

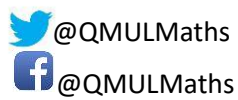
School of Mathematical Sciences

Staff Handbook 2022 - 2023

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Introduction

Welcome to the School of Mathematical Sciences.

This handbook is designed to give essential information about the way in which the School of Mathematical Sciences operates. It outlines our internal processes and procedures related to Teaching, Research and Administration.

It is a pleasure to welcome all staff to the newly refurbished School of Mathematical Sciences. Our new home re-opened in September 2019 following 3 years of building works and renovations. The aim of the building project was to provide a light and airy building which contributes to an enjoyable working experience underpinning the aim to be one of the world's leading Mathematics Departments. We hope that, as planned, the building invites and facilitates interaction and conversations between academics and students and, in equal measure, provides quiet space for original thinking and relaxation.



About Queen Mary

Queen Mary University of London (QMUL) is one of the UK's leading universities, and one of the largest institutions in the University of London, with over 27,000 students from more than 160 countries.

A member of the Russell Group, we work across the humanities and social sciences, medicine and dentistry, and science and engineering, with inspirational teaching directly informed by our research - in the most recent national assessment of the quality of research, we were placed ninth in the UK (REF 2014).

We also offer something no other university can: a stunning self-contained residential campus in London's East End. As well as our home at Mile End, we have campuses at Whitechapel, Charterhouse Square and West Smithfield dedicated to the study of medicine, and a base for legal studies at Lincoln's Inn Fields.

We have a rich history in London with roots in Europe's first public hospital, St Barts; England's first medical school, The London; one of the first colleges to provide higher education to women, Westfield College; and the Victorian philanthropic project, the People's Palace at Mile End.

Today, as well as retaining these close connections to our local community, we are known for our international activities, and have research and teaching partnerships with leading universities around the world. This includes two very successful and long-standing partnerships with the Beijing University of Posts and Telecommunications, and Nanchang University.

QMUL has an annual turnover of £474m, a research income worth £104m, and generates employment and output worth £700m to the UK economy each year.

Schools, institutes and departments

The university consists of academic schools grouped into three faculties, each led by a Vice-Principal:

- Science and Engineering – Interim VP, Professor Wen Wang
- Humanities and Social Sciences – VP, Professor Frances Bowen
- Barts and The London School of Medicine and Dentistry – VP, Professor Mark Caulfield

Each Faculty also has a Deputy VPs or Deans for Education and Research. In Science and Engineering, our Deputy VP for Education is [Professor Tony Michael](#), and our Dean for Research is [Professor Martin Knight](#). For further information on who is who in Science and Engineering, please visit the [S&E Faculty Homepage](#).

In addition, Professional Services is led by a Chief Operating Officer (currently vacant) and comprises a number of support departments including IT Services, Academic Registry and Council Secretariat, Development and Alumni, the Centre for Academic and Professional Development, Estates and Facilities, Finance, Human Resources, Marketing and Communications, Occupational Health and Safety, Queen Mary Innovation, Research Services and Business Development, Strategic Planning Office, and Student Services.

Queen Mary Senior Executive (QM SET)

QM SET is our academic senior management team and comprises the Principal, Senior Vice-Principal and Vice-Principals. QMSET advises the Principal on the management of day-to-day College business as well as its long-term future, and is responsible for the development and implementation of the Strategic Plan. It meets once a week.

QMSE, in conjunction with other senior staff in Professional Services, is responsible for:

- Planning, coordinating and managing teaching, research and support services
- Scanning the external environment and analysing its impact on Queen Mary
- Considering and planning for the future.

For more information about QMUL governance and management, go to: connect.qmul.ac.uk/governance/.

For more information about the QMUL strategy, go to <http://www.qmul.ac.uk/strategy/>.

About the School

The School is one of five which form the Faculty of Science and Engineering. Further information about the Faculty of Science and Engineering is available [here](#).

The origins of the School of Mathematical Sciences at Queen Mary can be traced back to 1948. Over the years, it acquired an international reputation in a number of areas, such as algebra, combinatorics, group theory, statistical physics and dynamical systems. Recently new successful research groups have emerged such as applied probability and complexity and networks.

Our goal is to achieve and sustain research excellence by creating a supportive research environment and fostering a research culture that enables a wide range of mathematical activity to flourish. In order to deliver this goal we will explore and secure diverse sources of research income and exploit industrial and collaborative opportunities leading to impact. We will consolidate our activities into focused groups which develop a clear research direction, and continue a staff recruitment strategy which supports areas of established or emerging strength.

We recognise that a Mathematical Sciences department within an ambitious Russell Group university needs to have strength in breadth as well as depth. In the modern environment, a department of any kind needs to have a certain critical mass in order to respond to funding initiatives and provide a stimulating research environment for its staff. Therefore we see a controlled growth in academic staff is a key to improving the research standing of the School.

Key facts

The School:

- has around 80 permanent members of academic staff, 15 post-doctoral research staff, and a team of 14 professional services staff;
- has about 950 undergraduate students, 50 PGT students and 80 PhD students;

- offers an extensive programme of wide-ranging weekly seminars and workshops with at least one seminar each day.
- The School successfully applied for £17.7M (fEC) of research funding during the 2014-2021 REF period, with 40 EPSRC grants and 18 research fellowships.
- Our research income during the current REF period averaged £1,630k per year. This compares with an average of £755k per year in the previous REF period
- PhD completions have averaged 10 per year in the 2014-2021 REF period compared to 7.2 in the previous.

Structure

The School implemented a new governance structure in September 2018 in which the School is managed by its Senior Management Team consisting of the Head of School, Deputy Head of School, Director of Education, Director of Research, Director of Postgraduate Research Studies, Equality, Diversity and Inclusion Champion and the School Manager.

The School has a team of 14 Professional Services staff headed by a School Manager and including support for research, human resources and recruitment, finance, education services, e-learning support, and student support, student recruitment and outreach, and marketing and communications.

A substantial number of new appointments have been made in recent years as a result of strategic investment in the School, as well replacements posts. We have used these appointments strategically, in order to break into new areas such as networks and complex systems, number theory, optimisation and machine learning, as well as supporting and expanding existing areas such as geometry and analysis. We have a commitment to supporting research in core areas of mathematics, while at the same time responding to modern trends in the subject where these fit with the School's existing strengths.

The School was historically divided into applied mathematics, pure mathematics and statistics. Following a strategic review of our current structure and consideration of how best to organise it to ensure optimisation of our strengths and ability to proactively address opportunities, we have reconfigured the School into a small number of research groups that better match our research landscape and which are better suited to nurturing and projecting the School's research effort. The formation of the new research groups was a dynamic and collective exercise to ensure that the result had the support of the largest number of members of the School. The research groups are as follows:

- Algebra & Number Theory
- Combinatorics
- Complex Systems and Networks
- Dynamical Systems and Statistical Physics
- Geometry, Analysis & Gravitation
- Probability and Applications
- Statistics and Data Science

Further details on the composition of each group is available at <http://www.qmul.ac.uk/math/research> Each of the seven groups is headed by a Head of Group who is are members of the School's Research Committee, chaired by the Director of Research.

Taught programmes

Undergraduate Studies

We maintain a strong commitment to research-led teaching, and to helping all of our students achieve the highest standards they can.

The School is responsible for some 1000 undergraduates after almost doubling its undergraduate student intake between 2003 and 2008. The School has been recognised both by internal and external review as providing every opportunity for students to progress. Our typical offer to students wishing to come and study with us is AAB/ABB at A-level, but in clearing some students might be taken with BBC scores. The School offers over 70 modules and class sizes vary with approximately 400 in some of the key first year modules. In addition to five programmes offered by the School we are also offering five programmes jointly with the School of Business and Management and the School of Economics and Finance.

A new MSci in Financial Mathematics launched in September 2015, and a BSc Mathematics with Actuarial Science, accredited by the Institute and Faculty of Actuaries and supported by a Professional Advisory Board, which started in September 2016. Together with the development of postgraduate programmes described below, this will result in strategic growth in the area of Financial and Actuarial Mathematics.

Postgraduate Taught Studies

We are actively collaborating with other Schools within the University to maximise the opportunities to provide high-calibre postgraduate taught programmes which are innovative and meet the needs of students and employers in a rapidly changing environment.

Our cohort of master students increased more than two-fold in the last two years, and we plan to increase it even further in the coming years. In 2011, in addition to the traditional MSc in Mathematics, we introduced an MSc in Mathematical Finance, which we run jointly with the School of Economics and Finance, and in September 2014 we introduced an MSc in Network Science to be run jointly with the School of Electronic Engineering and Computer Sciences. The School also introduced an MSc in Financial Computing jointly with the School of Electronic Engineering and Computer Sciences in September 2015.

Most recently we launched MSc Business Analytics with the School of Business and Management in September 2017 and we are actively looking to further diversify our offerings.

Research Strategy

Our key strategic priorities for research are:

- To sustain our traditional strengths in core mathematics, and strengthen where necessary, whilst also identifying and securing investment for emerging areas.
- To continue our trajectory of expanding our cohort of post-doctoral and PhD researchers
- To better support Early Career Researchers in establishing their careers and making an impact on the subject.
- To focus attention on real-world solutions for global challenges
- To create intellectual capacity for impact generation whilst identifying and monitoring impact arising from our existing research.
- To expand existing research collaborations with industrial partners, and identify new opportunities.
- To continue to broaden our interdisciplinary activities.
- To expand and diversify our research portfolio by identifying new areas of research for investment. In particular, use appointments in Computational Mathematics for diversifying the research profile of the School, and underpinning impact-generating activities.
- To diversify research income streams by seeking, supporting and developing new opportunities across a range of funders.

Staff Induction

Before your first day

Before you arrive at the School, you will be contacted by the [Executive Officer](#) who will provide you with a personalised induction plan which will include a number of introductory meetings as well as other relevant meetings to arrange administrative matters.

You will also be invited to attend a QMUL [induction](#) (held three times per year) where you will have an opportunity to meet staff from the Central Professional Services of the university.

Upon your arrival to the School

The School has its own dedicated Mathematical Sciences Building, which has been newly refurbished and opened in September 2019. ([Building No 4. on the map](#))

Incoming staff will meet with the [Executive Officer](#) who will provide you with an induction pack, arrange a staff ID card, IT account details, and further information on the day-to-day processes and procedures in the School.

Swipe card access is in operation throughout the Maths Building. The Maths building is open to all QMUL staff and students between the hours of 8.30am and 6pm, whilst between 6pm and 8.30am, the building is only accessibility with a staff or PhD student ID card. Staff will be supplied with keys to their respective offices.

Setting up your QMUL IT account

You will either be sent your QMUL IT account details in advance of your arrival, or be supplied with your account details on your first day. Your IT account document will contain instructions on how to log in for the first time and how reset your password and set your security questions. All PCs as well as applications and programmes (QM Plus, MyHR, MySIS, Eduroam wifi) operate on a centrally managed network which should be accessible with your central username and password.

For further information on how to your IT and PC setup, please review the [IT Services Guide on Getting to know your PC and printer.](#)

ID card

Members of staff are required to carry a QMUL Identity Card at all times. On your first day, the [Executive Officer](#) will provide you with a completed ID application form. You will need to take this form to the Security Office situated on the Ground Floor of the Queens' Building ([Building No 19. on the map](#)) to have your photograph taken. Your ID card is then normally ready for collection within 24 hours. Your ID card will give you access to the building out of hours and to relevant restricted areas such as the kitchens, the common room, meeting rooms, the seminar room, the School Office and the Academic Hubs. Your ID card will also operate the centrally managed printers.

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 one of the Security Control Offices on campus:

- Mile End – Ground Floor, Queens’ Building
- Charterhouse Square – Front Entrance, Dawson Hall
- Whitechapel – Room G.07, Garrod Building.

If your pass has expired, please inform the [Executive Officer](#) or [Finance Manager](#) who will be able to arrange an extension.

Wireless Printing

Wireless printing is managed securely, with printing sent to a print queue for release on any Queen Mary HP centrally managed printer. Once you have collected your ID pass, you should be able to collect printing by the following instructions and scanning your ID pass against the printer.

Until you have your ID pass, you can log into the printers manually by pressing ‘sign in’ on the touch screen pad, and entering your username and password.

Printer locations in the Maths Building

LOCATION	CATEGORY
5 th floor	Academic corridor
4 th	PhD office
3 rd	Academic corridor
Upper 1 st	Academic corridor
1 st	Academic corridor
1 st	Student printer in MB-103
1 st	School Office use only
Upper basement	Academic corridor

Centrally Managed Windows users (staff who have been migrated)

Please select the following print queue for printing to the HP devices: ‘myprint on managedprint.qmul.ac.uk’

Centrally Managed Linux users (staff who have been migrated)

Please select the following print queue for printing to the HP devices: ‘myprint on managedprint.qmul.ac.uk’

Unmanaged laptops and MacBook users

Recommended to use Web Print using the following link <https://www.qmul.ac.uk/library/using-library-services/pcs-printing-and-photocopying/wireless-printing/> and clicking [web print > submit a job]

Connecting to Wi-Fi

There are a number of wireless networks available around the campus. The network which you should use to connect laptops, tablets and phones is ‘eduroam’.

Making a connection to the eduroam network is a little different from the sort of wireless networks that you may have seen before. It requires you to install an electronic certificate; how this is done varies from device to device. For details on how to connect please check [IT Services guidance on Wi-Fi](#).

Setting up your email and calendar

Our email service is provided by Microsoft Office 365, which offers 50GB of mail storage, QMUL-wide shared calendaring system, and access from mobile devices. You can also access your email remotely via the [webmail client](#). For further detail on managing email, please refer to the [IT Services Guidance on Email](#).

Shared calendars

Outlook has the ability to let you share your calendar with colleagues. All professional and support staff will generally use Outlook as a means of arranging meetings, so please ensure that you respond to any meeting requests you receive. There is a shared [Maths Academic Year Planner on Outlook](#), which contains important information about various School Meetings, term dates, exam times etc. Access to this calendar is unrestricted. Please ensure that you obtain access and refer to this calendar for information about key dates and meetings. You can find this calendar by going to 'open calendar' in Outlook and searching for "[Shared] Maths Academic Year Planner".

Organisation and Management of the School

The School's administrative and teaching arrangements for academic and professional services staff are listed in [Appendix 2 and 3](#).

The School is governed by the Senior Management Team, which consults and takes advice from a number of advisory groups and committees within the School. An overview of our Governance Structure can be found in [Appendix 1](#).

Senior Management Team

Name	Role
Prof Alex Clark	Head of School
Dr Matt Fayers	Deputy Head of School
Dr Juan Valiente-Kroon	Director of Research
Dr Shabnam Beheshti	Director of Education
Dr Claudia Garetto	Equality, Diversity and Inclusion Champion
Dr Alex Fink	Director of Postgraduate Research Studies
Mrs Jo Young	School Manager
Ms Megan Liddle	Executive Officer (Secretary)

Professional Services staff

Name	Area of responsibility
Mr Dale Breame	Education Services Officer
Ms Hamida Begum	Student Support Officer
Ms Sarah Condron	PA to Head of School
Ms Katie Hale	Postgraduate Research Programmes Officer
Kieran Hayde	Marketing & Communications Officer
Miss Bindiya Chongbang	Education Services Administrator
Ms Megan Liddle	Executive Officer
Miss Jade Mills	Digital Learning Technologist
Mrs Maria Patsou	Education Services Administrator
<i>Currently vacant</i>	Research Manager
Mr Simon Rawstron	Education Services Manager
Ms Louise Goddard	(Interim) Student Recruitment and Marketing Manager
Mrs Andrea Young	Finance Manager
Mrs Jo Young	School Manager

Useful website links for general information for staff

Information for staff, including the School and Research Group Structure can be found on the School's [webpage](#). The university [intranet](#), Connect, contains useful information about other academic departments and Professional Services. Finally, the [staff intranet on QM Plus](#) contains information and documents on the School's processes and policies.

Supporting the Head of School

If you wish to arrange to:

- See the Head of School;
- Discuss something to be considered by the Senior Management Team;
- Request the School to consider financial support for an activity/equipment that is not funded through any other source;
- Need to plan an event;

contact the [PA to HoS](#) who will be able to advise you and arrange a meeting with the Head of School if required.

Additionally, the Head of School hosts regular drop-in sessions in the Common Room during which all staff are welcome to drop in and discuss matters with him. The times of these drop-in sessions will be circulated to all staff.

Human Resources

MyHR

[MyHR](#) is a human resources portal in which staff can update their personal details, record absences, view pay slips and request leave. All teaching staff are required to provide details of their higher education teaching qualifications or accreditations on MyHR. This is a Higher Education Statistics Agency (HESA) requirement.

All staff should ensure they have access to MyHR. MyHR is available from outside the Queen Mary network when using multi-factor authentication (MFA). For instructions on how to set up MFA, please visit the [IT website](#).

Sickness absence & reporting procedure

Absence due to sickness should be reported and will be recorded on MyHR. The sickness reporting procedure is outlined in [Appendix 7](#). Please read this carefully and ensure that you know who to contact when reporting sickness absence, particularly if you have teaching duties.

Annual Leave

As per terms and conditions, all full time staff are entitled to 30 days of annual leave. Additionally, the University has closure days around the Christmas period, plus 8 statutory bank holidays. Part-time staff will be allocated annual leave on a pro-rata basis. Annual leave is recorded on MyHR and all staff are required to request annual leave (as well as other types of leave) via MyHR. Please ensure that you select just weekdays if you are requesting a date range. The system recognises which days are working days versus weekends, so it is not necessary to submit separate requests for consecutive weeks, account for weekends, bank holidays, college closure days or other non-working days.

The annual leave year runs from 1 August until 31 July. Staff are normally permitted to carry over a maximum of 5 unused days of leave to the next leave year. Requests to carry over in excess of 5 days are not normally permitted unless there are exceptional circumstances. Such requests will need to be made 3 months in advance of the leave year end, and will require approval from the Head of School.

The School strongly encourages staff to plan and take their annual leave each year, and are generally sent reminders at regular intervals during the year. Staff are entitled to request annual leave at any time during the year and all requests will be considered. It is expected that staff with teaching responsibilities will not normally request leave on days they are expected to teach, though exceptional circumstances will be taken into account where relevant and where cover can be arranged.

Leave of Absence on University Business

Staff may be required to take leave of absence on university business for the purpose of research collaboration or attendance at conferences. Requests for such absences should be submitted via MyHR in advance of any travel taking place, and requests for any associated funding should be approved before any travel arrangements can be made. The leave of absence procedure is outlined in [Appendix 8](#).

**** Note that whilst the pandemic is ongoing, there is an additional process in place which requires specific approval as well as detailed risk assessments. Please discuss with your Head of Group before committing to any travel ****

Flexible working

QMUL supports the principle of flexible working for all staff and there is an official application process in place for making flexible working requests. HR should be informed of the decision making for any permanent changes to your working arrangements. However, any adjustments to your daily working hours or flexibility can be discussed with your line manager. For more information on flexible working, please visit the [HR Website](#).

Equality and Diversity within the School of Mathematical Sciences

QMUL and the School of Mathematical Sciences are proud to be a diverse, multi-cultural community with a strong commitment to equality and diversity, and are committed to ensuring QMUL and our School remain an exciting and inclusive environment of equal opportunity for both staff and students. We strive to nurture a culture that is mutually supportive, and are committed to the development of its individual members. This is essential to enable an environment in which all people can learn, work and interact freely without fear of discrimination, prejudice or harassment. All students and staff will be treated equitably and will not be accorded less favourable treatment because of age, marital/civil partnership status, sex, disability, race, colour, ethnic or national origin, sexual orientation, family circumstances, religious or political beliefs and transgender status.

The School of Mathematical Sciences holds a departmental-level Bronze Award for the Athena SWAN Charter obtained in April 2013, which was renewed in 2016, and expected to be renewed again in 2021. The Athena Charter recognises and celebrates good employment practice with regards to equality and diversity. The School's Equality, Diversity and Inclusion Committee meets on a quarterly basis. The School recognises there is a significant gender imbalance within Mathematics in the UK in general which is also reflected in the School. We have a detailed action plan in place to address this, and to further embed and promote equality, diversity and inclusion practices.

We are also a registered Supporter of the [LMS Good Practice Scheme](#). For more information on Equality and Diversity please visit the [HR website](#).

Report & Support

Queen Mary launched its [Report + Support platform](#) in October 2019, following a pilot during September 2019. Report + Support is a secure online platform which allows students, staff and visitors to report issues of bullying, harassment, hate crime or sexual violence. Reports may be anonymous, or may request contact with staff. Regular trend analysis reports are shared with the Dignity at Work and Study Steering Group, to inform intervention and prevention approaches to make Queen Mary a safe and inclusive community. Data contained in these reports is fully anonymised to ensure there is no risk of identification. Whilst we hope that staff will not need to use this tool, any staff who either experience or witness bullying, harassment, hate crime or sexual violence are strongly encouraged to report this through our [Report + Support platform](#). Further information on the different types of issues that staff or students may experience, what to do if you are worried about someone, and details about the support available can be found on the [dedicated webpages](#).

Onsite Nursery, Childcare and Parenting

Queen Mary offers a range of family friendly services and policies to support our staff with childcare responsibilities. Our services range from an on-site nursery at our Mile End camps and a dedicated staff network for Parents and Carers to generous maternity, paternity, adoption, shared parental leave policies and time off for fertility investigations or fertility treatment. Further information about our family friendly benefits can be found [here](#).

Probation, Appraisal and Mentoring

Prior to confirmation in post, incoming staff will normally go through a formal period of [probation](#) in which target objectives and duties will be discussed regularly with their line manager. All staff up to Reader level are required to go through the probation process. This includes fixed-term postdoctoral research assistants who are normally managed by their Principal Investigator. All academic staff formally report to the Head of School with line management for probation and appraisal purposes delegated to the Head of Group, while professional services staff are managed according to the Professional Services Team structure. New academic staff will also be assigned a mentor upon arrival with whom they can address queries and concerns on an informal basis. The mentor may also be asked to attend probation review meetings where relevant.

After confirmation in post, each member of staff engages in a formal annual [appraisal process](#), which takes place from May to July each year. The university's Appraisal Scheme is based around a continuing dialogue between you and your line manager that takes shape through a series of two-way discussions during the year.

You should have a regular one-to-one meetings with your line manager who will set your objectives and where relevant, will agree a development programme. Regular meetings are also your opportunity to discuss and resolve any issues you are facing. These discussions should remain confidential. The annual summary meeting – the appraisal – is a formal summation of your one to ones as well as the launch of future meetings via agreed objectives for the year.

Season ticket loan

Staff with at least six months continuous service at the university may apply for a season ticket loan. Temporary or fixed term contract staff must have at least 12 months left on their contract to apply for season ticket loan. Staff who do not meet these criteria may still apply for a season ticket loan, but will require sign off from the Head of School.

Further guidance on the time-frame for a season ticket loan application and the application form are available to download from the [HR Website](#).

HR contacts

The School of Mathematical Sciences HR contacts are as follows:

- Angela Trim-Wynter – HR Administrator

a.trim-wynter@qmul.ac.uk / 020 7882 5121

- Hannah Somers – HR Team Leader
h.somers@qmul.ac.uk / 020 7882 3647

Angela or Hannah should be contacted for all administrative related matters.

- Adetola Adetunji – HR Partner for Science & Engineering
a.adetunji@qmul.ac.uk / 020 7882 2572
- Sam Holborn & Julie Jamgotchian (50/50 job share) – Faculty Strategic HR Partners
s.holborn@qmul.ac.uk & j.jamgotchian@qmul.ac.uk / 020 7882 7977

Adetola and Sam/Julie can be contacted for all other issues such as grievance, disciplinary and work life balance.

- Yoram Masih – Payroll Officer
y.masih@qmul.ac.uk / 020 7882 7712

Yoram can be contacted with any tax or payroll related queries.

For further information on who is who in HR, please refer to the following link:
<http://www.hr.qmul.ac.uk/contact/whoswho/teamc/index.html>

Right to Work Checks

We are required to conduct right to work checks on all potential employees – external examiners, visiting paid lecturers, short-term researchers or anyone else that we are intending to pay for their work either via a contract or one-off payment. This means we ask all people we are considering employing to provide their documents to us. To ensure that we do not discriminate against anyone, we treat all job applicants in the same way at each stage of the recruitment process. This process is managed by the [Executive Officer](#). Please contact a member of the School Office in case of any queries.

Further Information about working at QMUL, HR procedures, benefits, facilities etc. are available on the [HR website](#).

Finance and Resources

IMPORTANT: All spend must be pre-approved - Please do not pay for anything upfront or commission work without first checking with the [Finance Manager](#). Without pre-approval you, or your supplier, could end up waiting for weeks to be reimbursed and, in some cases, your claim could be rejected outright by the Finance Office.

Always enquire first whether the item/travel/booking can be purchased via the Finance System (Agresso) or School's Purchasing Card. **Never** purchase any IT equipment directly, unless advised to do so by the [Finance Manager](#). Any other advice relating to spend is available via the [Finance Manager](#) or [Research Manager](#) (spend on research projects and PhD student-related spend).

Ordering

QMUL has a [list of contracted suppliers](#) for most goods and is also part of the LUPC (London Universities Purchasing Consortium).

If you do need to use a supplier not listed on our Finance system Agresso, then please contact the [Finance Manager](#). In most instances a new supplier will only be approved if there is not a current suitable supplier or there is a specialized need.

There are two main methods of payment by College:

1. Purchase orders (PO) – suppliers available via the Agresso Finance system, e.g. Key Travel for travel and accommodation etc.
2. School purchasing card – one-off smaller payments where a PO is not possible.

For both methods of ordering an authorisation to spend funds will need to be established with your Head of Group before approaching the [Finance Manager](#) to raise a PO or make payment using the purchasing card.

Expense Claims

IMPORTANT: Please ensure that you familiarise yourself with the QMUL Travel and Expenses [Policy](#).

Where purchases are made and expenses need to be claimed back, all relevant tabs on the expense claim [form](#) need to be filled in and given to your Head of Group for approval with all original receipts attached. Once approved the form should be submitted to the [Finance Manager](#). All expense claims must be submitted **within three months of the expenditure taking place**.

Payments are reimbursed by bank transfer.

Please note that it is not necessary to complete a new expense claim for each trip. Multiple claims, even if these relate for example to different conferences, can be combined onto one expense claim form to minimise paperwork and administration for both yourself and the [Finance Manager](#).

Two main points to remember are:

1. Always seek advice first before spending any funds
2. Please fully read the [QMUL Travel and Expenses Policy](#)

Travel

1) Accommodation – in most cases, accommodation should be booked through the [Personal Assistant to the Head of School](#) using Key Travel or Ian Allan Travel. It is possible to book hotels in the UK directly. However, in such cases you will be expected to show evidence that Key Travel/Ian Allen Travel has been contacted and has not been able to provide suitable options for your trip.

2) Flights – in most cases, use Key Travel/Ian Allen Travel for booking flights. However, if a cheaper option can be found online then this can be booked. If you take this option and book yourself, make sure you submit a copy of the Key Travel/Ian Allen Travel quote with your expenses claim to demonstrate the savings you have made. If you are not sure what to do with complex travel arrangements, contact the School's Professional Services staff.

Conferences

1) Registration – please do not pay for a conference registration without consulting with the [Finance Manager](#). In all cases these bookings can be made for you via the purchasing card or QMUL conference payment form.

Paying people/suppliers external to QMUL

1) External Suppliers – please contact the [Finance Manager](#) if you wish to make any payments to external suppliers for any items. This includes paying for catering, consumables, paperclips etc. All suppliers must be registered on QMUL's finance system before any payments can be made. This registration process can take two or three weeks, so ensure you contact the [Finance Manager](#) well in advance of any planned expenditure.

2) Freelancers, temporary research assistants, guest lecturers – in most cases anyone carrying out work for QMUL will need to be paid through HR Payroll. There are various options for doing this, so please get in touch with the School's Professional Services staff if you intend to hire anyone. Genuine freelancers who have self-employed status (e.g. a consultant on a research project, or an exhibition designer) do not go through HR Payroll and will need to be set up as a supplier as outlined above. Again, this needs to be done far in advance of any payments, or promises of payments. Do not instruct a freelancer to simply send the School's Professional Services staff an invoice with the expectation that they will be paid swiftly – they won't. Right to work checks will also need to be carried out under these circumstances in advance of any work taking place.

Buildings, Space and Furniture

Any requirements for changes in offices or furniture should be discussed with the [Finance Manager](#). Small requests may be dealt with immediately, whilst larger requests will need to be forwarded to the School Manager or Head of School.

Any maintenance problems within the School should be reported to maths-facilities@qmul.ac.uk. Please do not assume that someone else has already reported issues.

Maintenance problems elsewhere within the university can be reported via email to estateshelpdesk@qmul.ac.uk or Extension 2580.

IT equipment

If you require a new PC/Mac or any other IT equipment, please contact the [Finance Manager](#).

Post & Stationery Facilities in the School

Post is distributed to staff via the pigeonholes in the staff Common Room on the 5th floor (MB-504). There is a tray for internal and outgoing post. The post is collected and delivered at around 2pm every day. Post can also be taken to the university Post Room (currently based in the temporary building) any time up to 4pm. The outgoing usual post requires a School stamp and should be placed in the post tray. For registered delivery, courier services and any other postal issues contact the [Executive Officer](#).

Stationery is also available in MB-504. If the stationery provided does not meet your needs, or if you notice items running low, please contact the [Finance Manager](#).

Room Bookings

The School has a number of bookable rooms which require booking through the [School's room bookings website](#). Please ensure you have access to the School's room booking system. If you are unable to access the system, please contact the [Executive Officer](#).

- **Committee Room (MB-502 – capacity 20)**
Fully equipped with AV facilities, including a wallmounted CleverTouch screen. Please note: formal meetings and interview panels normally take precedence over other meetings.
- **Research Seminar Room (MB-503 – capacity 41)**
Seminar room with full AV facilities, chalkboard and sink. Staff are responsible for cleaning the chalkboard with board rubbers and/or water. The room is used for Seminars and PGT Teaching at fixed times, but ad hoc seminars and workshops can be booked once the timetable has been published.
- **Academic Hubs x 8 (MB-201, 205, 301, 304, 401, 403, 501 & 505 – capacity 8)**
Equipped with a table, 8 chairs, Wi-Fi and 2 whiteboards MB-201, MB-403 and MB-505 are available to book by staff. The remaining 6 hubs are open to all staff and PhD students without booking. However, they are not intended to be used as working/office space for individuals.
- **PS Team Hub (MB-101 – capacity 8)**
PS Team meeting room; PS team use only
- **Social hub (MB-B11 – capacity 100)**
Multi-purpose space primarily for student study/social activities during term time but also available for events including student recruitment, conferences and receptions. Booking of the Social Hub for an event requires approval from a member of the Professional Services Team as it is a communal space open to students. In order for this space to be used it is likely that Estates and Facilities will need to be involved to ensure the space is closed off as required, fit for the purpose of the event and relevant bookings (e.g. porters) are made and notices sent. Only provisional bookings will be possible via the

room booking system. Please consult with Paul Dudley if you wish to use this space for your event. Booking of the courtyard area requires permission from the School Manager or Head of School. This area is intended for occasional approved use only.

Other rooms must be booked via the university's [room booking service](#). Bookings should be made directly by members of academic staff.

There are further dedicated rooms in the Mathematical Sciences Building for taught students, including a UG Hub, PGT IT Lab, PGT Study Space, UG Study Space and the Social Hub.

Health & Safety, Security and Wellbeing

Safety is everyone's responsibility

Responsibility for safety extends to undergraduates, postgraduates, staff, visitors and contractors. The School can provide a healthy and safe environment only with the full and mutual co-operation of all concerned.

Conditions and regulations relating to safety change regularly and it is the responsibility of all to be aware of and conform to appropriate regulations.

Although QMUL is responsible for maintaining the safety of the School's buildings, the School is responsible for safety in our specific parts of the buildings.

If you spot risks or malfunctions in the School, it is your responsibility to report them to maths-facilities@qmul.ac.uk or in person to the [Finance Manager](#).

Do not wait until someone else has spotted or reported the problem and do not assume that someone else has already done so.

First Aid

If you suffer an injury or find someone who has, contact a School First Aider (details below), the college first aid number (ext. 3333) or Security (ext. 5000), and give the following details:

- Name and location of caller and injured person(s);
- Type of injury (if serious a request for an ambulance can be made);
- Number of injured persons.

A first aider will be sent to that location as soon as possible. Out of working hours an ambulance will be called by Security if there is no response from the first aid team. If the situation is serious and you cannot get a response from the university numbers, don't waste time repeating the calls, but dial 999 and ask for an ambulance.

First aiders in the School can be called upon. Please contact the School Office or a member of the Security Team. First aid kits are kept in the kitchens, Common Room and in the School Office.

The first aider or School representative should enter details on [Accident Report Form](#)

Accident and Incident Reporting

All accidents, however minor, should be reported on the University Online [Accident Report Form](#). Health & Safety Directorate will investigate if required.

Travel Insurance

The university travel policy provides compensation for losses whilst travelling on university related business. All QMUL staff and students are covered under this policy, but **must register every trip** either online or via the **TravelCert app** which can be downloaded via the Appstore or Google Play. Please note this includes any

overnight trips within the UK. A preliminary [online registration](#) will need to be done with the passcode 173466. You will be required to complete your details for all for single and multi-trips either via the [online registration](#) or via the app. This will generate a travel certificate, which confirms cover is in place. Further information is available via [QMUL travel insurance policy](#).

Due to some restrictions on the policy trips to some countries will require additional approval (due to high risk or because they are on the list of countries with UN trade or economic sanctions). Please check the [Travel Insurance Website](#) for details on these as they are updated regularly. QMUL travel insurance is provided by RSA. The Queen Mary policy number to quote is RTT 306251/LUPC20.

QMUL Smoking Policy

There is a no smoking policy across Mile End campus, with the exception of designated smoking areas, in the interests of both health and safety. The School actively supports this university policy, and will support action against anyone found to be persistently breaching this policy. Smoking in any university building is strictly against the law and a disciplinary offence. The full policy and supporting documents, publicity materials and contact details can be found here: [QMUL Smoking Policy](#). Designated smoking areas are indicated on the [QMUL Campus Map](#).

Fire Alarms

The fire alarm is tested weekly on Tuesday mornings between 08.00 and 09:00 and drills are carried out at times throughout the year. In the event of a fire follow the signs to the nearest exit, once outside make your way to the designated meeting point which is in Godward Square.

You should make contact with your line manager, who will note your presence and inform the Fire Marshall.

All staff are required to complete the mandatory online [Fire Safety Course](#) within their first few days of arrival at Queen Mary.

Green Impact

Green Impact is an institution based environmental accreditation scheme, which encourages pro-environmental behaviours by staff across QMUL. More general information about sustainability at QMUL can be found [here](#).

Wellbeing

The university's Senior Executive Team are committed to ensuring the wellbeing of staff and the development of a strategy with our people at its centre. There are a number of mechanisms and policies in place as well as dedicated teams which support our staff in mental and physical wellbeing, as well as detailed guidance and employment policies on dignity at work. Further information on these is available on the [HR Wellbeing Website](#).

Gym Membership (Qmotion)

Staff have access to the Qmotion Health & Fitness Centre located at the Mile End campus. For information on staff membership prices and facilities available please [their website](#).

Teaching Information

Semester Dates

The academic year consists of:

- Two teaching semesters of 12 weeks duration:
 - Welcome Week: W/C 19 September 2022
 - Semester 1: 19 September - 16 December 2022
 - Semester 1 examination period : 5 January - 20 January 2023
 - Semester 2: 23 January - 14 April 2023
 - Semester 2 examination period: 4 May - 2 June 2023
- Semester 3 – Examination period for Semester 2 & Year Long Modules: 4 May - 2 June 2023.
- The late summer examination period 7 August - 18 August 2023
- N.B. All resits take place at the earliest available opportunity

The university calendar for the current year and future years is available via QMUL [website](#).

Please obtain access to the [Maths Academic Year Planner](#) which contains critical dates of School and Committee Meetings, Exam Boards, etc.

The weeks in each teaching semester are labelled week 1 – week 12. Week 7 is designated as "Reading Week" in each semester. Undergraduate lectures and tutorials are not normally held during this week.

For 1st and 2nd year modules, and for some 3rd year modules, midterm tests may take place in week 7. Mondays or Tuesdays in week 7 are designated for revision lectures, with midterms tests normally scheduled Wednesdays to Fridays. Please ensure that you are available to deliver your revision lecture when required. Dates will be communicated to you by the Education Services Team.

Critical Dates

Staff are expected to be available to deliver all their scheduled teaching and also be available at the following times of the academic year:

- Induction/welcome week in mid-September (week 0 of semester 1);
- Study Programme Advisors and Programme Directors should be available to meet their allocated students for module registration queries during the first 2 weeks of both semesters;
- As required in May/June to meet all examination marking deadlines;
- For the main meetings of the examination boards in mid-June for UG and mid-October for PGT;
- To meet with advisees immediately after the release of the results in mid-June for UG and mid-October for PGT;
- As required in the second half of August to meet all examination marking deadlines for the late summer resit period;
- To meet prospective applicants during the three post-offer open days for undergraduate students as indicated in the annual admin allocation;
- To attend degree ceremonies/graduation for students in December and early/mid-July;
- Any dates on which School Meetings as designated at the beginning of the academic year in the School's Academic Year Planner (unless otherwise authorised).

Staff are also encouraged to attend:

- Town Hall Meetings
- Undergraduate open days: October and June each year;
- Postgraduate (taught and research) open events: November and February each year.

Undergraduate Student handbook

This handbook provides all undergraduate students with essential information about teaching and learning procedures. The handbook is written primarily for new students, but also contains key information for continuing students. It is important that all staff are aware of the content of this handbook. The handbook is available online on [QMplus](#).

Student Information System (SIS, SITS, MySIS)

SIS is QMUL's main student record system and holds the definitive academic record for each student, as well as their personal details. Students register for elective modules on SIS (core/compulsory modules are automatically added to their record), and their choices need to be approved by their Study Programme Advisors on SIS. They also receive their module results at the end of each academic year via [MySIS](#).

Access to the SIS database for academic staff (and students) is via the MySIS. Please make sure you have been given full access if you are a personal tutor or module organiser so that you can identify your tutees and enter module marks onto SIS throughout the year.

Tutorials and Advising

At QMUL, personal tutors for undergraduate students are referred to as Advisors (in SIS) but as personal tutors in the UG Student Handbook. Tutor responsibilities are described in [Roles and Responsibilities of Personal Tutors](#).

Changes to the Tutorial and Advising process within the School are currently under review and will be formalised in advance of the 2019/2020 academic year.

Co-Tutor & Communicating with Students

[Co-Tutor](#) is a Student & Staff Relationship Management (SSRM) system which allows academic staff and administrators to communicate with and manage personal tutees, project students and activities, and keep records of meetings. The Education Services Team will ensure that you have access to Co-Tutor. When communicating or after meeting with students, please ensure that you:

- Include co-tutor@qmul.ac.uk in the Cc field when you email students
- add some brief notes to Co-Tutor using the meetings or comments option, copying in the student when you meet with students

- Please contact the Educations Services Team, via maths@qmul.ac.uk, if you have any questions about how to use Co-Tutor

Office Hours

All academic staff with teaching responsibilities are expected to advertise office hours during which they are available to see students during any semester in which they are teaching. Office hours should be advertised on QMplus Module Pages as well as the [Maths 'People' Website](#). Office hours are also circulated to all students via email by the Teaching and Student Support Team. Staff should be available for a *minimum* of one office hour a week. Your office hour should start at half past the hour to enable students who have lectures to attend either before or after their lecture.

Taught Modules

Most taught modules run for a single semester and are worth 15 academic credits. The total learning time expected of a student for a 15-credit module is 150 hours (including scheduled contact time, independent study and final assessment). Of this, a minimum of 22 hours will be contact time for each student through a combination of lectures and seminars.

Each module has a designated module Organiser who has responsibility for liaising with the [Director of Education](#) and with the School's [Education Services Manager](#) on issues such as timetabling, arranging demonstrators, ensuring that the exam papers are prepared and submitted by the deadline, compiling final module marks, completing the module report form and any other requirements relating to taught modules.

Module Assessment

The assessment regime for any module is fixed by QMUL's module approval and quality assurance procedures, and is then recorded in the SIS database. This information is conveyed to students by the module specification, which is made available via the university's virtual learning environment, QMplus. The module specification also includes the module outline and learning outcomes.

Typical modules are assessed by a combination of final examination and coursework. The ratio of exam coursework may vary from 90:10 to 0:100, depending on the module. The final module mark is then calculated as a weighted average of the coursework mark and examination mark.

The standard undergraduate university marking scheme requires the student to achieve a module mark of 40% or better, in order to pass the module. In a few modules (e.g. some projects) there are also qualifying marks that a student must achieve for specific elements of assessment, in order to pass the module.

Postgraduate Taught students are required to achieve a module mark of 50% in order to pass a module.

Timetabling

Lecture rooms are centrally timetabled and lectures should start at five minutes after the hour and end five minutes before the hour. Rooms are located in various buildings on the [Mile End campus](#). Timetables are complex and are usually worked on in February/March of the preceding academic year. They cannot be altered to suit the convenience of individual lecturers and staff must be flexible around teaching days and times. However, if you have special timetabling requests or queries then please contact the [Education Services Manager via maths@qmul.ac.uk](#). If you have specific caring responsibilities, please refer to the staff policy on [flexible working](#).

Presentation Tools/Aids

All teaching rooms (except for small tutorial rooms) have a data projector with projection screens. In major lecture theatres there will be a permanent PC installation that you will be able to use via your QMUL IT account. It is also possible to use a laptop in these large lecture rooms. There is no PC installation available in smaller lecture rooms and you must take a laptop. Laptops need to be connected using a standard VGA/D-sub 15 connector.

If you need a laptop for lectures, the School's laptops should be booked using the online [booking system](#).

USB Wireless Laser Powerpointers can also be borrowed from the office staff in CB301. These will need to be signed out, and it is your responsibility to return these (including USB sticks) after use.

Important: please be very careful to check in advance that any Powerpoint presentations prepared on a Mac, or ones which make use of embedded images or videos, display correctly on the lecture room PC and/or the School's laptop. In some cases it may be better to convert the presentation to an Adobe Acrobat pdf file. If you require a projector elsewhere in the university, please contact [AV centre](#).

In major lecture rooms you will also find "document cameras" which are a more advanced version of the old "overhead projectors" and can be used to project copies of pre-prepared documents or real-time handwritten text onto the main projection screens.

Most teaching rooms are also equipped with one or more whiteboards (but you are advised to take your own supply of non-permanent marker pens).

There is a console in each lecture room that controls the room-lighting and determines how the output from projectors, is displayed onto the various screens – make sure that you take the time to learn how this console works in advance of any scheduled teaching.

Summary

Please check in advance to see the [range of facilities](#) available in the lecture rooms that you will be using and ensure that you know how they operate.

If you need help at any point, contact [AV centre](#) (their contact details are displayed in lecture rooms as well) in advance of the scheduled lecture.

Q-Review/Lecture Recording and Playback

Larger lecture rooms are equipped with the Q-Review (Echo) lecture capture/recording system. If your lecture is in one of these lecture rooms it will be automatically recorded unless you have chosen to opt-out according to the School's opt-out policy. The Education Services Manager will contact you before the start of each semester to check if you want to opt out. If your lecture is not in an equipped room, and you would like it to be recorded, please contact the AV team or Education Services Team to set up portable equipment. The [booking](#) must be made at least 5 working days before the lecture/event.

Q-review is a very useful system to assist students with their revision, and the School would strongly encourage you to make use of the system. However, it should be stressed to students that Q-review is not a replacement for attending lectures.

The E-learning department runs courses on how to use Q-Review and edit your recordings for publishing. Course dates can be found and booked on the Centre for Academic and Professional Development [Booking site](#).

When the recording has been processed, you can request [AV centre](#) to email you the web link of the recording. This link is useful if you would like to share the recording with individuals not enrolled on the module. However, by sharing the web link in this way, it will be possible for the link to be further forwarded and freely available for any recipient of such an email to see the recording. If you would like the recording to only be available to students enrolled on the module you teach, please post the recording by adding an external tool and selecting Q-review live LTI (the Q-review block is no longer supported). Only students enrolled on that Q-review module will be able to view it. The LTI tool will also log data of who has viewed it, when, and which sections they viewed (or repeated/paused), which provides valuable statistics on student engagement. The LTI tool will be added to every module page by the module organiser, but is hidden from student view, until you make it visible by clicking on the 'show' button.

Further information on Q-review is available on the E-learning [website](#).

Module Webpages and Online Learning Environments

The university requires that all modules have a single module webpage on QMPlus (see below), where module lecturers should contribute.

Module webpages should be used to provide students with the following minimum level of information:

- A short summary of the module and details of the assessment regime (with a further link to the full module specification);
- Copies of teaching materials, including lecture handouts;
- Links to useful websites (including the module reading list);
- Show Q-Review videos;
- Feedback on assessments.

The QMPlus Academic Lead and The Education Services Team can help with:

- Creating (restoring) and deleting modules (using appropriate templates);

- Backing up modules, including backing up individual activities;
- End of year module rollover;
- Duplicating modules;
- Managing categories (within their school category) – e.g. create/delete categories, move categories, move courses within categories;
- Updating module meta-data – including course title, short name and course ID (which link to SIS enrolment data);
- Managing landing pages;
- Bulk uploading users to modules and/or into groups;
- Uploading scanned material with copyright forms (e.g. key readings).

The ‘Getting started with QMPlus’ course is available from the Centre for Academic and Professional Development: <https://www.esdcourses.org.uk/userlistcourse.php>

Staff guides can be found on:

- QMPlus: <http://www.elearning.capd.qmul.ac.uk/application/qmplus/>
 Q-review: <http://www.elearning.capd.qmul.ac.uk/application/qreview/>

Alternatively, the [E-learning Unit](#) run a staff [Drop-in Session](#), if you have any questions and need them resolved quickly. They are based in the Scape Building on the First Floor.

Some Frequently Asked QMPlus Questions:

- Why can't I see a module page?
 - **A:** The student or staff member may not be ‘enrolled’ on the module. Send an email to the Teaching and Student Support Team via maths@qmul.ac.uk and request to be enrolled on the module.
 - If you are a ‘Course administrator’ or ‘Teacher’ you also have the permissions to enroll other staff members or students on the module.
- Why can't a student submit their assignment online?
 - **A:** They may not be correctly registered to the module in mySIS. Check this first.
 - **A:** They may not be enrolled as a ‘student’ but as a ‘viewer’. Change their enrollment status, and they will be able to submit.
 - **A:** Tell the student to take a screen grab of the ‘error message’ and email The Education Services Team who can amend their enrollment status, or if it is a greater IT issue, to submit the assignment on their behalf. However, stress to the student the importance of not leaving the submission until last minute.

Reading Lists

Reading lists can be created on QMPlus linking to the Library catalogue. A ‘Talis - Aspire’ account will need to be created via the Library. Instructions about creating this account and online reading lists can be found on the [Library website](#). All reading lists, regardless of whether they are linked, should have 2-3 ‘key/essential readings’ and a longer list of ‘further reading’.

Extenuating Circumstances and Other Student Absences

Extenuating circumstances (ECs) are defined by QMUL as circumstances that are outside a student's control which may have a negative impact on a student's ability to undertake or complete any assessment. EC forms can be accessed via the School's QMPlus [Landing page](#). Students should submit their EC form along with supporting evidence to The Education Services Team in the Maths School Office. Module organisers are notified of the outcome for EC cases after the EC panel has taken place.

It is very important that you are aware of the [procedures](#) for dealing with ECs. Please refer all EC queries to The Education Services Team.

A number of students are granted special exam arrangements (the most common being extra time) due to specific learning difficulties such as dyslexia. These special arrangements apply to examinations and major in-class tests (those of greater than 30 min duration). The award of extra time does not extend to shorter mini-tests, workshops, or any assignments that are completed outside of scheduled classes. Details of these will be sent to you by the Student Support Officer during the academic year.

If tutors are worried about one of their tutees not attending more than two consecutive tutorials they should inform the Education [Services Team](#) who can look into this and contact the student copying in their advisor.

Module Evaluation Questionnaires

Students are asked to complete a short feedback form about each module, just prior to the end of the module (a formal evaluation that is viewed by the Director of Education and Head of School with the quantitative feedback provided for students on QMPlus). In this form, students are asked to rate various aspects of the module delivery and teaching using a 5-point scale, and may also provide free-text comments. This process provides valuable feedback to teaching staff on aspects of the module that could be improved. The School and university take the results of module evaluation very seriously, and regard it as an important part of the overall quality assurance process.

The university requires the School to report on any modules where the average evaluation score is less than 3.0. In such circumstances teaching staff will normally be asked to meet with the Director of Education to discuss the situation, and to agree a plan for improvement. All module organisers are required to comment on the module evaluations in the module report that also reflects on the final marks and any changes that have been made to the module.

Expectations from Students, Staff and the University

QMUL and QMUL Students' Union have produced an updated charter called [Our Community](#). This important document outlines what students can expect from the university, and what the university can expect from them, in turn.

Peer Observation

Peer observation is essential for all new academic staff, usually as part of PGCAP processes. It is also desirable on an annual basis, in some form for more experienced lecturers as a way of best practice.

Module Results

The provisional marks for each module are signed off by the module organiser. The examination boards then consider the results of each module, and will review the performance of the student cohort in light of the historical record for the module and the students' performance across all their modules. Where necessary, the Subject Exam Board have the authority to recommend the moderation of marks in cases where the marks distribution is outside reasonable "norms", or where there are other factors affecting module results.

Data Protection/Disclosure of Information

Academic and professional services staff have access to a great deal of confidential information and must ensure that it is not disclosed inappropriately. Student data should only be disclosed to QMUL employees (if they have good reason to require knowledge of the information being requested) and the students themselves.

IMPORTANT - information about a student's attendance/performance etc. must **not** be disclosed to relatives (including parents), sponsors or potential employers without the explicit verbal (as observed by the member of staff disclosing the information) or written permission of the student.

The only recommended channels of communication with students and between QM staff are:

- In person;
- Using their QMUL email account, not personal email;
- Using the correspondence address held on SIS.

Staff must not correspond with students using personal email accounts (Hotmail/yahoo/Gmail); it is impossible to be certain that the student is sending or receiving/reading emails sent from non-QM email accounts and therefore to conform with GDPR regulations.

Further Requirements

Further requirements related to academic staff teaching duties, administrative duties, requirements and expectations are outlined in [Appendix 4](#) – Teaching, Advising and Administration Requirements

Research

Research Grants

The School's [Research Manager](#) provides the following support:

- Regular circulation of funding opportunities;
- Open-Access compliance;
- REF impact guidance and advice;
- ResearchFish monitoring system;
- Pre- and post-award:
 - Advice on funder guidelines and requirements;
 - Budget preparation;
 - Assistance with all administrative aspects of proposal preparation, including internal peer-review and letters of support;
 - Financial monitoring of successful grants;

Anybody considering applying for external funding should contact the [Research Manager](#) as far in advance of the deadline, or planned submission date, as possible. All funding applications made to external bodies must be costed by QMUL's [Joint Research Management Office](#) (JRMO) and approved by the [Head of School](#) (HoS), regardless of the value. All applications over £50,000 must undergo internal peer-review before submission (see below, some exceptions apply).

Research areas on intranet and internet

The Research area on the School's intranet on QMplus can be accessed [here](#). Information is updated monthly and includes funding opportunities with links to funders and deadlines, information about events and workshops of interest, open-access, REF impact and outputs definition, and useful templates and forms. The Research Committee agenda and minutes are also uploaded here and available for viewing by the academic staff. The School's Research webpage can be accessed [here](#). Subpages include information about research seminars, events, postdoctoral fellowships opportunities and research groups.

Research Professional

[Research Professional](#) is an online database of funding information. Staff can register for this service on campus, using their usual QMUL username and password. The system allows staff to set up bespoke searches for funding calls, which can either be saved for future reference or emailed as a weekly digest.

Pre-award Process & Internal Peer-Review

If you are considering applying for a grant, extensive support is available. Please refer to the policy outlined in [Appendix 9](#) for the relevant details on the process, timeframes and deadlines, costings and our internal peer-review process. Please note that where our pre-award process is not properly followed, this may result in the School not being able to support your research grant application.

Post-award and expenditure on research grants

After the application has been submitted to the funding body, please inform the [Research Manager](#) of the outcome and send a copy of any correspondence you receive from the funding body to the [Research Manager](#) for the School's records and to enable us to fulfil any criteria set by the funding body for the award. In order to ensure that the grant can be properly managed, please send the grant award letter to the [Research Manager](#). JRMO will set up the award, stating the details of the funding, including project duration, budget code and annual budget.

All expenditure on research grants must go through the [Finance Manager](#). Staff may claim for travel and subsistence expenses using the [Expenses Claim Form](#) (attaching all original receipts). Claims must be made within 3 months of the expenditure being incurred. In most cases, flights and hotel accommodation **can be booked** via the School's [Personal Assistant to the Head of School](#).

It is the PI's responsibility to ensure that any expenses they wish to claim are within the guidelines of their grant. Staff should familiarise themselves with QMUL's [Travel and Expenses Policy](#) – this policy pertains to all travel, even if the funds are from an external source. If in doubt, please check with the RM or the [Finance Manager](#) before making a purchase to ensure you will be reimbursed.

Other payments, i.e. to outside suppliers of goods and services, **must be** checked with the RM or [Finance Manager](#) well in advance of any planned expenditure – QMUL has specific rules and procedures for the use of suppliers and may not reimburse claims incurred against unapproved companies. This applies to staff, freelancers, the self-employed, and contractors employed to carry out work on research grants. **Do not** ask suppliers to send invoices to the School without ensuring that they have been set up as an approved supplier – this will only cause delays in payments being made.

Throughout the duration of the award, monthly expenditure reports are sent to the PI with up to date expenditure on the grant. Please ensure that you familiarise yourself with the report and liaise with the [Research Manager](#) on any matters where you require further clarification.

Expenditure to be charged to the grant can only be incurred between the agreed start date and the end date of the grant. Any expenditure outside of these dates is not permitted to be charged to the grant except in some specific cases (please check the terms and conditions of your award or speak to the [Research Manager](#) or [Finance Manager](#)).

Research Support Fund and Flexible Research Fund

The Faculty of Science and Engineering has created two funds to support researchers and encourage them to write competitive proposals.

Research Support Fund

The Research Support Fund is open to all large research grant applications, normally those where the total value of the grant exceeds £750k (smaller grants may be considered for maths). PIs may request that the faculty consider funding additional activity to support the application, with the aim of enhancing the likelihood of application success. A case may be made for any amount up to 40% of the residual overhead value. Applications

will normally not be considered if the overhead recovery rate is significantly below the QMUL threshold (i.e. 45% for UKRI grants).

The scheme will be extended to EPSRC New Investigator Award applications, and the support provided here will normally be a PhD studentship.

The PI is able to make a case to the faculty for anything that they can argue will increase the likelihood of funding, including PhD studentships, enhanced levels of match funding for equipment and business development support.

Cases where matched support from QMUL would increase the likelihood of funding should be identified during internal peer-review within the School. If the DoR feels that there is a case for support, the PI should contact the [Research Manager](#) as soon as possible, certainly at least two weeks before the grant application deadline to allow sufficient time for review.

The PI may be asked to make a case for the support (approx. 1 side A4 as a guide):

- Details of the support requested (including details of what is requested and the costing).
- A case for why this support will increase the likelihood of the grant being successfully funded (including the name of any colleagues who have advised on this).
- Where the offer of matched support will be included in the grant and comments on its visibility to panel members (i.e. will this be mentioned in support letters/the body of the grant or simply a line in the budget which may not have an impact on the peer-review panel).

Although additional support will likely improve the quality of the research or lead to follow-on activity, the purpose of this scheme is to increase the likelihood that large grant applications will be successful, so the case should focus on this.

The application will be approved by the DoR and assessed by the Dean for Research and Vice-Principal for Science and Engineering.

Flexible Research Fund

For every successful research grant, the Flexible Research Fund allocates 20% of any overhead planned to be earned within the financial year to the PI concerned.

You will be notified of the award annually and you will be given a unique budget code that you can use to charge expenses to.

Please note that:

- This funding can only be used within the financial year. If a balance remains at 31st July, it does not carry over to the next year.
- The items you spend the fund on must be as per our Financial Regulations – if you are unsure please ask the [Research Manager](#) or [Finance Manager](#) for advice.
- If you believe you will not spend your total amount then please do let the [Research Manager](#) or [Finance Manager](#) know (preferably by the end of March at the latest) and with your permission it may be possible to reallocate part of your total.

Appointment of Research Assistants and Other Staff

All appointments to research grants must be discussed with the School [Executive Officer](#) (EO) prior to engagement. All posts will be subject to approval by HR – this process takes a minimum of one month, so please

ensure that you discuss any appointments far in advance of any prospective start date. The EO will obtain approval, assist with the drafting of job profiles and adverts, and help arrange the advertising and selection process. **No one** can be engaged to work on a research project without having ensured the correct recruitment and selection process has been followed, an appropriate employment contract has been issued and completion of right-to-work checks have taken place (see the [Human Resources section](#) above). The [Executive Officer](#) should also be notified of all appointments on research grants.

Publication Records (QMRO and Elements)

From 1 April 2016, journal articles and conference proceedings must be deposited into an openaccess repository within three months of acceptance for publication to be eligible for the next REF. You can meet the REF requirement by depositing the author final version (accepted manuscript) into the institutional repository called Queen Mary Research Online (QMRO) via the online system called [Elements](#). Elements is administered by Library Services and available to all academic staff. It is essential that your Elements profile is kept up-to-date as data from it are used for REF purposes. Further instructions can be found on [QMplus](#) under the Research area.

Open-Access

[HEFCE's open-access policy](#) requires that journal articles or conference proceedings accepted for publication after 1 April 2016 must be deposited in an institutional or subject repository within three months of acceptance. The requirement does not apply to books, monographs or data. More stringent requirements have been in place since 1 April 2013 for research wholly- or partially-funded by UKRI (including AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC). See the [library website](#) for further details.

The UKRI policy states that all peer-reviewed journal articles and conference papers resulting directly from research wholly or partially funded by UKRI must be made open-access. The policy applies to all UKRI-funded PhD students and researchers. There are two routes to comply with this policy:

- **Gold route**, in which the published version of the article is made immediately and permanently accessible (under a CC-BY licence), free of charge at the point of use. The author is (almost always) required to pay an Article Processing Charge (APC). QMUL has a number of [Open-Access Agreements](#) to support open-access publishing under the Gold route. If the publication has arisen from UKRI-funded research then funding is usually available to cover the APC – an application form can be downloaded from the [QMplus](#) under the Research area.
- **Green route**, in which the author must deposit the accepted, peer-reviewed version of the article in an institutional or discipline-specific repository within a specified embargo period (6 months for NERC and EPSRC; 12 months for AHRC and ESRC). The article must be accompanied by a licence allowing reuse for (at least) non-commercial purposes, text and data mining.

To comply with the HEFCE policy, the following is recommended:

At the point when your article has been accepted by a journal (i.e. after peer-review and revisions have been accepted), you should immediately upload the **accepted manuscript** (not the published version) to QMUL's

institutional repository, [Queen Mary Research Online](#), using [Elements](#). There is a **three-month** window after acceptance within which this deposit must be made. Uploading the article makes it 'discoverable' on the Internet. You will only need to add basic information about the article at this stage – the Repository and Research team in the Library will take care of the rest.

The [Research Manager](#) will be able to guide you through this process or record the information on your behalf; just email her with the acceptance date, the pdf of the accepted manuscript and the name of the journal.

All academics in the School are asked to sign an agreement confirming that it is their responsibility to comply with the policy, and return a signed copy to the [Research Manager](#) or DoR. A copy of the agreement can be found with all other forms on [QMplus](#) under the Research area. Even for papers that have been deposited in ArXiv, the academics must in addition create a bibliographic record in Elements.

Research Ethics

Ethical issues related to all research including human subjects need approval from and are overseen by QMUL's Research Ethics Committee. All staff should consider the potential ethical implications of their research before embarking on a project. Risks are not only confined to participants in projects, but can also affect researchers themselves. Full information on research ethics is found on [Connect](#).

Research Fish

UKRI, NIH and some charity funders have introduced a new research outcomes monitoring system, [ResearchFish](#). PIs and research students that have received awards from participating funders are expected to complete annual reporting via this system for up to 5 years after the grant has ended.

UKRI have said that PIs who fail to complete a return may be ineligible to apply for further research funding. Although no sanctions will be imposed against individual PhD students who fail to complete a return, overall institutional return rates may be examined by research councils when allocating future studentship funding, so a high rate of return is imperative.

PIs will receive an annual reminder directly from UKRI or ResearchFish, in February. The [Research Manager](#) will be responsible to make sure that all academics and PhD students complete their return before the given deadline.

Research Seminars

The School offers a wide selection of seminar series and is involved in seminar series at other colleges and universities in London. A School Colloquium also takes place once a month during term time and its purpose is to provide accessible and engaging introductions to a broad range of topics of current research interest in any branch of Mathematics or its applications. A full schedule of activities is available [here](#). Moreover, academic and research staff and PhD students receive a weekly email reminder (on Friday afternoon) with a list of the seminars taking place the following week. Staff are strongly encouraged to attend and to encourage their students to attend too.

Postgraduate Research Information

Supervisor Training

Before supervising PhD students at QMUL, new staff are required to participate in a PhD Supervision Training for New Supervisors workshop run by the Doctoral College. This introduces processes, regulations and expectations as well as models of good supervision. All staff are then asked to take a shorter PhD Supervisor Refresher Training sessions every two years so that they remain up-to-date with current university regulations and share best practice with colleagues. These workshops can be booked via the Centre for Academic and Professional Development course [booking webpage](#).

The PhD Admissions Process

Members of staff interested in getting new PhD students are invited to submit their detailed research projects which will be subsequently advertised on [the SMS website](#) as well as on [FindAPhD](#). The deadline for submission of the projects will be set in the autumn term and staff will be asked to complete the “PhD Studentship Project Information form”. This will be circulated in the autumn, and can also be found on the QMPlus [Maths intranet](#) section entitled “PhD Programme”.

The PGRPO answers basic administrative queries from potential applicants, liaising with proposed supervisors, Admissions and the Research Degrees Office (RDO). Upon receiving initial queries from potential applicants, potential supervisors inform the PGRPO that contact has been made, providing a name and email address. Applicants should then be encouraged to complete an application [via MySIS](#).

The potential supervisor of suitably qualified candidates should arrange an interview with the student, in consultation with their HoG. Interview forms can be found on the QMPlus [Maths intranet](#). When the interview is complete, the potential supervisor or HoG submits the completed interview form to the PGRPO. If an offer to study is recommended for an international student, the potential supervisor includes a brief (6-8 line) statement of the research project in the case of international students. This is called the [ATAS description](#), and is needed for visa purposes.

The HoGs will organise evaluation of the applications in discussion with their group members, putting forward 2 - 5 applications of highest quality which will compete for funding. The final selection will be made by members of the PhD Allocation Committee consisting of HoS, DoR, [Director of Postgraduate Research Studies](#) (DPGRS), [Deputy Director of Postgraduate Research Studies](#) (DDPGRS) and the academic selectors.

For full information on the PhD allocation process, please visit the QMPlus [Maths intranet](#), or by [contacting the PGRPO directly](#).

Monitoring Progress of PhD Students

Following the appointment of students, supervisors complete a Supervisor and Assessment Record form (available on the [Maths intranet](#)) to inform the PGRPO about the team who will be supervising and assessing the student. This form should be completed in consultation with the HoG.

Supervisors should ensure that their PhD students complete an annual review. Documentation for the reviews can be found on the QMPlus [Maths intranet](#). The PGRPO will email the students and their supervision and assessment team ahead of the annual review deadlines. The annual reviews are an opportunity to address any concerns about progress or issues that might affect timely completion. Significant concerns should also be flagged to the DGS directly. Following receipt of the report, the PGRPO will upload the report via [MySIS](#).

In addition, PhD students should complete supervision logs in MySIS to log meetings with their supervisors. Supervisors then receive a notification which they need to approve in MySIS. How much detail is recorded via this log is up to the student and supervisors, however, the Doctoral College requires at least ten meetings to be recorded each year. For students studying on a [Tier 4 Visa](#), this is used to monitor compliance and is thus of particular importance.

Annual Reviews

The first important milestone for PhD students is the 1st Year Annual Review, which takes place six to nine months after the start date. This review is particularly important as it is important for students and supervisors to determine as early as possible if a student is likely to successfully complete a PhD.

Students will then undertake Annual Reviews at the end of their Second and Third years. Further review meetings may take place during the third year of the PhD, but are not compulsory

More details about annual reviews are available in the PGR Handbook which can be found, along with annual review documentation, on the [QM+ PhD Information Zone page](#).

PhD Training and Development

PhD students are expected to complete LTCC or Masters' level courses during their first year and to undertake research training through [Researcher Development](#), recording details of this on their [Skills Points Database](#).

Transfer to Writing Up

When PhD students are ready to transfer to writing up (TTWU) they complete a form on MySIS. This is then sent for approval to supervisors and the RDO.

Exam Entry Form

Students should complete part one of the Examination Entry Form on MySIS at least three months before submission. The supervisor is then responsible for appointing examiners. Details on regulations for nominating examiners can be found on the [RDO web pages](#).

Viva/ Examination

Once the examiners have been approved by the RDO, the main supervisor should arrange the viva examination with the examiners and the student. This should be held at QMUL, normally within around two months of submission. Due to the Covid-19 Pandemic, vivas are currently being conducted online. For further advice on the examination process and up-to-date viva regulations, please see the [RDO web pages](#).

Student Support

PhD students are expected to inform their supervisors about any extenuating circumstances that may affect their progress. The supervisor can make a recommendation for an extension or interruption, through forms available from the [Research Degrees Office](#) webpage.

Expenditure Approval

PhD students may be entitled to funds from SMS grants and the Doctoral College's [Postgraduate Research Fund \(PGRF\)](#). If funds are approved by the PGRF / grant holder / HoG, students claim for expenses through an [Expenses Claim Form](#). [Further details on expense claims can be found on the QM+ PhD Information Zone](#)

Associate PhD students

Associate students can apply to study for up to 12 months in the School, but must be currently enrolled on a PGR programme at another university. Associates must complete an [online application form](#) and will be required to supply supporting information. Further details can be found on the [SMS Staff Intranet](#).

Research Degrees Office

The RDO monitors PhD students' milestones through MySIS and through other means e.g. change of circumstances form, transfer to writing up stage etc. The [Research Degrees Office website](#) contains all relevant information about their role, as well as all forms used centrally.

Publicity and School news

Staff are encouraged to share information about activities they are working on so that a continuous feed of news can be developed to support all communication channels, including:

- Interesting research findings (or projects in the pipeline)
- Research trips overseas
- Media appearances, articles, interviews etc. (before they happen)
- Blogs you contribute to or websites you write for/host/manage
- Interesting visitors to the School, such as high-profile speakers, organisations (charities, community groups), school groups
- New books and journal articles
- Exhibitions
- Partnerships
- Awards
- Photo opportunities
- Exceptional students or interesting student projects
- Conferences you are involved in

News channels

- The [news feed](#) on the School of Mathematical Sciences website
 - News items here showcase the School of Mathematical Sciences and are written in a style that is accessible to a broad audience (this may include non-experts such as prospective students, teachers, parents as well as academics and other expert audiences)
 - We have a monthly internal newsletter for staff, a student newsletter and a regular outreach newsletter to secondary schools. Please do share any news items you feel are suitable for any of these newsletters.
 - Suggestions and content for news items are welcomed. Please get in touch with the [Research Manager](#) for research related news, or the the School's [Marketing & Communications Officer](#) for any other news.
- Social media: The School of Mathematical Sciences social media channels' primary purpose is to share news and activities and to drive traffic to the website.
 - [Twitter](#)
 - [Facebook](#)
 - [LinkedIn](#)
 - [YouTube](#)

If you are a Twitter user, please let the [Marketing & Communications Officer](#) know your Twitter handle. We also encourage you to add your Twitter handle to your staff page on the [website](#). We encourage you to follow our @QMULMaths Twitter account and help us to promote this channel

Working with the Mathematics Society

Staff are encouraged to think about ways they can take their research specialisms out to the new audience offered by the Mathematics Society. They regularly hold academic seminars and workshops and are always looking for speakers, as well as suggestions for any other events to offer members.

You can reach the Mathematics Society through the Student Support Officer, William Ng. Alternatively, for 2020/21 the contact details are:

Co-President	Bana Alemseged	b.alemseged@se18.qmul.ac.uk
Co-President	Isaiah-Daniel Grillo	i.grillo@se18.qmul.ac.uk
Treasurer	Harpreet Sangha	h.k.sangha@se18.qmul.ac.uk
Vice President	Nirmit Dhanani	n.dhanani@se18.qmul.ac.uk
Social Media Manager	Zoha Khan	z.khan@se18.qmul.ac.uk
Events Manager	Sweta Meggi	s.meggi@se19.qmul.ac.uk

*Membership for 2021/22 will be updated at the beginning of the academic year.

- <https://www.facebook.com/groups/qm.maths.society/>
- <https://www.qmsu.org/groups/maths/>
- [@QMUL MathsSoc](#)

Student Recruitment & Outreach

We have a Student Recruitment & Marketing team within the School of Mathematical Sciences, whose primary aim is to recruit excellent students to our undergraduate and postgraduate programmes. Their secondary aim is to publicise the study of mathematics at university more generally, working with students from UK Year 10 onwards (14 year olds and up). Notes on some key areas of their work are outlined below.

Contact: Student Recruitment & Marketing Manager – [Louise Goddard](#)

Events and outreach activities

We regularly seek the support of academic colleagues to deliver taster lectures and workshops for our recruitment and outreach events. Some of these are outlined below. If you are interested in supporting these or have ideas for future activities please get in contact with the Student Recruitment & Marketing Manager.

We employ undergraduate Student Ambassadors on a part-time basis to help deliver these activities.

As well as delivering presentations, you may alternatively help us to develop workshops which can be delivered by trained PhD students or Student Ambassadors under the supervision of the SR&M team.

Open Days & Offer-holder Days

We normally hold 3 major Open Days (two in June and one in October) and 4 Offer-holder Days (later in the recruitment cycle, usually January-April) for our applicants each year. The format of these includes an introduction to the School, information about our programmes, a taster lecture and student presentations.

[Year 12 Taster Days](#)

We usually offer approximately four Taster Days for students in the first year of their A Levels. These are advertised through the University of London and Queen Mary's outreach newsletters, and are centred around a variety of taster lectures, to give them a flavour of the content and style of teaching at university.

[Other outreach activities](#)

Other outreach activities include Royal Institution Masterclasses with talks from our PhD student, and school visits to deliver talks and workshop on the subject of mathematics at university and career opportunities.

Marketing materials

[Prospectuses and brochures](#)

The main purpose of the prospectus is to showcase our offerings in our degree programmes:

- [School of Mathematical Sciences Undergraduate study brochure 2022](#)
- [Queen Mary Undergraduate and Postgraduate prospectuses](#)

Other marketing materials are produced to promote new programmes, careers booklets and other aspects of the School.

If you are visiting another institution in the UK or overseas and feel that you may have an opportunity to promote our programmes during your visit, we can provide marketing materials and/or branded items for this purpose. Please get in touch with the [Student Recruitment & Marketing Manager](#).

[Online course listings](#)

- [UG Coursefinder](#) (Overview Tab and Profile Tabs)
- [PG Coursefinder](#) (Overview Tab and Profile Tabs)

[Student profiles and success stories](#)

- The SR&M team are always looking for case studies of current students and alumni which illustrate the selling points of Mathematical Sciences at Queen Mary
- If you identify any students or alumni who you believe would make a suitable profile, please pass their details on to the [Marketing & Communications Officer](#)
- These students will be contacted to be featured in print and online.

Other Important Matters

Gifts and Hospitality Register

The University's gifts and hospitality policy applies to all College Council members, staff and individuals representing the University in any way and you need to register any gifts or hospitality worth over £25 that you receive or give in connection with your official duties for the University (Gift and Hospitality Register [website](#)). For procedures on accepting and declaring gifts and hospitality, please refer to the College's Standard of Business Conduct - Appendix D - Gifts and Hospitality [Policy](#).

Anti-Bribery Policy Training

QM's online anti-bribery training was launched in June 2013 and we need to ensure all staff employed by QM, or who represent QM, have completed the training. Details about this policy and instructions about the training can be found on QMUL anti-bribery [website](#), and you will be sent a reminder within your first month to complete this training on QM Plus.

Academic and Professional Development

The university encourages all staff to be active in their pursuit of Academic and Professional Development. QMUL provides a range of professional and academic development courses which are all free to attend. You can book courses on the [Course website](#), sometimes months in advance. However, if you cannot attend a previously booked course, and unless you cancel 48 hours before the course starts (unless there are exceptional circumstances, e.g. you are on sick leave), there will be a non-attendance charge of £40 / hour for the length of the course. This charge will be passed on to Schools. Therefore, please ensure that you attend courses that you have booked to go on, and that if you need to cancel that you do so at least 48 hours before the course starts.

Secure File Sharing

To share files with colleagues please use the University's secure file sharing and upload service [Collect](#). Your central username and password should be used to log into this service. Files may be uploaded and the time period in which files remain available can be adjusted up to a maximum of 3 weeks. This is in keeping with our record retention policy.

Please do not send information via insecure channels such as dropbox, or un-encrypted USB drives.

QMUL and Prevent

The Counter-Terrorism and Security Act 2015 introduced a new statutory duty for universities to have 'due regard to the need to prevent individuals from being drawn into terrorism'. As a result, and in common with all universities, QMUL is obliged to engage with the Government's Prevent strategy and to take a range of steps in order to meet this duty. Further information is available via the ['QMUL and Prevent'](#) Connect page.

Appendices

[Appendix 1 – School Governance Structure](#)

[Appendix 2 – School Administrative Allocation 2021-22](#)

[Appendix 3 – Teaching Allocation 2021-22](#)

[Appendix 4 – Professional Services Team Structure](#)

[Appendix 5 – School of Mathematical Sciences Phone & Office Numbers](#)

[Appendix 6 – Staff sickness reporting](#)

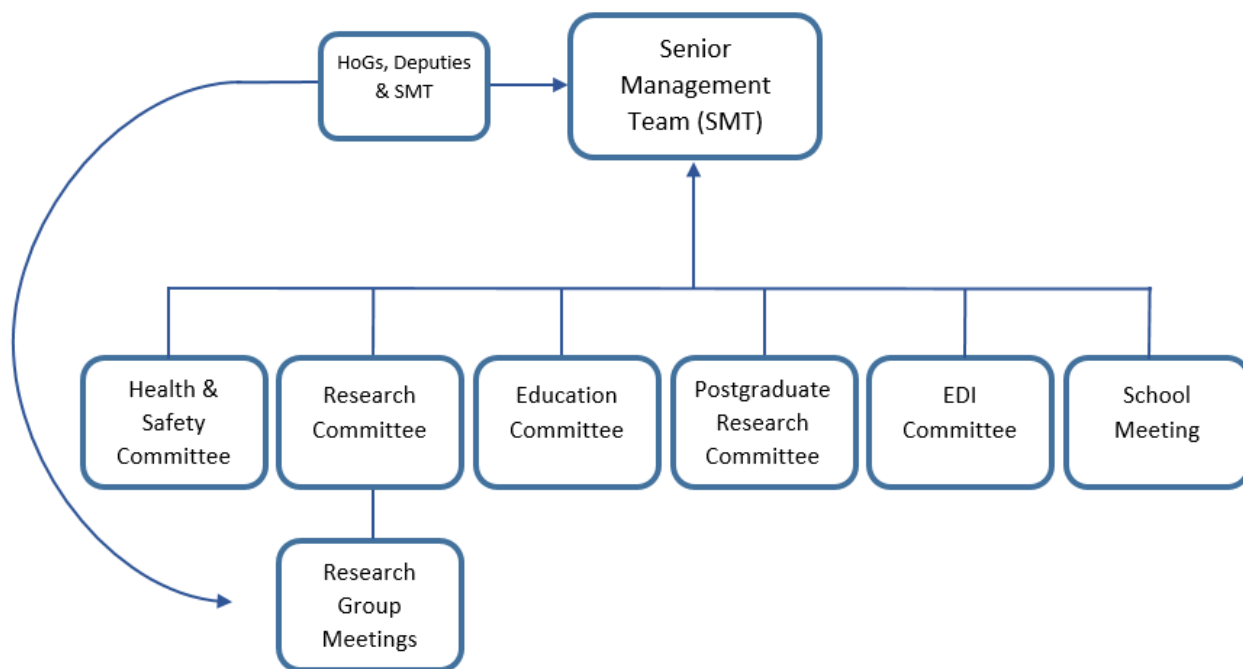
[Appendix 7 – Leave of Absence Process](#)

[Appendix 8 – Pre-award Grant Application Process](#)

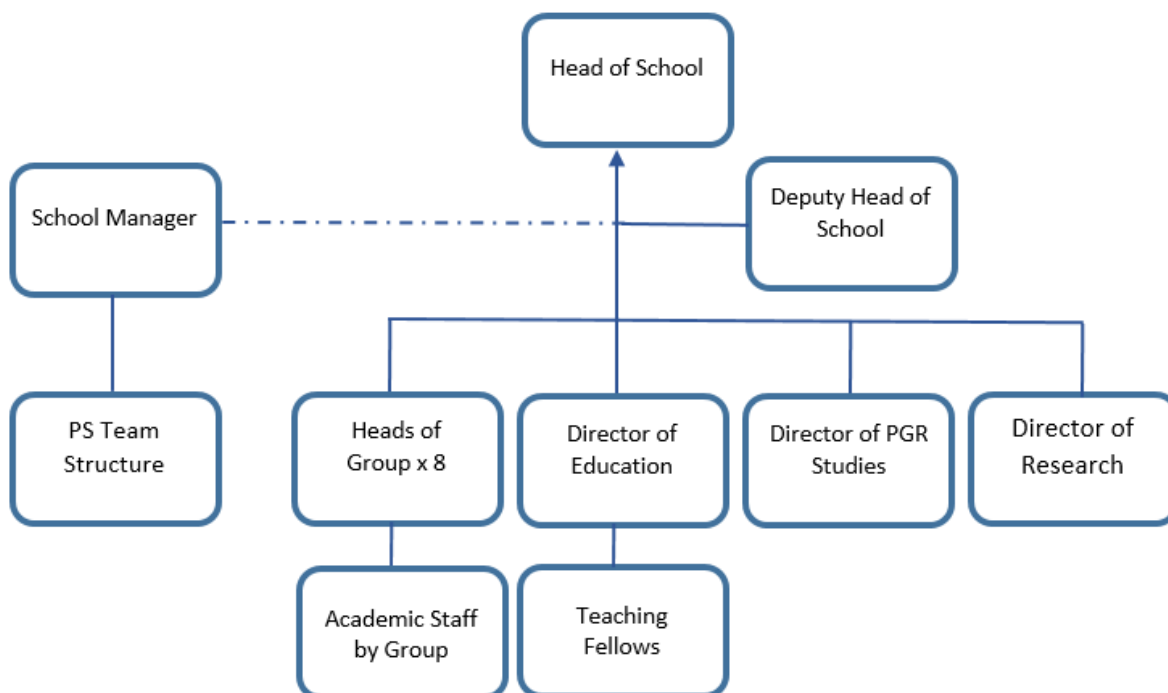
[Appendix 9 – Frequently used acronyms](#)

Appendix 1 – School Committee & Governance Structure

School Committee Structure



School line management structure



Appendix 2 – School administrative allocation 2022-2023

ACADEMIC ROLES	
Head of School (HoS)	Alex Clark
Deputy Head of School (DHoS)	Matt Fayers
Director of Research (DoR)	Juan Valiente-Kroon
Deputy Director of Research (DDoR)	Abhishek Saha
Director of Education (DoE)	Shabnam Beheshti
Deputy Director of Education (DDoE)	Sebastian del Bano Rollin
Director of Postgraduate Studies (DPGT)	Oscar Bandtlow
Director of Postgraduate Research Studies (DPGR)	Alex Fink
Deputy Director of PGR Studies (DDPGR)	Ian Morris
Equality, Diversity and Inclusivity Lead (EDI)	Claudia Garetto
Deputy EDI Lead	Vincenzo Nicosia
Chair of UG SEB	Arick Shao
Deputy Chair of UG SEB	Behrang Noohi
Chair of PGT SEB	Robert Johnson
Deputy Chair of PGT SEB	Adrian Baule
Director of UG Admissions	Mark Walters
Deputy Director of UG Admissions	Felipe Rincon
Impact Champion (IC)	John Moriarty
Industry Lead	Alex Shestopaloff
Head of Group (HoG) - Algebra	Abhishek Saha
Head of Group (HoG) - Combinatorics	Robert Johnson
Head of Group (HoG) - Complex Systems and Networks	Vito Latora
Head of Group (HoG) - Dyn Systems and Stat Phys	Christian Beck
Head of Group (HoG) - Geometry, Analysis & Gravitation	Pau Figueras
Head of Group (HoG) - Probability and Applications	Sasha Gnedin
Head of Group (HoG) - Statistics and Data Science	Silvia Liverani
Head of Group (HoG) - Teaching and Scholarship	David Arrowsmith
Director of Global Engagement	Boris Khoruzhenko

PROFESSIONAL SERVICES TEAM	
School Manager (SM)	Jo Young
School Operations:	
Executive Officer (EO)	Megan Liddle
Finance Manager (FM)	Andrea Young
PA to the Head of School (PAHoS)	Sarah Condon
Education Services:	
Education Services Manager (ESM)	Simon Rawstron
Education Services Administrator (ESA)	Bindiya Chongbang, Maria Patsou
Education Services Officer (ESO)	Dale Bream
Student Support Officer (SSO)	Hamida Begum
Digital Learning Technologist (DLT)	Jade Mills
Research Services:	
Research Manager (RM)	TBC
PGR Programmes Officer (PGRPO)	Katie Hale
Student Recruitment, Marketing & Communications:	
Marketing and Communications Officer (MCO)	Kieran Hayde
Student Recruitment and Marketing Manager (SRMM)	Louise Goddard until January; Tom Stead from February
Careers and Employability:	
Careers Consultant	Andrea Pinner

STUDENT EXPERIENCE	
Director of Student Experience	Weini Huang
Year 1 Tutor	Shu Sasaki
Year 2 Tutor	Lei Fang
Year 3/Finalist Tutor	Hugo Maruri-Aguilar

LEARNING ENVIRONMENT	
Director of Learning Environment	Thomas Prellberg
Library and Learning Resources	Shu Sasaki
QMPlus; online exams	Jade Mills

GRADUATE OPPORTUNITIES AND OUTCOMES	
Director of Graduate Opportunities and Outcomes	Sebastian del Bano Rollin
Placements Academic Lead	Melania Nica

CURRICULUM DEVELOPMENT	
Calculus/Analysis	Claudia Garetto
Probability and Statistics	Wolfram Just
Programming/Scientific Computing	Thomas Prellberg, Mark Walters
Linear Algebra	Rainer Klages, Reem Yassawi

POSTGRADUATE TAUGHT PROGRAMMES	
MSc Mathematics:	
Programme Director	Ian Morris
Admissions/Marketing/Advising	Ilya Goldsheid, Ian Morris
MSc Financial Maths	
Programme Director	Pedro Vergel
Admissions/Marketing/Advising	Kathrin Glau, Melania Nica
MSc Data Analytics:	
Programme Director	Nicola Perra
Admissions/Marketing/Advising	Vincenzo Nicosia, Nina Otter
MSc Applied Data Analytics (Coursework):	
Programme Director	Primož Skraba
Admissions/Marketing/Advising	Martin Benning, Argyro Mainou
MSc Business Analytics (SBM/SMS programme):	
Programme Director	Sebastian del Bano Rollin
MSc Dissertation Coordinator	Oscar Bandtlow (as Director of Postgraduate Studies)

SEMINARS	
Algebra and Number Theory	John Bray, Shu Sasaki
Combinatorics Study Group	Felix Fischer, Mark Jerrum
DERI/IADs	Martin Benning
DSSP/CSN	Wolfram Just, Reem Yassawi
Geometry, Analysis and Gravitation	Tarek Anous, Huy The Nguyen
London Algebra Colloquium	John Bray, Ivan Tomasic
Probability and Applications	Ilya Goldsheid, Boris Khoruzhenko
School Colloquium	Juan Valiente Kroon
Staff mini-Colloquium	Navid Nabijou, Shengwen Wang
Statistics and Data Analytics	Matteo Iacopini, Nina Otter
Teaching and Learning (BagLES)	Claudia Garetto, Pedro Vergel

SCHOOL COMMITTEES	
Senior Management Team	HoS (Chair), DHoS, DoR, DoE, DPGR, EDI, SM and EO (Secretary)
Research Committee	DoR (Chair), DDoR, DPGR, IC, Post-Doc rep, HoGs, Industry Lead and RM (Secretary)
Education Committee	DoE (Chair), DDoE, DPGT, Programme Directors, SEFP Co-ordinator, PGT Programme Directors, UG SEB Chair, PGT SEB Chair, SSLC Chairs, ESM, student reps and ESO (Secretary)
Health and Safety Committee	HoS (Chair), SM, SSO, Post-Doc Rep, PhD student reps, David Arrowsmith, Weini Huang, Felipe Rincon and PAHoS (Secretary)
EDI Committee	EDI Lead (Chair), Deputy EDI, HoS, DHoS, DoE, DoR, DPGR, SM, SRMM, Post-Doc rep, PhD student reps, UG student reps and EO (Secretary)
UG Student-Staff Liaison Committee	Director of Student Experience (Chair), HoS, DoE, DDoE, ESM, SSO, student reps and ESA (Secretary)
PGT Student-Staff Liaison Committee	Justin Ward (Chair), DoE, DDoE, DPGT, ESM, HoS, student reps, SSO and ESA (Secretary)
PGR Committee	DPGR (Chair), DDPGR, DoR, PGR Admissions Tutors, HoGs, RM, SM, PhD student reps and PGRPO (Secretary)
Student Recruitment and Marketing Committee	DoE (Chair), DPGT, SRMM, Director of UG Admissions, Deputy Director UG Admissions, PGT Programme Directors, and MCO (Secretary)
School Promotions Panel	HoS (Chair), DHoS, DoR, DoE, SM, EDI and EO (Secretary)
IT Users Group	Director of Learning Environment (Chair), SM, DPGT, Weini Huang, Jamie Griffin, DLT, PhD student reps, and PAHoS (Secretary)
UG Exam scrutiny	UG SEB Chair (Chair) and Deputy, Programme Directors, SEFP Co-ordinator
PGT Exam scrutiny	PG SEB Chair (Chair) and Deputy, PGT Programme Directors

STUDENT RECRUITMENT, OUTREACH AND PUBLIC ENGAGEMENT	
Clearing 2023	Director of UG Admissions, Deputy Director of UG Admissions, SM, SRMM, MCO, ESM, SSO and others as appropriate [Dates TBC]
UG School Offer-holder Days	One of HoS/DHoS/DoE/DDoE, SRMM, Deputy Director of UG Admissions, SSO, Felix Fischer or Huy The Nguyen, Chris Sutton [Dates TBC]
UG QMUL Open Days	One of HoS/DHoS/DoE/DDoE, SRMM, Deputy Director of UG Admissions, SSO, Weini Huang, Lei Fang or Melania Nica or Chris Sutton, Thomas Prellberg [Dates TBC]
PG QMUL Open Days (PGT & PGR)	SRMM, DPGT, DPGR, PGT Prog Directors, PGT Admissions Tutors, ESA (for PGT), DPGR, PGRPO (for PGR) [Dates TBC]
PhD Opportunities Day	DPGR, DDPGR, SRMM, MCO, PGRPO, academic staff [Dates TBC]
Outreach, Schools Liaison and Public Engagement Team	[Core group] SRMM, MCO, Shabnam Beheshti, Martin Benning, Katy Clough, Felix Fischer, Weini Huang, Robert Johnson, Wolfram Just, Behrang Noohi, Felipe Rincon, Reem Yassawi and others as appropriate [Taster Days: Dates TBC] [QM Futures Programme: Dates TBC]

POSTGRADUATE RESEARCH STUDIES	
Student Selectors	HoGs
PGR Admissions Tutors	Kathrin Glau, Mark Jerrum, Boris Khoruzhenko, Kostas Papafitsoros
PGR Studentship Allocation	DPGR (Chair), DDPGR, HoS, DoR, EDI, PGR Admissions Tutors, RM and PGRPO (Secretary)
PGR Professional Development	Ian Morris (as Deputy DPGR)
LTCC Director	Shahn Majid

Appendix 3 – School Teaching Allocation 2022-2023

(as at 30/05/2022)

Tutorial and exam marking allocations are not shown and will be announced in due course

Tutorial and exam marking allocations are not shown and will be announced in due course

Sem	Module Code	Title	Module Organiser
Foundation Modules			
B	SEF015	Discrete Maths	Katirtzoglou
A	SEF026	Essential Foundation Mathematics	Bray/Shahen
Y	SEF041	Mathematics B	Shahen
Level 4 (UG)			
Y	MTH4112	Actuarial Professional Development I	Richards/Zata
A	MTH4100	Calculus I - JH	Bandtlow/Lewis
A	MTH4200	Calculus I - SH	
B	MTH4101	Calculus II - JH	Klages
B	MTH4201	Calculus II - SH	
A	MTH4114	Computing and Data Analysis with Excel	Walters
B	MTH4104	Introduction to Algebra	Fink
A	MTH4107	Introduction to Probability - JH	Moriarty/Parsa/Fain
A	MTH4207	Introduction to Probability - SH	
A	MTH4113	Numbers, Sets and Functions - JH	Fayers
A	MTH4213	Numbers, Sets and Functions - SH	
B	MTH4116	Probability and Stats I - JH	del Bano Rollin
B	MTH4216	Probability and Stats I - SH	
B	MTH4115	Vectors and Matrices - JH	Saha/Jana
B	MTH4215	Vectors and Matrices - SH	
Level 5 (UG)			
A	MTH5124	Actuarial Mathematics I	Baule
B	MTH5125	Actuarial Mathematics II	Nica
A	MTH5127	Actuarial Professional Development II	Asimba/Sutton
B	MTH5131	Actuarial Statistics	Stark
B	MTH5103	Complex Variables	Shamis
A	MTH5104	Convergence & Continuity	Garetto/Nabijou
B	MTH5105	Differential and Integral Analysis	Nguyen
A	MTH5123	Differential Equations	Bianconi
B	MTH5113	Introduction to Differential Geometry	Shao
B	MTH5001	Introduction to Computer Programming	Prellberg/Wunderlich
A	MTH5112	Applied Linear Algebra	Tomasic
A	MTH5212	Linear Algebra I	
B	MTH5114	Linear Programming and Game Theory	Patel
A	MTH5130	Number Theory	Sasaki

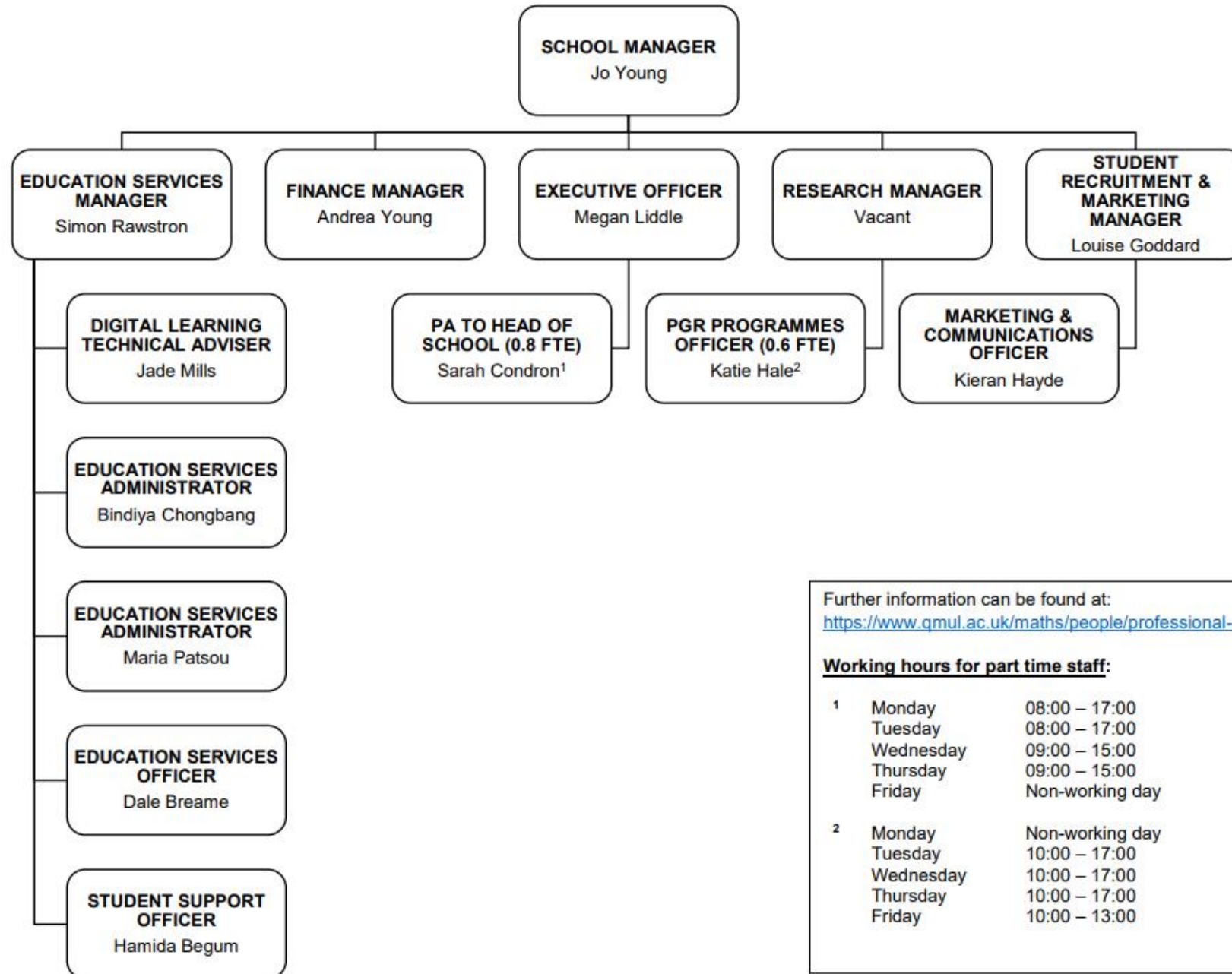
A	MTH5129	Probability and Stats II	Beck/Coad
B	MTH5120	Statistical Modelling I	Sutton/Shahen
B	MTH5126	Statistics for Insurance	Fang
A	MTH5200A	Placement Preparation	Nica
Level 6 (UG)			
B	MTH6112	Actuarial Financial Engineering	Fang
B	MTH6105	Algorithmic Graph Theory	Fischer
A	MTH6102	Bayesian Statistical Methods	Griffin
A	MTH6107	Chaos & Fractals	Jenkinson
Y	MTH6110	Communicating and Teaching Mathematics	Beheshti/Valiente Kroon
B	MTH6142	Complex Networks	Latora
A	MTH6115	Cryptography	Noohi
A	MTH6154	Financial Mathematics I	Stark
B	MTH6155	Financial Mathematics II	Goldsheid
A	MTH6106	Group Theory	Morris
B	MTH6101	Introduction to Machine Learning	Maruri-Aguilar
A	MTH6140	Linear Algebra II	Majid
B	MTH6113	Mathematical Tools for Asset Management	Glau
B	MTH6127	Metric Spaces and Topology	Farber
B	MTH6150	Numerical Computing with C and C++	Markakis
A	MTH6151	Partial Differential Equations	Wang
A	MTH6141	Random Processes	Johnson
B	MTH6132	Relativity	Figueras
B	MTH6158	Ring Theory	Rincon
A	MTH6134	Statistical Modelling II	Maruri-Aguilar/Liverani
A	MTH6157	Survival Models	Sutton
B	MTH6139	Time Series	Nica
Projects (UG)			
Y	MTH6138/ MTH6153	Third Year Project/Actuarial Project	Shamis
Y	MTH717U	MSci Project and presentations	Shamis
Y	MTHM038	MSc Dissertations - Mathematics, Financial Mathematics/Financial Computing, Data Analytics (see below)	Bandtlow
C	BUSM130	Group Project in Business Analytics (see below)	del Bano Rollin

Level 7			
B	MTH773P	Advanced Computing in Finance	Phillips
B	MTH787P	Advanced Derivatives Pricing and Risk Management	Glau
B	MTH793P	Advanced Machine Learning	Mainou
B	MTH709U-MTHM042	Bayesian Statistics	Shestopaloff
B	MTH743U-MTH743P	Complex Systems	Jenkinson
B	MTH791U	Computational Statistics with R	Iacopini
B	MTH762P	Continuous-time Models in Finance	Gnedin
A	MTH781P	Data Analytics	Baule/Beck
A	MTH744U-MTH744P	Dynamical Systems	Arrowsmith
B	MTH792P	Financial Data Analytics	Perra
A	MTH761P	Financial Instruments and Markets	Vergel
A	MTH771P	Foundations of Math Modelling in Finance	Phillips
B	MTH745U-MTH745P	Further Topics in Algebra	Bray/Nabijou
B	MTH750U-MTHM750	Graphs and Networks	Latora
A	MTH786P	Machine Learning with Python	Perra
A	BUSM131	Masterclass in Business Analytics Sem A	Wunderlich
B	BUSM131	Masterclass in Business Analytics Sem B	Wunderlich
Y	MTH717U	MSci Project and presentations	See under projects
B	MTH767P	Neural Networks and Deep Learning	Otter
B	MTH784P	Optimisation for Business Processes	Jerrum
A	MTH794P	Probability and Statistics for Data Analytics	Goldsheid
A	MTH785P	Programming for Business Analytics	Ward
A	MTH790U	Programming in C++ for Finance	Mainou
A	MTH766P	Programming in Python	Nicosia
A	MTH700U-MTH700	Research Methods	Morris
B	MTH782P	SAS for Business Intelligence	Vergel
A	MTH765P	Storing, Manipulating and Visualising Data	Otter
B	MTH783P	Time Series for Business	Coad
A	MTH734U/MT H734P	Topics in Probability and Stochastic Processes	Gnedin
A	MTH739U/MT H739P	Topics in Scientific Computing	Markakis
B	MTH789U	Trading and Risk Systems Development	Vergel

Coursera			
Y		Applied Nonparametric Statistics	Shestopaloff
Y		Survey Sampling	Maruri-Aguilar
		Coursera MSc1 Sem A - Probability & Statistics	Guillaumin
		Coursera MSc2 Sem A - Machine Learning I	Benning
		Coursera MSc3 Sem B - Time Series with Financial Applications	Khoruzhenko
		Coursera MSc4 Sem B - Storing, Manipulating & Visualising Data	Bobrowski
LTCC			
B		Higher-order Networks	Bianconi
A		Topics in the Design of Experiments	Coad
A		Morse Theory, Topology and Robotics	Farber
A		Pseudo-differential Operators and Applications to PDEs	Garetto
A		Measure Theoretic Probability	Gnedin
B		Mathematical Aspects of Quantum Computing	Majid
B		Mathematical Topics in General Relativity	Valiente Kroon
Project Supervision			
C		Group Project in Business Analytics - Supervisors	Baule, Coad, del Bano Rollin, Fang, Glau, Huang, Katirtzoglou, Liverani, Moriarty, Rincon, Skraba, Sutton, Wunderlich
C		MSc Dissertation - Data Analytics Supervisor Mentors	Benning, Fischer, Nicosia, Perra, Skraba, Vergel, Ward

C		MSc Dissertation - Data Analytics Supervisors	Beheshti, Bianconi, Blitvic, Bobrowski, Bray, Fain, Fang, Fink, Garetto, Goldsheid, Jana, Jerrum, Khoruzhenko, Latora, Lewis, Mainou, Morris, Otter, Parsa, Papafitsoros, Prellberg, Sasaki, Stark, Wang
C		MSc Dissertation - Financial Mathematics, Financial Computing Supervisors	Bandtlow, Baule, Beck, del Bano Rollin, Fain, Katirtzoglou, Fang, Glau, Gnedin, Goldsheid, Phillips, Stark, Sutton, Vergel, Wunderlich

Appendix 4 – School of Mathematical Sciences – Professional Services Team Structure



Further information can be found at:
<https://www.qmul.ac.uk/math/people/professional-services/>

Working hours for part time staff:

¹	Monday	08:00 – 17:00
	Tuesday	08:00 – 17:00
	Wednesday	09:00 – 15:00
	Thursday	09:00 – 15:00
	Friday	Non-working day
²	Monday	Non-working day
	Tuesday	10:00 – 17:00
	Wednesday	10:00 – 17:00
	Thursday	10:00 – 17:00
	Friday	10:00 – 13:00

Appendix 5 – School of Mathematical Sciences – Phone and Office Numbers

Academic Staff Member	Ext	Office
Prof David Arrowsmith	5464	MB-426
Dr Oscar Bandtlow	5438	MB-317
Dr Adrian Baule	3160	MB-112
Prof Christian Beck	3286	MB-121
Dr Shabnam Beheshti	8510	MB-127
Dr Martin Benning	5370	MB-G27
Prof Ginestra Bianconi	5444	MB-521
Dr John Bray	5482	MB-B25
Dr Ron Chan	5736	MB-B14
Dr Steve Coad	5484	MB-125
Prof Alex Clark	6737	MB-327
Dr Katy Clough	5489	MB-225
Dr Sebastian del Bano Rollin	5513	MB-313
Prof Michael Farber	5451	MB-527
Dr Matthew Fayers	5479	MB-512
Dr Pau Figueras	5424	MB-522
Dr Alex Fink	5520	MB-312
Dr Felix Fischer	2607	MB-G23
Dr Kathrin Glau	2760	MB-526
Prof Alexander Gnedin	5498	MB-424
Prof Ilya Goldsheid	5473	MB-123
Dr Jamie Griffin	3648	MB-B26
Dr Arthur Guillaumin	TBC	MB-G24
Dr Weini Huang	2965	MB- 116
Prof Bill Jackson	5476	MB-515
Prof Oliver Jenkinson	3188	MB-115
Prof Mark Jerrum	5472	MB-511
Dr Robert Johnson	5480	MB-422

Academic Staff Member	Ext	Office
Prof Boris Khoruzhenko	5495	MB-517
Dr Rainer Klages	5448	MB-425
Prof Vito Latora	5199	MB-311
Dr Silvia Liverani	3370	MB-321
Prof Shahn Majid	5450	MB-G25
Dr Anna Maltsev	2969	MB-124
Dr Haris Markakis	5460	MB-B13
Dr Hugo Maruri-Aguilar	5475	MB-113
Prof John Moriarty	2953	MB-524
Dr Ian Morris	5447	MB-516
Dr Huy The Nguyen	5218	MB-221
Dr Vincenzo Nicosia	3644	MB-423
Dr Behrang Noohi	5491	MB-224
Dr Nina Otter	TBC	MB-316
Dr Michael Phillips	5471	MB-323
Dr Mihail Poplavskiy	5423	MB-G21
Prof Thomas Prellberg	5490	MB-523
Dr Felipe Rincon	6738	MB-227
Prof Michael Ruzhansky	6736	MB-G22
Dr Abhishek Saha	3914	MB-514
Dr Shu Sasaki	5497	MB-B21
Dr Lubna Shaheen	7045	MB-117
Dr Mira Shamis	2912	MB-525
Dr Arick Shao	8511	MB-513
Dr Alex Shestopaloff	3651	MB-G26
Dr Primoz Skraba	5084	MB-122
Prof Sasha Sodin	5452	MB-322
Dr Dudley Stark	5487	MB-315
Mr Chris Sutton	2911	MB-B22
Dr Ivan Tomašić	5483	MB-114

Academic Staff Member	Ext	Office
Dr Juan Valiente-Kroon	5493	MB-421
Dr Pedro Vergel	3583	MB-222
Dr Mark Walters	5446	MB-427
Dr Justin Ward	5065	MB-126
Dr Linus Wunderlich	2966	MB-B15
PDRAs/PDRFs	X	MB-202

PS Staff	Title	Ext	Office
Dale Breame	Education Services Officer	TBC	MB-102
Hamida Begum	Student Support Officer	TBC	MB-102
Sarah Condron	PA to HoS	5449	MB-102
Katie Hale	PGR Programmes Officer	3170	MB-102
Kieran Hayde	Marketing & Communications Officer	TBC	MB-102
Bindiya Chongbang	Education Services Administrator	5109	MB-102
Megan Liddle	Executive Officer	5455	MB-102
Maria Patsou	Education Services Administrator	5440	MB-102
Vacant	Research Manager	7833	MB-102
Simon Rawstron	Education Services Manager	5219	MB-102
Louise	Student Recruitment and Marketing Manager	7585	MB-102
Andrea Young	Finance Manager	5514	MB-102
Jo Young	School Manager	5485	MB-102
Jade Mills	Digital Learning Technologist	TBC	MB-102
Abu	IT Support Officer	2909	MB-104
Ethan Belgrave	Linux Systems Manager	5496	MB-104

Appendix 6 – Sickness Reporting Procedure

The School's commitment to supporting sickness absence

We aim to ensure that all staff are treated in a way that is sensitive, fair and which balances the needs of the individual and the University. We offer support wherever possible to staff who are sick to enable them to improve attendance or return to work as soon as their condition allows. We aim to apply a consistent approach to the reporting, monitoring and management of attendance.

If you are unable to come to work for any reason then you must follow the procedure below.

First Day of Sickness Absence

On the first day of absence, you must notify relevant staff (detailed below) before your start time giving as much notice as possible, stating the reason why you are unable to come to work and when you expect to be able to return to work. This may be done via phone or email.

n.b. Please note this also applies when working from home or on sabbatical leave. If you are due to work remotely, but are unable to do so due to illness, this **must** be reported.

Who to Contact

Professional Services staff

Professional Services staff must contact their line manager at the earliest opportunity. Line managers will ensure that other relevant staff are informed.

Academic and Research Staff

Academic Staff should contact the School [Executive Officer](#) (Hannah Somers) on their first day of absence. For **academic or research staff with teaching responsibility** you must also ensure you contact the following:

- *For all taught UG and PGT modules:*
The Education Services Team at maths@qmul.ac.uk and the [Director of Education](#)
- *For academic staff with PhD students*
If your sickness absence will impact planned meetings, please ensure that you liaise directly with your PhD students, and for prolonged absence (over 2 weeks) please inform the [Director of Postgraduate Research Studies](#) as well as your PhD student's second supervisor.

Recording of Sickness Absence

The [Executive Officer](#) or your Line Manager will record your sickness absence on MyHR. Once this is recorded, you will receive an automated notification. Please notify the [Executive Officer](#) or your line manager once you have returned to work to ensure your sickness is recorded accurately.

Absence after the First Day

If you are absent for more than one day, you will be required to make regular contact with your line manager.

If you are absent for longer than one week you will need to obtain a doctor's certificate from your GP.

When you return to work after sickness absence of more than one week, your manager will make contact with you to ensure that you are able to fulfil your duties.

Supporting Staff through Sickness

Referrals to Occupational Health may be appropriate if support and/or adjustment are required to enable you to return to work. Additionally, referrals may be required if a pattern of absence becomes apparent. Patterns which are automatically flagged are:

- ❖ Three separate occasions, irrespective of length, during any four month period
- ❖ A total of 15 working days' absence over any 12-month period.
- ❖ A pattern or trend of absence
- ❖ A period of continuous absence amounting to 20 working days or more

Further information on the process of managing absence can be found [here](#).

If you wish to speak to someone confidentially, you are welcome to contact Workplace Options scheme which is free and confidential. You can contact them on 0800 243458 (24 hours) or by email at assistance@workplaceoptions.com.

Sick Pay

Further information on QMUL's Sickness Benefit Scheme can be found [here](#).

Sick when on Annual Leave

If you are sick whilst on annual leave, you must follow the Reporting Absence procedure. Sickness takes priority over annual leave and where evidence is provided (eg. GP certificates) annual leave can be retrospectively cancelled.

Absence for Other Reasons

If you are absent for any other reason, then please follow the same procedure as above. The School will take every reasonable step to support you when personal emergencies arise and will be able to discuss the options available to you. (e.g. annual leave, compassionate leave and emergency domestic leave, unpaid leave etc.)

Your manager will also consider reasonable requests such as adjusting working arrangements to assist you in returning to work.

Managing Absence

If an employee's attendance record causes concern, your manager can, and may, carry out a formal review in line with the [HR Code of Practice for Absence](#).

Time Off for Medical Appointments

Wherever possible, medical appointments should be arranged outside of your working hours. If this is not practically possible, appointments should be arranged at the start of your working day or at the end of your working day. Where appointments clash with teaching or other work commitments, as much notice as practically possible should be given.

Medical Treatments

Should anyone require medical treatment on an "outpatient" basis, such as minor surgery, dental work etc. this must be reported as "sick". Normally such treatments are planned in advance and you should advise your manager or the [Executive Officer](#) at the earliest opportunity. If emergency treatment is required at short notice, you must follow the absence reporting procedure.

Managing email whilst on sick leave

The School recommends that during any period of sickness an out of office notice is activated to minimise email traffic whilst employees are on sick leave. Students and/or advisees should be referred to maths@qmul.ac.uk, and where applicable PhD students should be referred to their second supervisor.

If you require further help or advice, contact [Megan Liddle](#) via email or on 020 7882 5455.

Appendix 7 – Leave of Absence Process and Procedure

Context

The School has a duty of care towards staff and is required to know when staff are away on leave of absence whether in the UK or abroad. This is critical for Tier 2 employees, but applies across the board to all staff. The university has an obligation as part of its UKVI sponsorship licence to ensure that it has a record of all sponsored staff absence related to annual leave, leave of absence in relation to research and conference attendance and sickness. *(In the event of a UKVI audit, the School would be expected to be able to locate staff who are not on approved leave or sickness absence).* As the university is committed to treating all staff fairly and equally, the School takes an inclusive approach, applying the same process of recording absence to all staff.

Previously, all staff were required to complete a Leave of Absence form with details of their research/conference visits, whether in the UK or abroad and obtain approval from their Head of Group/Line Manager. This principle remains unchanged however staff will now be required to request such periods of absence online via [MyHR](#). Delegate access is set up for all staff so that any leave requests are directed to Heads of Groups or other relevant line managers.

A period of absence is defined within the School as any one full working day during which the employee will not attend university. We recommend that days on which staff are working from home are also logged on MyHR.

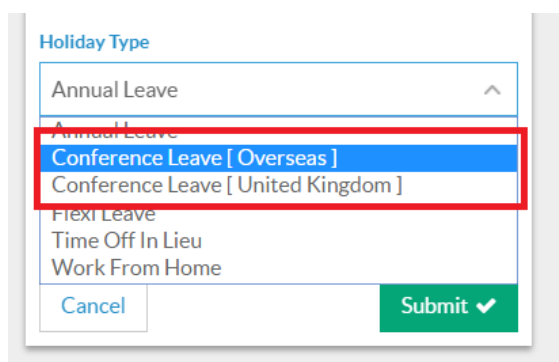
Please note: In instances where staff are working *abroad*, regardless of the time of year (eg term-time/non term-time), this **must also be recorded on MyHR**. Where these are not logged and approved on MyHR this will be deemed unauthorised absence.

n.b. Any periods of absence in excess of 1 month will need to be requested separately via HR with an accompanying business case and will require approval from the Vice-Principal. Please refer to the [HR policy on Sabbatical Leave and Leave of Absence](#).

Process

To request a period of leave related to research or conference attendance please log into [MyHR](#). When requesting the leave, please ensure that:

- Under the 'Holiday Request' section you select the option 'Conference Leave [Overseas]' or 'Conference Leave [United Kingdom]



The image shows a screenshot of a web form titled 'Holiday Type'. It features a dropdown menu with the following options: Annual Leave, Annual Leave, Conference Leave [Overseas], Conference Leave [United Kingdom], Flexi Leave, Time Off In Lieu, and Work From Home. The 'Conference Leave [Overseas]' option is highlighted in blue and is enclosed in a red rectangular box. Below the dropdown menu, there are two buttons: 'Cancel' and 'Submit' with a green checkmark icon.

- Select the relevant date or date range
- In the comments box please detail relevant information including:

- ❖ Details of the conference/research visit (eg. conference title, whether you are a speaker etc)
- ❖ Relevant cover arrangements for your teaching, admin and PhD supervision duties
- Ensure that your request is submitted *in advance* of your absence.
- Wait for confirmation of your request before making travel plans
- If you require funding and assistance booking your travel, please submit this request separately as described below

Cover for teaching, admin and supervision duties

Please note it is the individual's responsibility to arrange cover for any teaching, supervision or admin duties which are due to take place during the period of requested absence. Details of cover arrangements should be included in the notes section on MyHR, and staff should ensure that the relevant Senior Management Team member as well as students are advised as appropriate.

Requesting of funding related to Research/Conference Leave

To request funding for your trip, please complete the funding & travel request form either by:

- Emailing your Head of Group/ Line Manager detailing the specific funds you are requesting
or
- Using the [funding & travel request template](#) (outlook users only)
or
- Completing [Page 3](#) either via copying and pasting it into an email or as an attachment and forward it via email to your Head of Group/Principal Investigator or the Budget Holder for approval.

A rejected request will be returned to you explaining the reason.

Assistance with travel arrangements

Approved requests for funding should be forwarded the [School's Personal Assistant to the Head of School](#) (or in his absence the [Finance Manager](#)). Once a request for funding and travel has been approved and forwarded we can assist you in making travel arrangements. Please help us by providing as much information as possible about your travel so that we can make the necessary arrangements as quickly and efficiently as possible.

Insurance

All QMUL staff and students are covered under the university insurance policy, but **must register every trip** either online or via the **TravelCert app** which can be downloaded via the Appstore or Google Play. Please note this includes any overnight trips within the UK. A preliminary [online registration](#) will need to be done with the passcode 173466. You will be required to complete your details for all for single and multi-trips either via the [online registration](#) or via the app. This will generate a travel certificate, which confirms cover is in place. Further information is available via [QMUL travel insurance policy](#).

QMUL travel insurance is provided by RSA. The Queen Mary policy number to quote is RTT306251.

Requesting of Annual Leave

Staff are required to submit any requests for annual leave via MyHR. This process remains unchanged.

Request for funding related to Research/Conference Leave

Instructions for staff requesting funding & assistance with travel: <ul style="list-style-type: none"> - Please ensure that you have submitted your leave request via MyHR prior to completing this form. - Complete sections 1-9 below and forward this via email to your Head of Group/Budget Holder. - If you require assistance with arranging your travel, please also complete sections 10-15. 		
Instructions for Head of Group/Budget Holder in receipt of a travel & funding request: <ul style="list-style-type: none"> - Check that each field is completed. - Confirm the request has been submitted via MyHR - To approve the request, simply confirm via email. - If assistant with travel bookings are required - forward this email to Paul Dudley with your confirmation and cc the applicant. Paul will liaise directly with the member of staff with regards to booking travel. - To reject the request, please reply only to the sender stating your reason for the rejection. 		
1.	Full Name:	
2.	Conference title/research visit details:	
3.	Dates of conference/research visit:	
4.	Funding Source: (Grant/Research Group)	
5.	Head of Group/Grant Holder:	
6.	Budget Code:	
7.	Amount requested for: <ul style="list-style-type: none"> - Travel - Accommodation - Subsistence = Total 	
8.	My request for Leave has been approved via MyHR:	<input type="checkbox"/> Yes / <input type="checkbox"/> No
9.	I have registered this trip via TravelCert for insurance purposes:	<input type="checkbox"/> Yes / <input type="checkbox"/> No
<p>If you would like the School to help you with travel arrangements, you must complete the following fields. Please provide as much information as possible, including specific flights, trains and accommodation if you have a preference.</p>		
10.	Preferred date & time of departure:	
11.	Preferred date & time of return:	
12.	Preferred airport/station of origin:	
13.	Destination:	
14.	Accommodation (preferred accommodation + number of nights):	
15.	Passport Number, Expiry Date & Nationality:	

Appendix 8 – Pre-Award Grant Application Process

The School of Mathematical Sciences (SMS) pre-award procedure described below applies to applications by SMS staff to external funders for research funds (grants, fellowships) as well as funding applications by external candidates who will join SMS if the application is successful. The procedure does not apply when no funds will be transferred to QMUL or where the funder is QMUL itself. The key contacts within SMS are the Deputy Director of Research (DDoR) and the Research Manager (RM).

Key steps and timelines

The key steps involved are:

(1) Initial contact: In order to express your interest in applying for a funding scheme, please contact the RM. This should ideally be done at least 6 weeks before the call deadline (or intended submission date). We may not be able to support applications where the initial contact is less than 4 weeks before the funder's deadline. The RM will have a discussion with you and set the ball rolling with regards to costing etc.

(2) Internal Peer-Review process: The requirements for internal peer-review are as follows:

- Internal peer-review is not mandatory if at least one of the following hold: i) the value of the award is less than £50000, ii) the proposal is a "resubmission" to the same funder within a 24 month period; iii) the PI of the application is based elsewhere.
- We require one internal peer-reviewer if at least one of the following hold: i) the value of the award is between £50000 and £100000, ii) the scheme is a postdoctoral fellowship application by an external candidate with the supervisor (PI) at QMUL (e.g., MSCA Fellowships).
- We require two internal peer-reviewers in all other cases.

Please have a draft of the proposal of the application ready to send to the internal reviewers around 4 weeks before the funder's deadline or intended submission date (and send the draft to the RM and the DDoR at the same time). The internal peer-review process will be overseen by the DDoR. We encourage peer-reviewers to give feedback in any form they find convenient (e.g., email, annotated pdf). However, we need a record of the comments, so purely verbal feedback is not appropriate. Applicants can coordinate the peer-review process if they prefer but please forward the peer-reviews to the RM and DDoR as soon as they are received.

(3) Final draft and approval: The applicant needs to send the following documents to the RM and the DDoR at least 8 working days before the deadline.

- A final (or near-final) complete draft of the full application including final costings.
- A short (one paragraph) response to the peer-review feedbacks, mentioning the changes made and any significant suggestions not incorporated.

Following receipt of these documents, if everything is satisfactory, the DDoR will approve the proposal on the Worktribe system. Once the proposal has been approved, the applicant shall go ahead and submit the application online at least 3 working days before the deadline.

Table of key steps

The table below summarizes the internal deadlines (in terms of days/weeks before funder's deadline) for the key steps described above.

What	By when	How
Initial Contact	At least 6 weeks before	Contact RM
Send for peer-review	4 weeks before	Directly or via DDoR/RM
Near-final draft + response	8 working days before	Send to DDoR and RM
Final submission	3 working days before	Online + send final draft to RM

Rationale for the above timeline

All funding applications from a staff member within the School of Mathematical Sciences (including cases when the staff member is a Co-I) require input and consideration from key staff within the School and the University. In particular, all significant grant applications have resource issues, and these need to be negotiated and ultimately approved by the School Management Team (SMT). It is crucial and mandatory that the process and timeline described above is followed. This requirement may be relaxed at the discretion of the DDoR in special circumstances, e.g., when a call goes out very late.

The internal peer-review process

A named investigator in the proposal cannot be an internal peer-reviewer. In cases where two internal peer-reviewers are required, it is strongly recommended that one of the reviewers have expertise close to the applicants, and the other be whose expertise is somewhat far. For fellowship applications by external applicants that are supported by an SMS staff member (where the staff member is not a named investigator), it is allowed (and expected) that the supporting staff member is one of the peer-reviewers.

The aim of the peer-review process is to improve the quality of the proposal and, therefore, increase the likelihood of its success, while keeping workloads reasonable. It is important that applications submitted from the School be of high quality because if an institution submits too many unsuccessful applications they may have sanctions imposed on them by the funder.

Head of School Approval

HoS approval will be required in all cases where PI costed time is more than 30%.

Sharing of successful applications

It is School policy that successful proposals are shared with colleagues willing to apply for funding. If you are applying for funding, the RM will be able to share any successful previous proposals to the same scheme with you. Furthermore, by applying, you give your consent that should the application be successful it may be shared with future applicants without asking for your permission.

Demand Management

For certain schemes, there may be a demand management procedure in place which limits the number of applications we are able to submit to a particular call. The demand management process is managed centrally, and for such schemes Expressions of Interest and CVs may be required. Internal deadlines of calls to which demand management applies will be circulated to the School by the RM. If no demand management is in place, we will usually support all applications that pass our standards and follow the process. It will therefore often occur that several staff members will be applying for the same grant or their applications going to the same panel.

Research Support Fund

Please consider whether you may be eligible for supporting funds provided by the Faculty. This is usually for New Investigator Awards or other "special circumstances". RM can provide you with details about this. If Faculty Research Support is approved, this will need to be incorporated into your proposal.

Host Organisation Statement or HoS supporting letter

Some applications (Fellowships, New Investigator Grants, ...) require a Host Organisation Statement or a letter of support from the Head of School. The RM will support you with this and provide a starting template.

After submission

At some later date after the submission, if applicable, respond to initial reviewer comments. The RM and the DDoR can support you in this process. When you know whether your proposal is successful or not, let the RM know. This is so that the award can be transferred to QMUL, or to talk about other possibilities for the same research project.

Appendix 9 – Frequently Used Acronyms

<i>Internal</i>		S&E	Faculty of Science and Engineering
ARCS	Academic Registry and Council Secretariat	RC	Research Committee
CPD	Centre for Professional Development	SBBS	School of Biological and Behavioural Sciences
COO	Chief Operating Officer	SEB	Subject Examination Board
DEB	Degree Examination Board	SEMS	School of Engineering and Material Science
DoR	Director of Research	SIS	Student Information System
DoE	Director of Education	SITS	Students Information Technology System
DTPAG	Dean of Taught Programmes Advisory Group	SMT	Senior Management Team
EC	Extenuating Circumstances	SMS	School of Mathematical Sciences
EDI	Equality, Diversity and Inclusion	SPCS	School of Physics and Chemical Sciences
EECS	School of Electrical Engineering and Computer Science	SSLC	Staff Student Liaison Committee
FDO	Faculty Director of Operations	SSO	Student Support Officer
FM	Finance Manager	UG	Undergraduate
FMD	Faculty of Medicine and Dentistry	VP	Vice Principal
H&SS	Faculty of Humanities and Social Sciences	<i>External</i>	
HoG	Head of Group	ARMA	Association of Research Managers and Administrators
HoS	Head of School	AUA	Association of University Administrators
ITS	Information Technology Services	ECQF	English Credit Qualification Framework
JRMO	Joint Research Management Office	EPSRC	Engineering and Physical Sciences Research Council
LS	Late Summer	ERC	European Research Council
LSMEXAM	Late Summer Missed Examination	FTE	Full-time equivalent
MEXAM	Missed Examination	GPS	Good Practice Scheme
MME	Mixed Mode Education	LMS	London Mathematical Society
MyHR	HR system to request annual leave, record sickness etc	NSS	National Student Survey
MySIS	Corporate student information system	PRES	Postgraduate Research Experience Survey
PGR	Postgraduate Research	PTES	Postgraduate Taught Experience Survey
PGT	Postgraduate Taught	QAA	Quality Assurance Agency
PS	Professional Services	UKRI	UK Research and Innovation
QMPlus	QMUL virtual learning environment	REF	Research Excellence Framework
QM SET	Queen Mary Senior Executive Team	RG	Russell Group
QMUL	Queen Mary University of London	TEF	Teaching Excellence Framework
QMSU	Queen Mary Students Union	UKRI	UK Research and Innovation
RDO	Research Degrees Office	VLE	Virtual Learning Environment