A short guide
for new Stats PhD students
from your Student–Staff Liaison Committee representatives
Ale (A.Avalos-Pacheco@warwick.ac.uk) and Lewis (L.Rendell@warwick.ac.uk)

Note: Names and office numbers are correct as of December 2016. A full list of staff and office numbers is available on the Department's website.

Access

Card access to the department
Your ID card should automatically give you access to all relevant doors in the building. If it does not, talk to Eleanor Ingram (Postgraduate Support Officer, Student Support Office, C0.02). You can also get access to the Maths Department and library after registering directly with them.

Door codes
Door codes change frequently. If you have not been given door codes, talk to Eleanor Ingram (Postgraduate Support Officer, Student Support Office, C0.02) in the first instance. The Department requests that you do not give the door code to anyone else, even fellow PhD students, as this makes things much harder if there is an incident, such as a theft.

Computer login
A username and password needs to be set up for the computer on your desk. If you haven't been provided with one, talk to Simon Parkes or Phillip Harvey-Smith (Computing Officers, C0.12). In the meantime, you can use username STATSUSR and password Ready2Go! (note that 0 is a zero; if this does not work try ready2g0), but you should be careful not to save any files to the hard drive with this account.

Printer and photocopier access
The Department's printer/photocopier is located in room C0.15. To print from your desktop PC, you will first need to install the printer; details can be found on the IT Services website at www.warwick.ac.uk/services/its/servicessupport/printing/manageddeptprinting/st. Use of the Department's printer does not require printer credits.

You should be able to use your student ID card to collect printed documents, and also to photocopy or scan. If this does not work, talk to Eleanor Ingram (Postgraduate Support Officer, Student Support Office, C0.02).

Your own homepage
The Department provides you with the opportunity to set up your own homepage to serve as your research portfolio and you are encouraged to add content to it. Once you have logged into your account, a link to edit your page should appear on the top right; please talk to Eleanor Ingram (Postgraduate Support Officer, Student Support Office, C0.02) if editing permission has not yet been added to your IT account. You can see the other PhD students' homepages at www.warwick.ac.uk/fac/sci/statistics/staff/research_students.
Mailing lists
After you have enrolled, you should be automatically subscribed to the young@stats and the phd@stats mailing lists. If this does not happen in the first week of your PhD, please talk to Eleanor Ingram (Postgraduate Support Officer, Student Support Office, C0.02). Emails sent to mailing lists run by the Department must be approved by a moderator before they are sent to subscribers – this may take time, so if you wish to send an email about an upcoming event (for example), make sure you do so well in advance.

You can also be manually signed up for the social@stats mailing list, which is run by the SSLC representatives and has no oversight from the Department. Please speak to Lewis (SSLC Secretary) if this has not yet happened.

Social events
Pub
We organise a pub trip every week during term, usually on Friday evenings, to somewhere on or near campus (such as The Dirty Duck or Varsity). Usually one of the SSLC representatives sends an email via the social@stats mailing list beforehand, giving a time to meet in the Common Room to walk together.

Young Researchers’ Meeting (YRM)
Every Tuesday during term at 16:00 in the Common Room, a PhD student presents their work to the rest of us. This is a nice opportunity to chat to people, see what your fellow PhD students are up to and also to practise your regular reviews (9 month, 15 month, etc). Check www.warwick.ac.uk/statistics/news/yrm for upcoming seminars or talk to the organisers, David (D.Selby@warwick.ac.uk), Sophia (S.K.Wright@warwick.ac.uk) and Valerio (V.Perrone@warwick.ac.uk).

Signing up
Teaching
You need to do a teaching training session in Term 1, and will then be allowed (and generally expected) to teach in Term 2. Dr Elke Thöennes (C1.07) and Dr Ric Crossman (C0.11) organise this and make the final decision on who will teach each module; you will be asked to submit your preferences in an online form. You are expected to discuss your plans for teaching with your supervisor.

Invigilation
Invigilation is a way to earn additional money, but you should be familiar with the procedure before invigilating. The Student Support Officers usually request invigilators via the mailing list. In large exams a senior invigilator lecturer will be responsible and will tell you the necessary procedures. However, all invigilators must read www.warwick.ac.uk/services/academicoffice/examinations/depts/invigilators_instructions.

Training
The Department expects all PhD students to attend 100 hours of training in their first year. You can either sign up for the Academy for PhD Training in Statistics (APTS) or do an equivalent amount of lectures with examinations. You should decide on your training programme within the first two weeks of Term 1, having discussed this with your supervisor.

Alejandra Avalos Pacheco and Lewis Rendell, SSLC representatives
Gregynog Statistical Conference
This is a fairly informal conference co-organised by the Department that takes place each year in Gregynog Hall, Powys, Wales; in 2017 this will take place from 21–23 April. Participation for PhD students is free. You will receive an email inviting you to sign up.

Research Students’ Conference (RSC)
This national event is free for PhD students, and in 2017 will be taking place from 18–21 April at the University of Durham. If you wish to attend, discuss with your supervisor and Eleanor Ingram (Postgraduate Support Officer, Student Support Office, C0.02) well in advance.

Seminars and reading groups
You usually do not need to be signed up for seminars or reading groups, and can just come along. The most popular seminar is the Centre for Research in Statistical Methodology (CRIISM); check www.warwick.ac.uk/statistics/news/upcoming-seminars for a full list. Reading groups are usually set up using the phd@stats mailing list.

Please note that your attendance and participation at seminars and reading groups is really appreciated in order to maintain the lively and fruitful atmosphere of our department. Furthermore it is an opportunity for you to broaden your knowledge and academic network and we therefore encourage you to take part in these whenever you have the chance.

Money
For teaching
1. You need a National Insurance number. UK citizens will have one already; others will have to apply for one. For the two options of getting this number see www.warwick.ac.uk/payroll/payguidproc/applyingforinoney or www.gov.uk/apply-national-insurance-number. You will need to have a meeting in person and bring your ID and visa in each case. Do not pay for a NI number; it is free.

2. You need to get set up on the payroll, for which you will be asked to fill out the VAM starter form available at www.warwick.ac.uk/fac/sci/statistics/postgrad/currentstudentspg/forms/timesheetvam.pdf If you are a Tier 4 student (non-EU student with a visa), you will also need to fill out a student declaration letter available at www.warwick.ac.uk/services/humanresources/newpolicies/student_workers Bring these forms to Eleanor Ingram (Postgraduate Support Officer, Student Support Office, C0.02) together with your ID and visa.

3. After teaching for a while, fill out the Student Timesheet, available at www.warwick.ac.uk/statistics/postgrad/current_students/forms or in the Student Support Office. Be sure to fill in the module name and teaching type under ‘Additional Information’ and give it to Eleanor Ingram (Postgraduate Support Officer, Student Support Office, C0.02). Note that there are two types of forms available, one for Tier 4 students (non-EU student with a visa) and one for others. The current pay rates may be found at www.warwick.ac.uk/fac/sci/statistics/postgrad/currentstudentspg/teaching/payment. All timesheets should be submitted to the Student Support Office by the Friday of the first week after the end of term.

Permission for future expenses (e.g. conferences, travel)
Fill out the PhD Conference Request Form available at www.warwick.ac.uk/fac/sci/statistics/postgrad/currentstudentspg/forms/conference_request_form.pdf and give it to Eleanor Ingram (Postgraduate Support Officer, Student Support Office, C0.02). If you are not sure about the amount of funding you need, talk to your supervisor. You should make sure that expenses will be reimbursed before incurring any expenses; otherwise you may end up out of pocket! All claims must be made no later than three months after the trip.

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Reimbursement of expenses

Fill out the Travel Expenses Claim Form (FP16a) available at [www.warwick.ac.uk/services/humanresources/internal/payroll/expenses](http://www.warwick.ac.uk/services/humanresources/internal/payroll/expenses) and give it to Eleanor Ingram (Postgraduate Support Officer, C0.02).

Conference and hotel booking

Preferably, you should pay for all conference and hotel bookings yourself and then claim it back. However, the Department may be able to book for you if you cannot pay for it on your own. Before incurring any expenses you should make sure that the Department is willing to pay for them. The PhD handbook states that students can typically expect to go to one national and one international conference during their PhD (APTS, Gregynog and the RSC do not count). More may be possible if you and your supervisor make a compelling case, the conferences are prestigious and you present your work.

Travel booking

Travel that costs less than £500 can (and should, if possible) be booked by you, with the expenses reclaimed as above. All travel over £500 should be booked through the Department Secretary (or Department Administrator in her absence).

Supplies and facilities

Stationery

There is a stationery cupboard in the photocopier room, C0.15. Please only take items you need right now. There can be some delay in ordering more of a given type, so we should aim not to run out of anything.

Printer/photocopier problems

If the printer is out of paper or toner, please talk to Simon Parkes or Phillip Harvey-Smith (Computing Officers, C0.12). Often, printing paper will be next to the printer, so if you're feeling confident, you can put it in yourself. Please only use the printer for your studies or teaching. Also, please do not take printing paper from the photocopier room, as it is quite expensive. If you need paper, take a writing pad from the stationery cupboard instead.

Tea and coffee

Free tea and coffee is available in the kitchen. If you take the last cup of coffee (i.e. there is less than one generous cup left), you need to make a new pot. Throw away the old filter, and wash the coffee pot and the filter module thoroughly. New filters and coffee are in the drawer below the machine. Please do not take any coffee packs for personal use; they are only to be used with the departmental coffee machine.

Milk

There is milk in the fridge for tea and coffee; please do not use the milk for other things, such as cereal. Milk should not be stored in the fridge door shelves, as it can fall out when the door is opened. Empty glass milk bottles should be rinsed out and placed in the crate near the door.

Dishwasher

The dishwasher is turned on every afternoon and emptied the next morning. Please put your dirty crockery in the dishwasher or hand-wash it and put it away. Please do not leave any dirty crockery in the sink or elsewhere.
Fridge
You can put your lunch in the fridge but please make sure it is covered (e.g. plastic box). Also, you should not leave items overnight. The Department Secretary may throw away any items left in the fridge. If you still feel you need to leave something overnight, put it in a box and label it with both your name and a date (but be aware that it may still be thrown away). You should not leave any items on top of the fridge or on top of the kitchen wall cupboards.

Microwave
There is a microwave in the kitchen. Please do not put any metal in there, such as aluminium foil or cutlery – it will destroy the device in a spectacular fashion.

Books
If the library does not have a book that you need for your work, your supervisor may submit a request to the library to order it. This may take a while.

Receiving post and parcels
You can receive work-related post and parcels at the Department; delivered items will be left in your pigeon hole. If you expect an item that is larger than your pigeon hole (or fragile), please talk to Eleanor Ingram (Postgraduate Support Officer, Student Support Office, C0.02) to warn her and give a delivery estimate. Please be there on the expected delivery date to collect it immediately – there is no space in the support office. The Department cannot take responsibility for damaged items and would appreciate it if you were around to sign for any expensive items personally.

Mailing lists
phd@stats.warwick.ac.uk All PhD students based in the Stats Department
socials@stats.warwick.ac.uk List for social events. Includes PhDs, postdocs and MScs from Stats and associated students
msc@stats.warwick.ac.uk All Stats MSc students (not 4th year integrated Masters students)
masdoc@warwick.ac.uk (note, not @stats.warwick.ac.uk) All MASDOC PhD students who have a supervisor in Statistics
young@stats.warwick.ac.uk Includes all of phd@stats and msc@stats, plus postdocs in the Stats Department and all MASDOC students (MSc and PhD)
postdocs@stats.warwick.ac.uk All postdocs in the Stats Department
support@stats.warwick.ac.uk Stats IT Support officers (reports of IT issues should be sent to this address, rather than the officers' individual addresses)
acads@stats.warwick.ac.uk Academic staff in the Stats Department
staff@stats.warwick.ac.uk All staff in the Stats Department

All other matters
Talk to Eleanor Ingram (Postgraduate Support Officer, Student Support Office, C0.02) in the first instance. Your SSLC representatives are also here to help.