

# **WILKINSON HALL FRESHERS' GUIDE 2018/2019**



[hallsf.ic.ac.uk/wilkinson](http://hallsf.ic.ac.uk/wilkinson)

# Welcome!

Hello and a warm welcome to Wilkinson Hall! We're sure you're going to have the best 9 months of your university life here, and it's our job to make sure that happens. We want you to work hard, play hard, make life-long friends and have such a great time here that you won't ever want to leave.

This handbook is designed to give you a brief introduction to the hall - more detailed information is available on the Wilkinson hall website (see below). Do take time to read through it!

## The Team

The Wardening team and the Hall Seniors are here to make your time here as enjoyable as possible. We do this by organising events so we get to meet all of you, as well as encouraging you to meet and make friends with other people in the hall. There are introductions to all the members of the team on pages 4-5, as well as their contact details. Another important role of the Wardening Team is looking after your welfare. If you need to speak to a warden you can either do it in person or call them on the duty phone. The duty phone operates from 6pm to 8am on weekdays and 24 hours at the weekend. There will always be someone at the other end to receive your call. The rota showing which warden is on duty can be found on our website and eWilkinson. However, feel free to approach us at any time to talk to us about any concerns you have - we've mostly heard it all before and want to help as much as possible. This can be anything at all, from feeling homesick, struggling with your studies, relationship problems or just tips on where to go out in London!

The duty mobile can be reached on: **07764379356** or **57717** from an internal College phone.

We really look forward to getting to know you all in the upcoming weeks and months, and particularly during our packed Freshers' Fortnight which is full of events that should appeal to everyone. If you haven't already done so do visit our website at <http://hallsf.imperial.ac.uk/wilkinson/> & join our Facebook page <https://www.facebook.com/groups/Wilkinson18/> for details of all of our events and information about how to purchase tickets.

## Hall Supervisors

The Hall Supervisors are responsible for the day-to-day running of the hall, including overall responsibility for: maintenance of the building, cleaning of rooms and communal areas in the hall. Their core office hours are 8am – 6pm Monday to Friday. Their office is in the lobby of Gabor Hall (next door). If you have an **urgent or emergency maintenance problem**, please contact the Hall Supervisors during office hours or the Duty Warden out of office hours. The Hall Supervisor's contacts details are:

<b>Yuly Sandoval-Mora</b>	– y.sandoval-mora@imperial.ac.uk	<b>Ext: 45358</b>
<b>Michal Otremba</b>	– m.otremba@imperial.ac.uk	<b>Ext: 45358</b>

*Non-urgent maintenance problems should always be logged using the **online defect report form**, linked from the Wilkinson hall website.*

### Emergency Contact Details:

**Duty Warden:** 07764379356 or 57717 from internal phone.

**Imperial College Security (also emergencies):** 020 7589 1000 or 4444 from internal phone.

**Imperial College Health Centre:** 020 7594 9375/6

**Out-of-Hours Doctor:** 020 7584 6301

# Social Life at Wilkinson

We've been looking forward to your arrival as much as you have! Here's some general information about what will be going on in the next few weeks.

## Hall Events

As well as the packed fresher's fortnight of events that we have planned for you (details of which are up in your kitchen and on the website), the wardens and Hall Seniors will be organising events for you throughout the year, a lot of which will be subsidised by the hall. These include:

- **Brunches:** There will be free brunch every fortnight including waffles or crepes with toppings, various cereals, breads and drinks. Themed brunches will take place over the year – Halloween, Christmas, Valentine's...
- **Regular activities:** Every other fortnight we will have various activities lead by hall seniors with the help of committee members.
- **Football/ Basketball:** There will be football/ basketball every Sunday for anyone that wants to get involved. Throughout the term there will be inter-hall competitions - let's make sure Wilkinson reaches the top of the league!

And more! Including theatre and cinema trips, plus day trips around the UK. We'll also be packing in at least one overseas trip to Europe!

## The Hall Committee

The Hall Committee is made up of first year student representatives plus the hall seniors. The first-year reps will be elected in the second week of term. The Hall Committee meets every fortnight to discuss how to improve the hall environment, including ideas for events and, importantly, how to spend the **hall amenities budget**. The Amenities Budget is something that all residents contribute to (as part of the rent) and which helps fund all the social activities throughout the year.

Being on the Hall Committee is a hugely rewarding and fun role and it's a great way to prepare for becoming a senior next year, if that's what you want to do! Your Hall Senior will speak to you about standing for one of the positions in the next couple of weeks. Go for it!

# Welfare at Wilkinson

## Pastoral Meeting

After fresher's fortnight, you will meet with your pastoral warden (see "Meet the team: Wardens") to check you've settled into life at Wilkinson & Imperial.

## Hall Office Hours

Aside from calling the duty mobile, you can also speak to a duty warden in person during hall office hours. Feel free to drop by our hall office on weekdays to discuss any issues or concerns you may have:-

- **Location:** Wilkinson Office on Mezzanine floor (turn left out of the lift, down the corridor and the office will be on your right)
- **Date:** Monday – Friday
- **Time:** 7 – 8pm

# Meet the team: Wardens

These awesome people look after welfare and discipline in the hall, and are always reachable to help you out via the Duty Mobile. Although they each have designated responsibility for specific floors, students should feel free to contact any warden about any issues they may have by ringing their extension, knocking on their door or sending an email!



**Matina Giannarou**

**Room: 5/78**

Warden. Responsible for 4th and 5th floor students. Lecturer at the Hamlyn Centre for Robotic Surgery.

sg1003@ic.ac.uk

**EXT: 41623**



**Charlie Houston**

**Room: M/86**

Subwarden. Responsible for M, G and LG floor students. Second year PhD student in Biomathematics.

cph211@ic.ac.uk

**EXT: 23383**



**Eve Chan**

**Room: 1/86**

Subwarden. Responsible for B and 1st floor students. Second year PhD student in Chemical Biology.

ysc416@ic.ac.uk

**EXT: 23381**



**Nicolas Cifuentes**

**Room: 2/86**

Subwarden. Responsible for 2nd and 3rd floor students. Second year PhD student in Electrical Engineering.

nac17@ic.ac.uk

**EXT: 23382**

# Meet the team: Hall Seniors

The Seniors are here to make your time in halls as enjoyable as possible. They have all lived in Halls before, so are full of good advice on how to settle in. They help organise and run events throughout the year, maintain the hall social media, design posters and more! Each Senior is allocated to a member of the wardening team. Feel free to talk to any Senior about ideas for events or if you have any issues - they love to help!



**Angus Robertson**  
adr116@ic.ac.uk  
Floor B

Languages:  
English, French  
(basic) & ASL  
(basic).



**Eloise Hunt**  
esh15@ic.ac.uk  
Floor LG

Languages: English,  
& French.



**María Cardona Sanchez**  
mdc5017@ic.ac.uk  
Floor G  
(& responsible for M)

Languages: Spanish,  
English & French  
(basic).



**Valerio Collepico**  
vc617@ic.ac.uk  
Floor 1

Languages: Italian,  
English & Spanish.



**Fiona (Xuying) Zhao**  
xz7817@ic.ac.uk  
Floor 2

Languages: English  
& Mandarin.



**Alexander Venetidis**  
gav17@ic.ac.uk  
Floor 3

Languages: C++,  
Python, English,  
French, Greek &  
Spanish.



**Holly Monkhouse**  
hm3417@ic.ac.uk  
Floor 4  
(& responsible for 5)

Languages: English  
& German (basic)

# Getting started

Here is some essential information to help you find your feet during the first few days. It's not a comprehensive list of all the information relating to Wilkinson hall - you can find all of that either on our website at [hallsf.ic.ac.uk/wilkinson](http://hallsf.ic.ac.uk/wilkinson) or on the College website at [imperial.ac.uk/accommodation](http://imperial.ac.uk/accommodation).



## KEYS

**Your college card is your key.** Room doors lock automatically upon shutting so always take your college card with you – including to the kitchen, common room or laundry! **Loss or damage to your college card will incur a charge.** Go to the Security Lodge in Sherfield building during ID card office hours to pay for a replacement. If you have simply left your card in your room, during office hours you can go to the Hall Supervisor's in Gabor hall & out-of-hours you should go to security in Weeks Hall or call the Duty Warden.



## CLEANING

Communal areas including the **kitchens are cleaned two to three times a week** and your **rooms once a fortnight**. The cleaners do not do your washing up or tidying so make sure that surfaces and your floor is clear for them. **Any unwashed crockery or cutlery will be placed in special bins and promptly thrown out**, so make sure to wash up everything immediately after use. There are also vacuum cleaners in the hall should you need them.



## MAIL

Every student has an individual mailbox, located in the hall entrance. Your address:  
**Room Number, Wilkinson Hall**  
**Prince's Gardens**  
**London SW7 1AW**  
**United Kingdom**

Any packages will be delivered to the Weeks Hall Security lodge which you will then need to collect.



## WASHING

Wilkinson's washing and drying machines are on the **basement floor** near the lift. Washing cycles cost **£2.20** and a drying cycle **£1.20**. You can use the **Circuit laundry app** on your phone to use the machines. If you experience any problems with the machines, contact the Hall Supervisors (see page 1). **Do not overload** the washing machines or dryers because they won't wash or dry properly!



## SECURITY

London is a large and amazing city. South Kensington is a relatively safe area, but it is important to **remain vigilant** after dark. **Remember not to let anyone tail-gate into the hall after you, particularly at the beginning of term when faces are unfamiliar.** There is a security lodge located on the ground floor of Weeks hall in Prince's Gardens.

## GUESTS/ ABSENCE



If you have a single room, you are allowed to have a guest staying with you up to **10 nights a term, for up to 3 days at a time**. However, for fire regulations and security reasons you need to let the wardening team know – you can **register your guest on eWilkinson**. Guests are not allowed in twin rooms. The wardens can also provide **mattresses for a £20 refundable deposit**. Likewise if you are away from the hall overnight, for fire safety reasons, log your absence in eWilkinson.



## FIRE SAFETY

It is important that you follow all the fire safety guidelines including not propping open fire doors, not using kitchen equipment in your rooms and not lighting candles. In the event of an alarm going off, **leave the building immediately** via the closest fire exit to the designated meeting point on the grass in Prince's Gardens, a safe distance from the building.



## INTERNET/PHONE

Internet is included in the price of the room but you'll **need an ethernet cable** to get plugged in and working straight away. If redirected to a registration page, you should follow the instructions. **Wi-Fi is also available** in the hall, but cable is faster.

**Your room phone number will be (020)785 + extension**. If calling from abroad it will be +4420785 + extension. Internal calls to other rooms and phones within Imperial are free but to make an external call you will need to set this up separately. Further details are available on the College's ICT website [imperial.ac.uk/ict](http://imperial.ac.uk/ict).



## DEFECTS

If you notice any defects such as leaking taps, lights that are not working or any breakages please **report them online** by following the link on the Wilkinson Hall website or **directly to the Hall Supervisors** (see page 1). Please quote your room number in the heading of the email. **In an emergency, call or visit the Hall Supervisors during office hours, or the duty warden outside of office hours.** Depending on the urgency, defects will be dealt with in a matter of hours or days.



## HEALTH

**All first-year students living in halls must register at the Health Centre in Prince's Gardens**. This is so that you are eligible for emergency out-of-hours services. You are also strongly encouraged to make sure you are up to date with all your injections. For more details visit: [imperialcollegehealthcentre.co.uk](http://imperialcollegehealthcentre.co.uk)

# The Wilkinson Hall Rules

I have read and accept the full rules and regulations that were sent with my license agreement. I understand that these rules are intended to benefit all residents and to ensure their safety, enjoyment and well-being in Hall. I accept that any contravention may result in a monetary fine, community service, expulsion from Hall, or even expulsion from the College. I also agree to the following principles:

1. I understand that my behaviour will affect my fellow residents, and I will be considerate to their feelings and lifestyles.
2. I will not make excessive noise, which can affect our neighbours or fellow residents. No noise will be audible outside my room between the hours of 23:00 and 08:00.
3. I will not tamper with, or misuse any fire equipment or the alarm system or prop open fire doors. I will take care at all times to prevent accidental activation of the alarms, especially while cooking. I will evacuate the building promptly on hearing the alarm.
4. I accept that smoking is forbidden in all Imperial College Halls of Residence.
5. I will treat Hall property, fixtures and fittings, and the property of my fellow residents with respect. I will report any damage, in whatever manner it may have been caused, to the Hall Supervisor at the earliest opportunity.
6. I will not throw, or let fall, objects of any kind from the windows. I will not endanger others or myself by any of my actions.
7. I will not violate any safety warnings or notices, or enter restricted areas such as balconies and the garden at the rear of the Hall.
8. I will not use, keep or bring illegal drugs into Hall. I accept that breaking this rule will result in referral to College and to the Police. I understand that the College has a zero-tolerance policy on drugs and that possession of such drugs may lead to expulsion from the Hall. The College's Substance Misuse Policy can be found here: <https://www.imperial.ac.uk/students/student-support/policies-and-protocols/>
9. I agree to inform my guests of the Hall rules, and accept that I am fully responsible for their behaviour whenever they are in or around Hall and that they must leave if requested to do so by a warden.
10. I will pay attention to security in Hall and will not allow uninvited strangers or those I do not know into Hall.
11. I accept that rollerblading, ballgames, etc. are not permitted in Hall and that I may not play ball games in Prince's Gardens.

Enforcing discipline within the Hall is the responsibility of the Warden and Subwardens. All residents are governed by the Terms of your License to Occupy and the Imperial College Disciplinary Code (<http://www3.imperial.ac.uk/registry/proceduresandregulations/policiesandprocedures/disciplinary>). Penalties such as fines or community service can be imposed within the Hall for breaking any of the above rules and, in more serious cases, a Residences Disciplinary Tribunal can be called. Particularly serious cases can result in the loss of your place in Hall or, in extreme cases, expulsion from College.

