

Academic/Research Visitors Information for visitors

www.qmul.ac.uk/math

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Head of School

Welcome to the School of Mathematical Sciences at Queen Mary University of London

The School of Mathematical Sciences understands the importance of enabling our academic and research staff to collaborate with their counterparts from all over the world. We aim to provide the best possible facilities and services to our visitors and will work with your host, to ensure that we meet your needs and enable you to reach your common goals. We hope that you find this information useful, however, if you have any further queries please do not hesitate to contact your host in the first instance, or alternatively contact [Paul Dudley](#) in the Maths Building – School Office (room MB-102).

Location

The School of Mathematical Sciences is located in the Mathematical Sciences Building, Mile End Campus, 327 Mile End Road, London E1 4NS ([no. 4 on our campus map](#)). The School Office is located on the first floor in Room MB-102. The nearest tube stations to the School are Mile End and Stepney Green.

ID/Swipe Cards

All visitors are required to carry ID cards on campus. Depending on the length of your visit, you may be issued with a temporary visitors pass. Alternatively, for visits longer than 2 weeks, you will be required to fill in an ID application form (available from the School Office), which will be authorised by Paul Dudley upon your arrival. This will then need to be taken to the Security Office ([no. 18 on our campus map](#)). Security will then take your picture and issue you with a personalised ID card, which is normally ready for collection within 24 hours. Your ID card is also an entry pass to the visitors room (Room MB- B12 - if you have been allocated a desk there), general entrance to the Maths Building (before 8.30am and after 6.15 pm) and the Common Room (Room MB-504 on the 5th floor).

Facilities

Prior to your visit, you and your host will be required to complete an 'Academic/Research Visitor application form' on which you will be asked to indicate what facilities you require. The School will endeavor to ensure that upon your arrival the indicated facilities are available.

➤ Internet Access

Visitors coming from other HE institutions will be able to connect to Eduroam. Alternatively, hosts will be able to set-up a guest IT account, which will allow visitors to use the 'QM-Guest' Wi-Fi.

➤ PC

Your host, in liaison with Paul Dudley and the Finance Manager, will arrange a work-station for you (subject to availability) if this is required.

➤ Kitchens

There are two kitchens for staff, postgraduates and visitors – one on the 1st floor and one on the 5th floor (accessible by pass). The kitchens are stocked with basic facilities e.g. kettle, microwave and a fridge. The fridges are stocked with fresh milk on a regular basis.

➤ Common Room

All academic visitors may use the staff common room, which is located in MB-504 on the 5th floor. The common room offers spacious seating ideal for informal meetings and contains whiteboard, whiteboard tables and stationary, as well as a Nespresso coffee machine. Coffee capsules can be purchased at a cost of 50p per capsule from the coffee machine by credit/debit card.

Health & Safety - Fire Alarms

The Maths Building fire alarm is tested weekly on Tuesday mornings around 9am and fire drills are carried out at random. In the event of a fire, the fire alarm will sound continuously. Please follow the signs to the nearest exit. Once outside make your way to the designated meeting point in **Godward Square** (in front of the Maths Building). You should then make contact with your host, who will note your presence and inform the Fire Marshall.

Publication charges

The School does not pay publication charges.

Seminars

Seminars are run on a regular basis and you are welcome to attend any seminars which may be of interest to you. An overview of upcoming seminars including location, time and guest speakers can be found [here](#).

Expenses

All expenses need to be claimed under Queen Mary's travel and expenses policy using appropriate receipts. Reimbursement of expenses should be claimed only for incidental expenditure that cannot be paid for by the use of the Agresso Purchase Order (PO) system or the Purchasing Card scheme. To view the travel and expenses policy, please click [here](#).

To claim expenses, please complete the Expense Claim Form (click [here](#)) and ensure it is returned to the School Office with original receipts within 3 months after the expenses are incurred.

Telephone numbers and offices

A list of department telephone numbers is available from the School Office if required.

Campus Restaurants, Bars and Cafes

There are a number of eateries, cafes and bars on campus, which are open to staff, students and visitors. A list of available eateries is available [here](#).

Log on/password for computers in the visitors room (Room MB-B12)

If you are allocated a desk with a computer in the visitor's room, please talk to Paul Dudley regarding the password for your machine.

IT problems

If you experience any IT problems, you will need to raise a ticket using the self-service portal accessible via <https://helpdesk.qmul.ac.uk> or by emailing its-helpdesk@qmul.ac.uk if you are unable to do this. The IT Helpdesk are also contactable on 020 7882 8888.

IT service updates

To check the status of IT services, go to: <http://status.its.qmul.ac.uk/>. This page is updated by the IT Helpdesk.

Recycling

Recycling facilities are available on each floor, in shared office spaces, the kitchens and the common room. Please ensure that you place any recyclable items in the relevant containers. These are emptied on a daily basis.

Green Impact

Green Impact is an institution based environmental accreditation scheme, which encourages pro-environmental behavior by staff and visitors across Queen Mary. More general information about sustainability at Queen Mary can be found at: www.qmul.ac.uk/about/sustainability/.

Meeting Rooms

There are 8 Academic hubs throughout the Maths Building which are available for use by academic staff, PhD students and visitors for meetings. All rooms are equipped with a table, 8 chairs and a whiteboard. Please note 3 of these hubs (MB-201, MB-403, and MB-505) are available to book by staff, with the remaining hubs open for use on a first come, first served basis. However, do note these hubs **are not intended to be used as working/office space for individuals**.

The University also has a number of differently sized meeting rooms, which can be booked by your host.

Replacement ID cards

Lost and stolen cards should be reported to Security as soon as possible so they can be cancelled. A replacement will be produced at a cost of £15 (unless a Police report number can be provided). To replace a lost or stolen ID card, you will need to visit the Security Control Offices on campus (France House). If your pass has expired, please inform your host who will be able to arrange an extension.

Staff communications

To keep up to date and find out what's happening around the University, you are encouraged to read the regular staff communications that are issued, such as:

- eBulletin: weekly (Wed) email with the latest news and announcements from around Queen Mary
- PS Bulletin: regular newsletter for staff working in Professional Services from the COO
- Connect (connect.qmul.ac.uk): Queen Mary main intranet homepage for staff.

Smoking

Queen Mary operates a no smoking policy. If you wish to smoke, please ensure you do so away from campus or in one of the designated smoking areas. Further information on our smoking policy and a map detailing our smoking areas are available [here](#).

Feedback

The School of Mathematical Sciences is committed to providing the best possible experience to its visitors. If you have feedback that you would like to share following your visit, please email [Paul Dudley](mailto:Paul.Dudley).