff email account will be deleted. Make sure that you provide another email address to colleagues you want to keep in touch with as well as on your CV or job applications.

If you want to send large files you can use the [QUB Dropbox](#) service.

Access to facilities

You will have to contact your School or Centre manager to be granted access to the facilities you need to use. Your PI should advise on which ones will be relevant to your work.

Transport

Buses and trains

Belfast city buses (Metro) serve the main university site through the lines 7, 8 and 9. The bus services from outside Belfast are provided by Ulsterbus and Goldline. The trains are provided by NI Railway and the closest train stations from the main QUB site are City Hospital (Donegall Road) and Botanic (Botanic Avenue).

All buses and train timetables are available on the Translink [website](#).

QUB offers to save you money when buying an annual Translink transport card by offering an interest-free loan, which is then repaid monthly directly from your salary. More information on the scheme, including how to apply, is available [here](#).

A free shuttle bus operating between the Belfast City Hospital and the Royal Victoria Hospital can be accessed upon presentation of your staff card (more information and timetable can be found [here](#)).



Car park

The university issues car parking permits for several areas around the campus. These are subject to a fee, are available in limited numbers and there may be long waiting lists for some locations. To inquire about a parking space, you can email permits@qub.ac.uk or register for the waiting list through QOL.

Cycling

The university provides safe locked bicycles parking facilities, pumps and cyclist changing facilities (with showers) throughout the campus. To locate the closest facilities to your school/centre and request access, contact the Estates directorate (transport@qub.ac.uk).



In addition to those facilities, members of staff can benefit from an interest-free loan to buy a bicycle or equipment (see [here](#)) as well as from the Cyclescheme, which facilitates the

acquisition of a bicycle and safety equipment at a lesser cost. More information on Cyclescheme can be found [here](#).

Setting up your computer workstation

Set up your computer

In order to set up a new computer or register as an administrator on an existing QUB computer, you will need to contact your local IT officer (listed in the [support departments section](#) above).

Software

The IT officer will be able to help you configure Outlook as well as install software you need (ask your PI which ones you are likely to require access to), for example the ones on this [list](#).



Printing, copying and scanning

These actions can be done for free for staff by using the common multifunction devices placed in different departments of the university. Those devices are listed as Staff Mono or Staff Colour in the printer list of computers connected to the network via an Ethernet cable. The documents in your queue are kept for 3 h and can be printed from any university multifunction device using your smartcard.

You can also print from a Wi-Fi-connected laptop using the address www.qub.ac.uk/webprint/

Get Wi-Fi and email on your mobile devices

To connect a mobile device to the Wi-Fi, follow the instructions [here](#) and click [here](#) to set up the collection of your email on your mobile device.



Staff compulsory online training

You need to complete a number of mandatory online courses and we advise you to do so on your first week. These courses appear under the courses & requirements section of QOL and once completed will be preceded by a “green light” (see [QOL section](#)). Just click on the relevant course to get instructions on how to take it. You need to have a green light in front of all of them. Some courses need to be retaken annually (Annual fire safety for example).

Set up your Pure profile

Your pure profile regroups information about your research and is also the page that people who google your name and QUB will be redirected to. It is important that you check that your contact details are correct and update them if needed as well as add a picture to your profile. The papers you publish at QUB should be added to pure (in general by your PI; they then automatically appear on your profile).

Just login with your staff number and password at <https://pure.qub.ac.uk/>.

Wellbeing

Staff Wellbeing department

The QUB staff wellbeing department organises events and co-ordinates resources relevant to healthy life style, stress management and positive work relationships. More information on the current events is available on the department's [website](#).



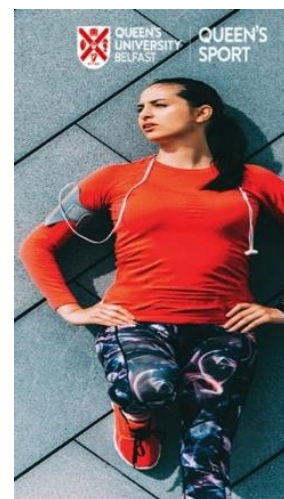
Free 24/7 counselling



Too much stress? Issues with your work? Problems in your personal life? Queen's University provides you with access to a free and confidential professional counselling service. This service is provided by Inspire (Inspire [website](#)) by telephone and/or face to face, at any time (24 h a day and 7 days a week). To access counselling, call 0808 800 0016 for free.

Queen's Sport

Queen's sport is located in the Physical Education Centre (PEC) at the bottom of the Botanic garden and offers numerous fitness facilities, classes, coaching... The full list of activities is available [here](#) and information of discounted memberships for staff can be found [here](#).



Queen's Film Theatre (QFT)

QFT is an independent cinema located on University road. It offers a discounted ticket price to all university staff members upon presentation of a staff card. The programme and online booking platform are available [here](#).



Tourism

Northern Ireland offers a variety of opportunities for tourism including the stunning landscapes of the Giant's Causeway coastal route. It is also the home of the Titanic, one of the main filming sites of the series Game of Thrones® and owns some of the best UK restaurants. Whether your hobby is hiking, going to museums or eating good food, there's always going to be something for you to do in Northern Ireland! Touristic information is available on the discover Northern Ireland [website](#).



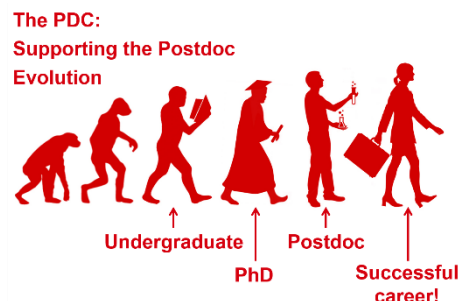
Postdoctoral Development Centre (PDC) and additional postdoc support

What is the PDC?

The PDC is a centre created in January 2018 aiming to provide support to postdoctoral researchers from the Faculty of Medicine, Health and Life Sciences by co-ordinating and developing appropriate resources.

The main aims of the PDC are to:

- Welcome new postdocs in the faculty and facilitate the transition from a PhD
- Support the work of postdocs and fellows
- Facilitate the engagement of postdocs with industry and development of transferable skills
- Assist with public engagement and outreach activities
- Increase awareness of the range of careers available to postdocs
- Facilitate the career development of postdocs, in academia and beyond
- Improve university policies relevant to postdoctoral life
- Efficiently communicate relevant opportunities to postdocs



These objectives will be met by the provision of courses, programmes, events and other resources.



The PDC is directed by Dr Alice Dubois (picture), previously a postdoc in the faculty, and collaborates with numerous university departments (organisational development, research and enterprise, faculty public engagement department, graduate school...), committees (postdoc forum, postdoc society, gender initiative committee, concordat review implementation group...) and other stakeholders (Catalyst Inc...).

The PDC committee

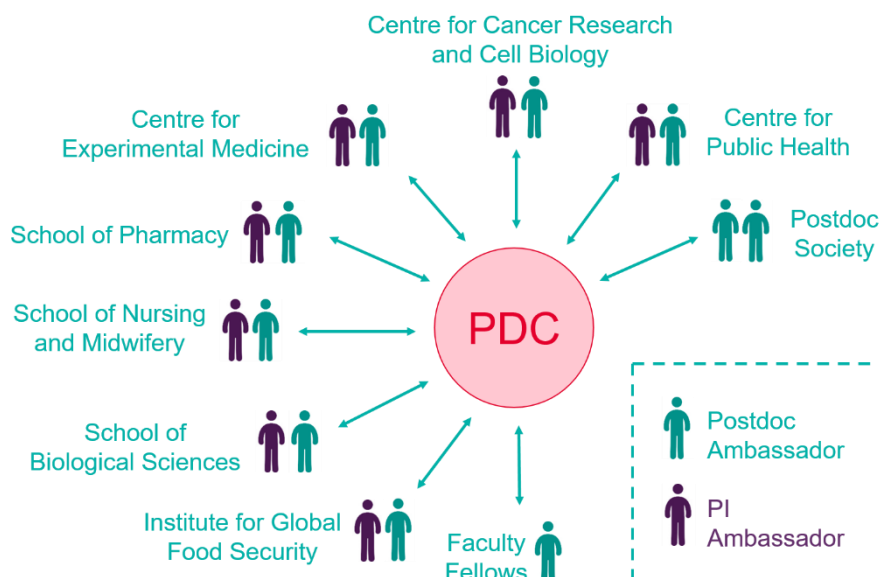
The PDC committee is an advisory committee of the PDC influencing the resources being developed.

The committee is composed of the Head of the PDC, postdoc and PI ambassadors representing the different schools and research centres of the Faculty as well the chairs of the faculty Postdoc Society. The postdoc ambassadors are elected by their peers and the PI ambassadors nominated by their Heads of school or centre based on suggestions by postdocs. The current members of the committee can be found [here](#).

The roles of the ambassadors are to:

- assure the communication between local postdocs (postdoc ambassadors), PIs and senior management (PI ambassadors) and the PDC
- advertise the programmes and resources developed by the PDC locally and encourage postdocs to engage with them
- share their experience, opinion and the feedback they got from the local postdocs and PIs in order for the PDC to develop the best resources possible

- ensure that the programmes and events organised by the PDC are relevant to as many postdocs as possible and that postdocs from different schools, who have different needs, can all benefit from the PDC
- propose new programme ideas for the PDC to organise and bring up issues to address
- make sure that local initiatives (postdoc coffee mornings, buddy scheme...) are running smoothly
- organise or find postdocs willing to organise local programmes or events relevant to their specific centre or school and inform the PDC



The committee meets every two months; do not hesitate to contact your ambassador if you have any issue or idea to report.

Welcoming new postdocs

In order to facilitate the transition from PhD to postdoc and to help with the integration of postdocs in the faculty, the PDC offers:

- the [PDC New Postdoc Welcome Booklet](#) (yes, the one you are reading now!)
- the [PDC induction](#) (providing information on the higher education system, QUB's structure and support, what is expected from you and what you are entitled to as well as how to make the best out of your postdoc). Contact the PDC (pdcfmhls@qub.ac.uk) to get the date of the next induction.
- local [Buddy schemes](#) run by postdocs: you will meet a current postdoc from your institution who will give you a tour of it, share with you information about its functioning and answer your questions; it's a great way to meet someone outside of your team!

1. Welcome booklet



2. Postdoc induction



3. Local buddy schemes



Courses

Numerous courses and workshops are organised throughout the university by Organisational Development, the Centre for Educational Development, the IT Training and Assessment Unit and other departments. The PDC provides a list of the ones that are most relevant to postdocs, sorted by topics: IT/software, data management, communication and impact, teaching, supervision/mentoring, research creativity, leadership, project and time management, collaboration/team work, career development, grant application, budget/finance, policies...

In addition to general University courses, PDC courses tailored to postdocs will be organised from 2019 in the areas of leadership/lab management, budget management, project management, creative and strategic thinking, negotiation skills...

Ad hoc short courses, information sessions

Find more information on current courses on the [PDC website](#).

Programmes

Mentoring

Postdoctoral Staff Group Mentoring Programme

This group mentoring programme is organised by the Research Policy Office and Organisational Development. A group of 6 postdocs are assigned an academic mentor and meet about 4 times in the year to discuss challenges that mentees face, find solutions and engage in career development activities. In addition to the experience of the mentor, mentees benefit from peer-to-peer support.



This programme usually starts in January-February time and information on the application process will be advertised in the PDC Newsletter and uploaded on the [PDC website](#).

Gender Initiative mentoring scheme

The Gender Initiative at Queen's organises a mentoring programme every year designed to advise women researchers in the area of career progression. It is open to postdoctoral female researchers but places are limited and it is advised to apply as soon as the scheme is advertised. Postdocs are paired with a more experienced researcher from a different Faculty and meet several times in the year. For more information, contact ggi@qub.ac.uk.

Fellowships and fellowship application support

Being awarded a fellowship is an important step towards independence when pursuing an academic career; it both demonstrates your ability to secure funding and provides a platform to develop your own research programme, thus showing your independence.

Fellowships are competitive and to increase your chances of being successful it is important to plan ahead and request feedback and support. At Queen's, [Research Development](#) is the department in charge of helping researchers to apply for funding.

Institutional fellowships

Institutional fellowships become available from time to time (e.g. Vice Chancellor fellowships, Patrick Johnston fellowships). These fellowships are for a defined period (usually 3 to 4 years)

and can lead to a permanent academic position if defined criteria are met. As well as salary, start up support is provided for research, and there is a longer probationary period with mentorship and support to give the best opportunity for success in moving to an academic post. The arrangements and criteria may vary between calls. To check if any institutional fellowship is currently advertised, visit the [PDC website](#).

External fellowship calls

Research Development issues a funding newsletter containing calls in various fields of research for many types of grants as well as training, information sessions and specific review and application processes relevant to QUB. The newsletter can be downloaded [here](#).

QUB also subscribed to [Research Professional](#), an online research tool for funding calls and research and education news. It allows advanced searches by topic, funder, career stage, deadline etc. You can find out more about how to log in [here](#).



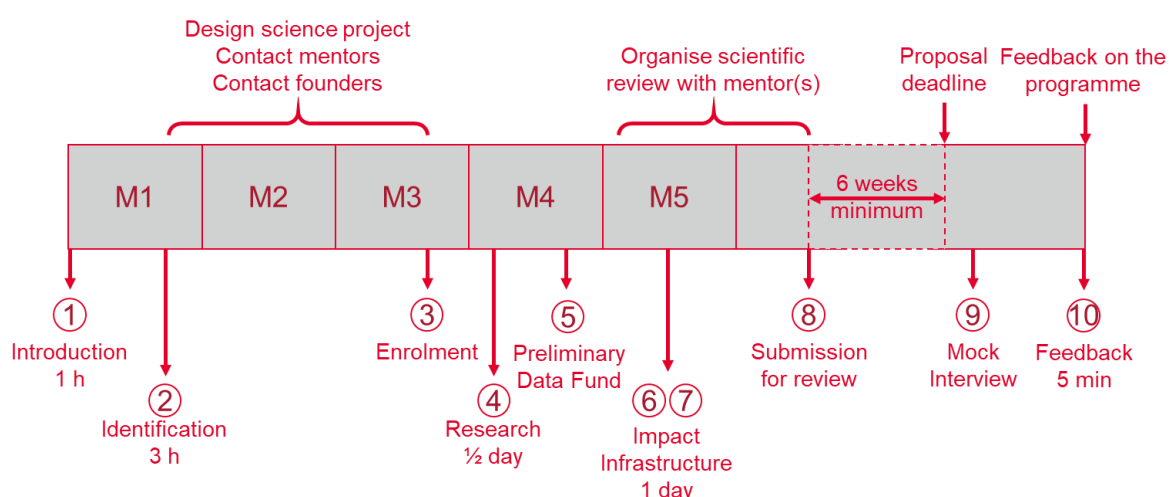
Additionally, a non-exhaustive list of fellowships can be accessed [here](#).

Research grant enabler fund

This Research Development fund supports research staff applying to strategic important UK-based funding (RCUK or other major funder like the Wellcome Trust or NIHR) to visit a grant partner to develop the grant application or attend training or visit founders and attend specific events related to the application process. More information and application forms are available [here](#).

Fellowship application support programme

Applying for a fellowship requires a lot of anticipation and preparation and to help you succeed, the PDC and the [Research Development](#) department provide a Fellowship Application Support Programme. This programme runs over a few months and includes two open sessions, “Introduction to fellowships” and “Find your fellowship” to help you figure out if you are ready to apply and which fellowship would be best for you.



You can then enrol in the programme and attend 3 workshops facilitated by QUB experts covering various aspect of the management of the research project, impact, finance, infrastructure etc. In addition, the programme involves feedback, mock interviews and a competitive preliminary data fund.

This programme is piloted in 2018 starting in June; based on feedback and success, it will be reproduced more frequently and/or additionally provided as webinars.

More information on the [PDC website](#).

Teaching

Postdocs can take on some teaching activities like demonstration, tutorials and sometimes lectures in order to expand their experience (check with your PI and heads of modules for teaching opportunities).

The Centre for Educational Development (CED) offers teaching courses listed [here](#), the most relevant to postdocs being in the PDC catalogue ([here](#)). The CED also organises a Learning and Teaching Conference every year.

Postdocs involved in teaching can obtain an internationally recognised accreditation by becoming Associate Fellows (or Fellows in rare cases) of the Higher Education Academy (HEA), now referred to as AdvanceHE. This involves writing an application that is reviewed by experts. Five recommended teaching courses support you with the preparation of your application.



For more information on AdvanceHE visit [its website](#) and to sign up to become associate fellow of the HEA, contact Karen Fraser (k.fraser@qub.ac.uk).

Technical training

CTUs training

The Faculty Core Technology Units provide training in the areas of microscopy, genomics, mass spectrometry, bioinformatics and *in vivo* research. [Contact the CTUs](#) to enquire about training.

Peer-training programme

Postdocs able to teach their peers a specific technique (experimental procedure, use of complicated piece of equipment, use of software...) can be funded up to £500 per day to provide a training course (preparation time included). A minimum of 20 postdocs need to be willing to attend the training. This funding is provided by Research and Enterprise. More information [here](#).



Additional training options

More ad hoc shadowing of faculty postdocs is encouraged; contact the PDC to advertise your needs on the newsletter's "information board" and on social media.

You can apply for personal training/technical training funding to attend external courses or to train on a specific technique at a collaborator's lab. Such funding opportunities can be found using [Research Professional](#) (visit the [Funding tools](#) section of the PDC website).

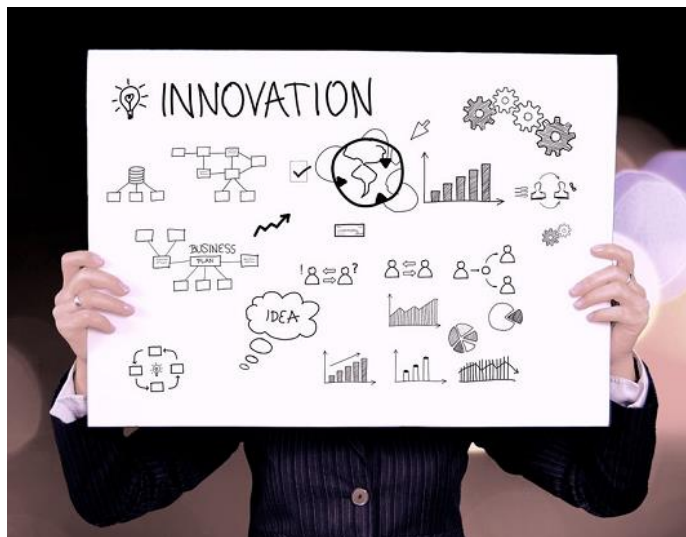
Industry engagement

Knowledge and experience of business, intellectual property and science commercialisation make postdocs very attractive candidates in and out of academia.

Enabling industry collaboration

The Research and Enterprise directorate provides training, advice and funding opportunities to help researchers commercialise their ideas or develop collaborations with companies.

The Business Alliance team notably manage the Proximity to Discovery (P2D) fund, which notably supports postdocs in meeting potential industrial partners. The PDC works closely with the team to help providing networking events and raise commercial awareness (i. e. YES programme below).



Young Entrepreneur Scheme (YES)

YES is a 3 day programme designed to develop business awareness and an understanding of entrepreneurship in UK postgraduate students and postdoctoral researchers. This goal is achieved through a competition in which those participating prepare a business plan for a hypothetical company. It includes workshops (in GSK, Stevenage) facilitated by leading figures in industry introducing the most important topics to be considered when starting up a company as well as time to prepare the proposal, access to mentors and networking opportunities. QUB Business Alliance and the PDC coach and sponsor a team of postdocs to attend the competition.

Catalyst co-funders

Co-funders is a programme run regularly by Connect at Catalyst Inc. The aim of this programme is to introduce to each other aspiring entrepreneurs with and without an idea for a product or company in order to form teams of people (the co-funders). Successful teams are coached to bring their company to life! This programme is free but requires a significant time investment.

Public engagement

Public engagement is a very rewarding way to share your work and passion for science by introducing it to children, patients and any member of the public. From an academic point of view, such outreach activities contribute to the impact of your research on the wider community and are crucial to your success.

For more information, help with your public engagement strategy and to get involved in the programmes below, please contact the Faculty Public Engagement Officer, Dr Donna Rogers (d.rogers@qub.ac.uk).

STEM ambassadors programme

The [STEM ambassadors](#) programme involves a network of volunteers working in STEM (Science, Technology, Engineering and Mathematics) disciplines who communicate their passion to young people in order to raise their interest in science and scientific careers. The programme is coordinated in Northern Ireland by [W5](#).

Sentinus

[Sentinus](#) is an organisation aiming at facilitating the promotion of STEM subjects in schools of Northern Ireland. It offers several programmes that you can contribute to, including work placements such as the [Nuffield Research](#) summer placement scheme.



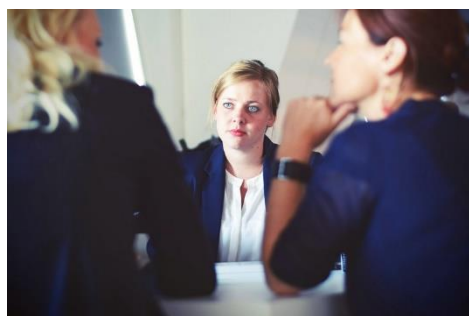
Ad hoc training and opportunities

Engaging with the public and communicating complex ideas to non-specialists can be challenging! The faculty public engagement department and the PDC organise workshops and support in an ad hoc manner so keep an eye on the PDC newsletter to not miss those opportunities. Support can be provided all year long by [Donna Rogers](#).

You can also contribute to public engagement events that the PDC organises to promote the amazing work carried out by Faculty postdocs.

Personal support

Interview preparation



The PDC can help you prepare for your upcoming interview either by organising a mock interview, providing 1 to 1 interview coaching or by sending you examples of questions.

Mock interviews include a panel of volunteer postdocs. Being part of the panel and experience the process "from the other side of the table" is tremendously helpful. You can volunteer by emailing the PDC.

More information about the format and procedure to request interview preparation are available on the [Personal support section](#) of the PDC website.

One-to-one meetings

You can request a one-to-one appointment with Alice to discuss and get feedback on job application documents (CV...), career planning, issues you are facing or any topic you would like to discuss (email pdcfmhls@qub.ac.uk). Those meetings will be accommodated when the PDC schedule allows it so try to anticipate your needs.

Practical resources

PDC library



The PDC owns a small library constituted of books relevant to the postdoc experience, the identification of career paths and career planning, efficiency and management, job search (CV, cover letters, interviews...) etc.

Consult the [catalogue online](#).

To borrow a book, email the PDC (pdcfmhls@qub.ac.uk) to check availability and come pick it up!

Going to conferences

Going to conferences, national or international, is a great way to learn more about your field, grow your network and showcase your work. Check the [PDC website](#) for more details.

Booking transport

Transport and accommodation to attend a conference must be booked through QUB's travel provider, Selective travel, which provides for instance travel insurance. Contact Selective travel with details of your trip to get a quote (qub@selective-travel.co.uk) and book as soon as possible as prices increase with time ([more information](#)).

You may be able to get reimbursed for additional expenses like meals, bus tickets, taxis etc. under some circumstances, if you provide the original receipts. Contact your centre/school manager for more information.

Conference travel fund

Travel funds to attend conferences and network is usually costed in grant proposals so check the grant funding your work and discuss with your PI to have an idea of the budget available.

Whatever the budget available to you, it is always encouraged to apply for external travel bursaries as they help save grant money and demonstrate on your CV your ability to secure funding. These external sources can be the conference organisers, professional bodies (Microbiology society...), reagent suppliers (Biolegend...) etc. [Research Professional](#) (see [Funding tools](#) on the PDC website) also enables searching for travel fund and a non-exhaustive list can be found [here](#).

If you are a postdoc in the School of Medicine, you can also apply for an internal travel fund. To be eligible, you need to be presenting a talk or a poster at the conference and demonstrate that you applied for external sources of funding too. Details regarding the fund and application forms can be found [here](#).

The School of Nursing and Midwifery also have some conference support available for PIs and postdocs. Contact the School manager for more information.

Fellows

Courses of particular interest

The "Leadership and lab management" PDC course (to be piloted in 2019) is initially designed for fellowship holders in the process of establishing their own research group as well as to senior research fellows with significant lab management duties. Other PDC courses in the

areas of budget management, creative and strategic thinking, project management or negotiation are also relevant to fellows.

Additional courses relevant to leadership and team management are listed on the [PDC website](#).

Books of particular interest

Some books of the PDC library are highly relevant to fellows, especially the ones in the “[Leadership and academic skills](#)” section. This includes for example “At the Helm: leading your laboratory”, “Developing effective research proposals” and several books on mentoring and collaborative thinking.

Fellows support network

Managing a fellowship is not an easy task and comes with many responsibilities. Access to a support network comprised of PIs and other fellows is highly important to help you make the best out of your fellowship and plan your next career step.

The PI/mentor/sponsor on your fellowship is of course part of this network. We however encourage you to also talk to PIs from other groups and other parts of the Faculty so that you can get unbiased feedback or advice. Building such a network enables flexible mentoring that you can arrange when you need and that involves different people depending on the topic you need advice on. Informal meetings over coffee are often the most beneficial and help you build connexions for longer-term mentoring and collaborations.

Your colleagues and the PIs ambassadors from the PDC committee ([list here](#)) can help you identify PIs to contact in their Centre/School.

Sharing tips and experience with other Faculty fellows at different stages of their fellowships is also very helpful and will be promoted by the PDC at fellow-specific events like a Fellows away day, lunches or coffee mornings. The PDC ambassador for fellows ([ambassadors list](#)) can be contacted for any fellow-specific need.

Communication

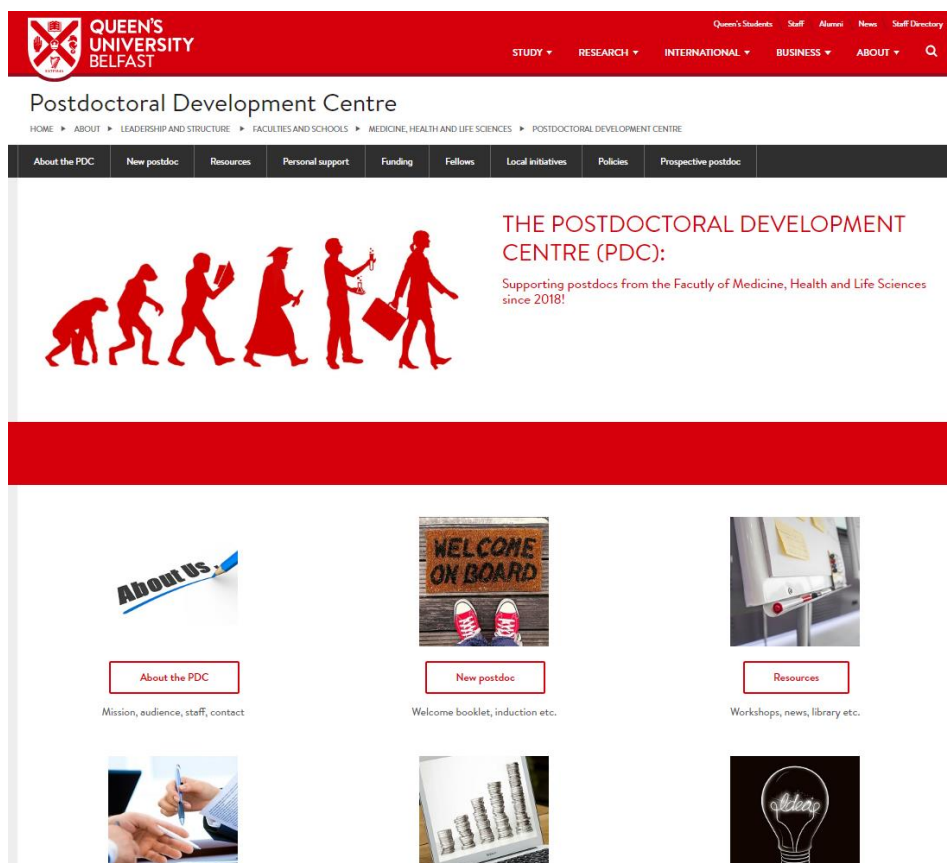
PDC Newsletter

The PDC sends you a newsletter every two months with information relevant to upcoming workshops, local initiatives, postdoc achievements, policy information, looking back on past events etc. PDC newsletters can be visualised [here](#). Please send any relevant information to be included in the newsletter to pdcfmhls@qub.ac.uk.

Website and social media

Most of the information relevant to faculty postdocs is available on the [PDC website](#). Upcoming deadlines, courses, events and additional information is advertised by social media ([twitter](#), [Facebook](#)); by following the PDC you are sure to always be up to date with postdoc-related information.

A [LinkedIn group](#) also enables networking between current and past postdocs from the faculty and is an invaluable resource to know which careers faculty postdocs turn out to do; so please join!

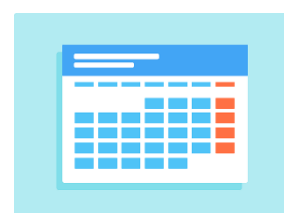


PDC calendar

The events organised by the PDC or other events relevant to postdocs are added to the PDC Outlook calendar. This calendar is public and you can access it at any time and even add it to your own Outlook calendars list. This will help you easily find out the time and location of events as well as registration information, provide reminders and prevent you from missing out on PDC events!

Procedure in Outlook:

1. Right-click on My Calendars – Add Calendar – Open shared calendar
2. Click on Name and start typing the name of the calendar (pdcfmhls@qub.ac.uk); it will appear at the top of the list
3. Select it and click OK and it will appear in your list of calendars



Local initiatives

Local initiatives are also carried out in each School or research centre of the faculty. Those initiatives can be linked to the PDC (buddy scheme...) or totally independent and are led by postdocs.

Ambassadors network

PDC ambassadors ensure the provision of a buddy scheme and regular postdoc coffee mornings to keep you up to date with PDC activities and collect your feedback ([more information](#)). They are helped by numerous postdoc volunteers; don't hesitate to contact them to offer your help!

Postdoc society

The FMHLS Postdoctoral Society is led by postdocs and provides advocacy, training and support for postdoctoral researchers within the Faculty. Its committee meets monthly and comprises postdocs from all Faculty's Schools, Centres and Institutes.



The society provides a voice for postdocs at the level of senior management, through membership of the Postdoctoral Development Centre Committee, the University Postdoctoral Forum, and attendance at School board meetings.

The society also organise, or contributes to, events that promote:

- Postdoctoral research achievements (annual Postdoctoral Research Symposium)
- Technical training (R course...)
- Engagement with external collaborators (ongoing interactions with Catalyst NI)
- Inter-departmental networking and engagement (i. e. coffee and donuts mornings)

The society also works closely with the PDC on numerous events and programme, notably relevant to career development and postdoc recognition.

The society is always happy to accept new postdoc members who would like to actively contribute to its activities! If interested, please email postdoc.soc@qub.ac.uk.

The actuality of the FMHLS Postdoc Society can be followed on [Facebook](#) and [Twitter](#).

CEM PCDC

The CEM Postdoctoral Career Development Committee (PCDC) is a group of postdocs and PIs from CEM organising events to promote a sense of community and the career development of postdocs in CEM.



The PCDC was created in 2016 as part of a Centre's initiative to foster postdocs to develop their careers within the Centre. The main goals of the committee are to promote Community Development and Empowerment through monthly coffee mornings and postdoc lab meetings and to work on developing new skills for postdocs through a postdoc-led seminar series. A mentoring scheme to integrate new postdocs in CEM using a buddy scheme has been very popular

and will be maintained to continue to work on a stronger community. The PCDC also runs regular surveys to keep up to date with postdoc's opinions and needs and runs an annual away day where postdocs get to network and spend a day focused on planning their careers.

Postdoctoral Forum

The Postdoctoral Forum is a an assembly chaired by the Pro-Vice-Chancellor for Research, Enterprise and Postgraduate Affairs and regroups the Deans of Research for each Faculty as well as postdoc representatives from the whole university.

Meetings are organised four times a year by the research Policy office. The Postdoctoral Forum deals with postdoc matters at a University level and is notably at the origin of the peer-led methods programme, the postdoc group mentoring, and organises the Postdoc showcase.

Information about the forum is sent by email to all postdocs after meetings. For more information about the forum, visit the [Postdoctoral Forum website](#) or contact rpo@qub.ac.uk.

Recognition

Sharing postdoc success stories

Academic life can sometimes feel full of disappointments; it is therefore vital to celebrate successes! The PDC is keen to share successes of any kind; publication of papers, funding, awards/prizes, new jobs etc. via its newsletter and social media. Please send information to the PDC if you have an achievement to report or if you have heard of any successes of your postdoc colleagues. The PDC is also willing to feature profiles of postdocs in its newsletter; do not hesitate to send yours or write one for a colleague.

The PDC prizes

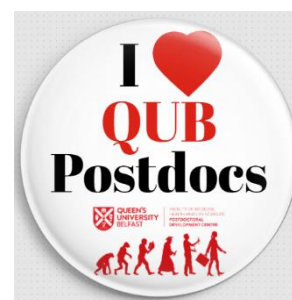


The [PDC Postdoc Prizes](#) aim to recognise the exceptional contributions of postdocs to the University. In particular, the prizes aim to reward those who excel in what they do, who “go the extra-mile” in their research, in their contribution to the life of the University, in their contribution to Public Engagement and in the provision of support for their group, colleagues, School.

Postdocs are nominated by Faculty staff and nominations are evaluated by a panel. The four prizes, “Research excellence prize”, “Postdoc citizenship prize”, “Outstanding engagement prize” and “Exceptional support prize” are awarded to Faculty postdocs during a ceremony as part of the National Postdoc Appreciation Week (see next paragraph).

National Postdoc Appreciation Week

The National Postdoc Appreciation Week (NPAW) was set up by the National Postdoc Association (NPA; USA association) in 2009. Its aim is to recognize and celebrate the contribution of postdocs to research and discovery. Social events are organised during the week; mainly throughout the USA but also in Europe and Asia. The PDC intends to organise events as part of NPAW, including the PDC prizes ceremony. “I love QUB Postdocs” badges and the #ILoveQUBPostdocs are available for postdocs, PIs, students etc. to wear and share pictures and stories during the week to show appreciation to postdocs. New ideas and postdoc-led celebrations are welcome! For an example, visit the [NPAW2018 website](#).



The Vice-Chancellor's research prizes

The VC research prizes recognise outstanding research throughout the whole University. One of the VC prizes is dedicated to postdoctoral research. These prizes are coordinated by the Research Policy Office and advertised through your QUB email and the roundup.

Main events

Postdoc symposium

Organised by the Postdoc Society usually in March/April, the postdoc symposium is a unique opportunity to hear about the research carried out by postdocs in the Faculty of MHLS.

Postdoc showcase

This event is organised once a year to showcase the research of postdocs from the whole university in the form of short and lay TED-style talks. It is a great opportunity to start cross-faculty collaborations!

National Postdoc Appreciation Week

The NPAW is a recognised week in the USA dedicated to postdoctoral staff, usually at the start of September (see [recognition section](#)). The PDC organises events to celebrate the incredible work that postdocs do at QUB!

Northern Ireland Science Festival

The NISF usually takes place in February and is a great occasion for postdocs to explain their research to the public! The various Schools and Centres of the Faculty organise events to which you can contribute. The Science Festival includes lectures, demonstrations etc. for all ages and you are always going to find events you want to attend.

QUB events and seminars

Many events and seminars are organised at QUB throughout the year; you can check (some of) the programme [here](#).



Printable annexes

New postdoc checklist: page 36

Leave recording form: page 37

Training recording form: page 38

New postdoc checklist

Before moving to Belfast:

- ☐ Send the relevant forms to HR (acceptance of post...)
- ☐ Verify the validity of your ID and travel documents (passport...)
- ☐ Enquire and apply for a visa (if relevant)
- ☐ Enquire for accommodation
- ☐ Organise an appointment with HR, a bank etc

When arriving in Belfast, before starting your postdoc:

- ☐ Finalise your accommodation and get your proof of address
- ☐ Bring your original certificates and your address to HR, get your employment letter
- ☐ Register with the police (if relevant)
- ☐ Open a bank account and give your bank details to HR
- ☐ Call to set up an appointment to get your national insurance number (give it to HR when received)
- ☐ Email your PI to arrange the time and place to meet on your first day (your offer letter will by default say 9 am on your first day but you need to confirm this with your PI)
- ☐ Email the PDC to enquire about your induction and to be put in contact with your local buddy scheme

In your first week:

- ☐ Set up an appointment with HR to get your staff card
- ☐ Request your personal code and access to relevant facilities
- ☐ Meet with your buddy from your local buddy scheme
- ☐ Visit the PDC website, identify potential courses, programmes and events of interest and add the PDC calendar to your outlook calendars
- ☐ Arrange an appointment with occupational health
- ☐ Enquire about health & safety training and specific inductions in your school/centre
- ☐ Set up your workstation, email signature, PDC calendar etc

In your first month:

- ☐ Register to a GP practice
- ☐ Fill up your personal information on QOL (ICE...)
- ☐ Do the online compulsory training courses
- ☐ Add a picture to your Pure profile
- ☐ Meet with your PI and asks for a copy of the grant on which you are working, discuss your project objectives, training and career goals
- ☐ Ask your PI to introduce you to relevant collaborators, students or member of staff





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HEALTH AND LIFE SCIENCES
**POSTDOCTORAL
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Annual Leave Recording Form 2018

Postdocs working full-time and all year are entitled to 23 annual leave days per year. If you are working part-time or if your contract doesn't cover the entire year, your annual leave days will be calculated pro-rata (contact human resources for help calculating your number of leave days).

Saturdays, Sundays and the following bank/QUB holidays are not counted as annual leave:

- Saint Patrick's Day: Monday 19th March
- Easter: Friday 30th March to Friday 6th of April (inclusive)
- May Day: Monday 7th May
- July Holidays: Thursday 12th July and Friday 13th July
- Christmas/New Year: Monday 24th December to Wednesday 2nd January 2019 (inclusive)

Number of leave days on January 1st 2018: _____

Start date (inclusive)	End date (inclusive)	Number of days	Reference (facultative)	Number of days left	PI's approval

How to use this form?

- Write "23" or calculated pro-rata as "Number of leave days on January 1st 2018"
- Fill up the start and end dates of the period of leave (inclusive)
- Calculate the number of leave days in the period (by deducting week-end days and QUB holidays)
- Add a reference if you want (i. e. "summer holidays", "honeymoon", "funeral"...)
- Calculate the number of days left (number of days left from previous line, or days on January 1st – Number of days in the leave period)
- Get your PI's signature



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HEALTH AND LIFE SCIENCES
**POSTDOCTORAL
DEVELOPMENT CENTRE**

Training Recording Form 2018

Postdocs working full-time and all year are entitled to up to 10 days of training per year. If you are working part-time or if your contract doesn't cover the entire year, your training days are calculated pro-rata.

Those days can be used as you wish for your career development, for example to attend courses, workshops and events organised by the PDC or other departments, get involved with committees, obtain preliminary data for a fellowship application, build a collaboration with industry...

Your PI must be notified of your absence.

Number of training days on January 1st 2018: _____

Date or period	Reference	Number of days left	PI's notification

How to use this form?

- Write "10" or calculated pro-rata as "Number of training days on January 1st 2018"
- Fill up the date of the training or period (if more than 1 day or if recurrent meetings over a period of time)
- Calculate the number of training days (assuming that 1 day = 8 h; for example a 4 h course corresponds to 0.5 day and 8 1 h meetings correspond to 1 day)
- Add a reference (name of workshop...)
- Calculate the number of days left (number of days left from previous line, or days on January 1st – Number of days in the leave period)
- Notify your PI