Arrivals Guide
Associate Students

Students and staff representing more than 162 nationalities (2016)

qmul.ac.uk
Welcome to Queen Mary University of London

We are delighted that you have chosen to study with us and look forward to your arrival.

We know that you have a lot to arrange prior to arriving in London and we hope that this Arrivals Guide can help. We have included information for before and after you arrive at Queen Mary. It can sometimes be overwhelming to prepare for your study abroad experience, but we are here to make the transition as easy and enjoyable as possible.

You will find a handy Arrivals Checklist on page 4, as well as useful information throughout. We have also provided contact details for various people and services that offer help and support during your studies. We hope you are looking forward to beginning your study abroad experience and if there is anything we can help with, do contact us or drop in to see us once you are on campus.

Have a great time studying at Queen Mary!

Here to Help!

If you need any help or advice do contact us. Office hours are Monday-Friday 9am-4pm or you can email us.

Study Abroad Enquiries:
Queens’ Building, Room E09
email: study-abroad@qmul.ac.uk
Phone: +44 20 7882 5075

Erasmus+ Enquiries:
Queens’ Building, Room E09
email: erasmus@qmul.ac.uk
Phone: +44 20 7882 6511
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Your Arrival Checklist

*You don’t have to do everything in this exact order, but do use this list as a guide to ensure you have completed everything before arrival

Before you arrive.
- Apply for University residences (if you are eligible)
- Apply for your visa or ensure you have relevant documents with you
- Book transport to Queen Mary – book airport collection service
- Sign your residences contract online (if applicable)
- Complete module registration
- Read all correspondence from Queen Mary carefully
- Pre-enrol online
- Plan your budget
- Plan your fee payments - if applicable
- Prepare for your studies
- Pack your suitcase and hand luggage

When you arrive.
- Tell your family/those responsible for you that you have arrived
- Pick up your keys from Housing (if applicable)
- Access the internet
- Complete in-person enrolment
- Get your student ID card
- Register with the police (if applicable)
- Attend Global Opportunities Welcome Programme on Monday 16 and Tuesday 17 September
- Open a bank account (if applicable)
- Register with a doctor
- Attend Welcome Events
- Attend any induction events in your academic schools
- Collect Council Tax letter if required
- Complete your module registration form
- Return module registration form by 4 October
Visas & Immigration

For International Students Only

If you are a member of a European Union Member State, this section does NOT apply to you.

To study at Queen Mary University of London you will need to ensure you hold a valid visa which allows you to study on your programme.

Where can I find information on visas?
Queen Mary Advice and Counselling Service have extensive visa advice on their website www.welfare.qmul.ac.uk/international and a comprehensive booklet available online ‘What immigration permission do I need to study at Queen Mary?’ If you are still unsure about which type of visa you require or have any questions please do contact us.

You should ensure you have the relevant documents with you to be checked at Immigration when you arrive in the UK. Your visa will be checked when you enrol at Queen Mary. You will only be able to commence studies if you have the correct visa.

When can I arrive in the UK?
Law, regulations and policies can change quickly. They are also dependent on other factors (eg. date of application, nationality etc.)

We therefore recommend you check Advice and Counselling’s website for professional advice.

What should I do if I want to travel outside of the UK?
If you want to travel to certain countries within the European Economic Area, you may need a Schengen visa. If you would like to speak to someone about this then please do drop into the Advice and Counselling Service.

Do I need to register with the Police?
Depending on your nationality and the length of time you will be staying in the UK, you may be required to register with the police, as a condition of your immigration permission. If you are unsure if you need to do this visit www.welfare.qmul.ac.uk/international/immigration/police-registration
**Visas & Immigration**

I need to get a Biometric residence permit (BRP). How do I do this?

International Students who will be studying for more than six months will need to obtain a Biometric residence permit (BRP). Students are required to collect their BRP within ten days of arriving in the UK. You should collect this from the local post office. Students who select Queen Mary’s postcode in their immigration application will have their BRP sent to the post office in Whitechapel (208A-210 Whitechapel Road, Whitechapel, London, E1 1BJ).

Who should I contact if I have visa questions?

You can contact the Global Opportunities Office prior to arrival at Queen Mary and we can refer you to our Advice and Counselling service if appropriate. Once you are on campus, if you have any visa queries, please make an appointment with the Advice and Counselling Service (Location 27 on the campus map).

Important: entering the UK via Ireland

The common travel area is made up of the UK, Republic of Ireland, the Isle of Man & the Channel Islands. There are problems for students entering the UK via the Republic of Ireland because there are different immigration rules which apply to people entering the UK from another part of the Common Travel Area – some students may encounter problems. If you are travelling via the Republic of Ireland, you should check to see if you need immigration permission to travel to Ireland. The immigration rules for the Republic of Ireland are different to those of the UK. For more information see [www.dfa.ie](http://www.dfa.ie).

*This guidance was accurate as of November 2018, please ensure you are up to date with the most recent visa advice by viewing our website [www.welfare.qmul.ac.uk/international/immigration](http://www.welfare.qmul.ac.uk/international/immigration).*
Explore East London!
Hire Santander Cycles and ride around Brick Lane
Accommodation

Students staying in Queen Mary Housing

When can I move in?
Your licence agreement will show the date you can move into the halls. You can collect keys, and move your belongings into the room, on this day or any day after this date.

Collecting your keys
If you have applied for and been allocated a place in university housing on campus, you will collect your keys when you arrive at Queen Mary. You must have signed your licence agreement (online) and have paid your deposit in order to collect your keys. Instructions for key collection can be found at: www.residences.qmul.ac.uk/college/arrival

When are my residential fees due?
Your licence agreement is your residential fee confirmation. You will also receive an invoice for the full period of the licence agreement, reminders and statements to your Queen Mary email address; it is essential that you regularly check this account. Residential fees should be paid each term in full on, or within 14 days from, the commencement date of each period stated on the licence.

Your deposit is due by the deadline date on your online accommodation offer.

Students finding private accommodation

Finding Private Accommodation in London
We would not advise arranging long-term rented accommodation from home. We recommend that you wait until you arrive in London and book some short term accommodation for your first few weeks either in a hotel, hostel or guest house. Housing in London is plentiful and it is possible to find accommodation very quickly. We will provide information on sessions run by the Housing Office for assistance finding private accommodation during the Welcome Programme and in your Countdown Newsletters.
I am staying for less than 24 weeks. How do I become exempt from paying Council Tax?
Queen Mary automatically provide information directly to the Council if you are living in the following boroughs:

- Newham
- Redbridge
- Tower Hamlets
- Waltham Forest

You must ensure that your term time address on MySIS is up to date. In addition to this, you must complete the councils student disregard form and return it to them in order for your exemption to be processed. The forms can be found here: http://www.arcs.qmul.ac.uk/students/finances/council-tax-exemption/

Students residing outside of this area can visit the Student Enquiry Centre, Queens’ building for an exemption letter.

Please note that your request can only be processed once you have enrolled in person.
Top Tip: Try not to over-pack. You can buy most things you could want in the UK. Don’t bring more than you can carry.
What to bring

We know it can be difficult to know what to pack, especially when you are moving to a new country! We hope that this section can give you some useful advice.

**Clothing**

Students in the UK mostly dress informally – jeans, t-shirts, jumpers are essentials! How different you find the weather here depends on what you are used to. We have a temperate climate which means it isn’t usually too hot or too cold, always be prepared for a rain shower!

Make sure you have a variety of clothes including; a warm jumper, jacket, waterproof coat and suitable footwear for rain. Don’t worry, it can also be sunny in the summer, so if you are here for the spring semester you should get a chance to wear your shorts and flip flops!

**Electricals**

You should ensure that your electrical appliances (laptops, hairdryers, shavers etc.) are compatible with the UK voltage system: 230V. Adaptors are cheap and easy to find in travel shops, airports and supermarkets.

**Can I bring food from home?**

We don’t advise that you bring food into the UK. There are many food items which are illegal to bring into the UK. London has many international food stores and restaurants so you should be able to find a lot of your favourites from home.
What to bring

Sending and Storing Luggage
We cannot store your luggage at any point, however there are lots of local storage centres in London. You can find these online, or contact us if you would like further information.

Housing Equipment
If you are staying in Queen Mary accommodation you can order housing packs in advance of arriving if you wish. For more information see: eshop.qmul.ac.uk

You can also purchase bedding and kitchen utensils cheaply in supermarkets when you arrive.

How much money should I bring?
Try not to bring large amounts of cash as this can easily be misplaced. Try and bring enough to last the first couple of weeks and then use either travellers’ cheques or cash cards.

In the UK and London you will experience all of the four seasons. If you study for a full year you will see varied weather including sunshine, autumnal colours, rain and even some snow!

Average temperatures

<table>
<thead>
<tr>
<th>Month</th>
<th>Temperature</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>September – October</td>
<td>16°C</td>
<td>Warm-cool</td>
</tr>
<tr>
<td>November-December</td>
<td>7-10°C</td>
<td>Cool-cold</td>
</tr>
<tr>
<td>January-March</td>
<td>5-6°C</td>
<td>Cold</td>
</tr>
<tr>
<td>April – June weather</td>
<td>10-16°C</td>
<td>Warmer</td>
</tr>
<tr>
<td>July – August</td>
<td>18-22°C</td>
<td>Warm (for the UK!)</td>
</tr>
</tbody>
</table>
**Tip:** You might want to bring some photos or posters to decorate your room and make you feel at home. You will also be able to buy posters and decorations easily in London!

**Can I bring my mobile phone?**
You should check any additional charges that would be added if using your phone in the UK. You can easily purchase a UK SIM card when you arrive in the UK and Wi-Fi is readily available, including at the airport, so you should be able to send a message or email to let home know you have arrived.
You can find our official term time dates, including national holidays here: [www.qmul.ac.uk/about/calendar](http://www.qmul.ac.uk/about/calendar). Some Academic Schools also have a ‘Reading Week’, which is an opportunity for you to catch up on assignments. Please consult the Schools for dates and policies on attendance during this week.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Autumn 2019</th>
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</thead>
<tbody>
<tr>
<td><strong>Arrive on campus</strong></td>
<td>Saturday 14 or Sunday 15 September</td>
</tr>
<tr>
<td><strong>Orientation</strong></td>
<td>Monday 16 and Tuesday 17 September</td>
</tr>
<tr>
<td><strong>Semester begins</strong></td>
<td>Monday 23 September</td>
</tr>
<tr>
<td><strong>Semester ends</strong></td>
<td>Friday 13 December</td>
</tr>
<tr>
<td><strong>Vacation</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Exam period</strong></td>
<td>Any assessments will take place during the semester.</td>
</tr>
</tbody>
</table>
Can I arrive early?
On campus accommodation will only be available to move into from Saturday 14 September at 9.30am. If you wish to arrive earlier you may contact us on study-abroad@qmul.ac.uk and we can advise on local hotels and hostels.

What if I arrive late, after Sunday 15 September?
If you think you are going to arrive late, please let us know so that we can advise the Housing Office. It is important that you attend all the Global Opportunities Welcome Programme on Monday 16th and Tuesday 17 September. If you are unable to attend you must inform us in the Global Opportunities Office. See more information on the Welcome Programme on page 18.

Can I leave campus before the end of term?
You should not make any plans to leave campus before the end of term, unless you have checked with your academic department that all exams and classes are complete for the semester. Students are required to stay on campus until assessments for all modules have been completed. For the autumn semester this will be Friday 13th December. For those of you studying for the full academic year, exam timetables for the end of the spring semester will be published usually by the end of March.

Can I stay on campus over the vacation period?
Yes, you can stay on campus in your accommodation over the vacation period. Please check with the Housing Office for check out dates and/or your license agreement.
Travelling to London and Queen Mary

To make your travel to Queen Mary as easy as possible, we offer a free Airport Collection Service from Heathrow Airport. If you are arriving outside of airport collection times, then Queen Mary is easily accessible from Heathrow.

**Airport Collection Service**

There will be a free bus service for Study Abroad and Erasmus+ students from Heathrow Airport to the Queen Mary Campus on Saturday 14 and Sunday 15 September. Staff will be at Terminal 3, from 8am-10pm. You must book onto the service in advance. We will send out information on how to book via email in our Countdown Newsletter in August.

**Can my family travel with me?**

Priority on the service is given to students, your family are welcome to use the coach if there is space, but this isn’t guaranteed.

**I’m arriving at a different UK airport – what should I do?**

We recommend that students arrive at Heathrow Airport so that you can take advantage of our Collection Service. However, if you do choose to arrive at a different airport, you should be able to arrange onward travel to Queen Mary Campus. You can find directions online: www.qmul.ac.uk/about/howtofindu
What should I do if my flight is delayed?
If you have booked onto our Airport Collection Service and your flight is delayed do let us know as soon as you are able and we can arrange for you to be put on a later bus – if one is available. We will aim to keep track of any late arrivals.

If you’re arriving at night, you may need to take a taxi. Check page 34 for details.
Your welcome programme
The Welcome Programme for new Study Abroad and Erasmus+ students at Queen Mary is intended to welcome you to the University and give you all of the essential information needed to make the most out of your time here. We are sure you have lots of questions about how things will work at Queen Mary once you commence your studies and this is your opportunity to hear about everything Queen Mary and ask any questions you have.

**Attendance is mandatory and you must arrive on time.** If you do not attend or arrive late you will miss out on essential information you need to enrol on the programme.

There are also a number of social events and fairs that run throughout Welcome Week. Make sure you attend as much as possible to help you settle into life at Queen Mary and have as enjoyable an experience as possible!
Welcome programme schedule

It is important you attend the Welcome sessions as they provide information on making the most of your time at Queen Mary. We’ll cover a range of topics that help you settle in to London as well as your Queen Mary community. Orientation is also a great chance to meet other associates joining us for the semester. Full details will be emailed in your Countdown Newsletter – so do ensure you consult these.
Campus Tours will run throughout Arrivals Weekend. We will send details in your Countdown Newsletters.

<table>
<thead>
<tr>
<th>Monday 16 September</th>
<th></th>
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<tbody>
<tr>
<td>12pm</td>
<td>Meet Student Ambassadors in the Student Village for Campus Tours.</td>
</tr>
<tr>
<td>1-3.30pm</td>
<td>Welcome to Queen Mary University of London and presentations by various Queen Mary departments and services - Great Hall (#16 on campus map)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday 17 September</th>
<th></th>
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<tbody>
<tr>
<td>1.15pm</td>
<td>Collect Module Registration Forms - Foyer of Great Hall, People's Palace.</td>
</tr>
<tr>
<td>1.45-3pm</td>
<td>Academic Model Presentation and Q&amp;A</td>
</tr>
</tbody>
</table>
Events and activities

Housing and QMSU run events throughout the year! Don’t forget to check their websites and keep your eyes peeled for posters.

Your academic schools may also have induction events and social activities!
We’ve got a variety of activities and events lined up for you over Welcome Week and throughout your semester at Queen Mary! Attending events in Welcome Week is a great way to meet new students and get to know Queen Mary and London.

We will send full details of events as they are released in your Countdown Newsletters which you receive via email. You will be able to book a lot of events before you arrive at Queen Mary, but don’t worry there will also be events you can book once you arrive if you aren’t sure what you’d like to attend. There will be a range of different activities and event types, so no matter what you’re into there should be something for you!

Here is some information about who will be hosting events both during Welcome Week and throughout your time at Queen Mary:

Full details of how to book will be sent in your Countdown Newsletters via email.

**Global Opportunities Events**
We will be running events exclusively for our Study Abroad and Erasmus+ students! We will notify you when tickets are available to buy.

**Queen Mary Students’ Union (QMSU)**
QMSU also host events over Welcome Week, as well as throughout the semester. They have weekly club and music nights, alcohol free events and trips to a range of places - from Ikea to Amsterdam! QMSU also run our Welcome Fair where you can sign up to clubs, societies, volunteering and much more. We will announce all of this in your Countdown Newsletters. You can buy tickets for all QMSU events on QMSU Events website [www.qmsu.org/events](http://www.qmsu.org/events). Events are released weekly!

**Housing Services**
Our Housing Services Team run events for students who are staying in Queen Mary accommodation. They will also host an event about finding accommodation off-campus, should you choose this option.
Confirming your modules
At the Welcome Programme presentations you will be given a ‘Module Registration Form’. This form can be used to make any changes to your modules, but must be completed even if you are not making any changes.

You must submit this form to the Global Opportunities Office by Friday 4 October.

I’ve changed my mind about my modules, what can I do?
We have a two week add/drop period at the start of term. During this time you may make changes to your schedules, however please be aware that some modules may not have space by this time.

You will be provided with full details of how to add/drop modules during the Welcome Programme presentations.

Queen Mary email address
Prior to arrival in London, you will be assigned a Queen Mary email address. It is essential that this account is checked frequently as we will use this as your correspondence address for all important news, reminders, deadlines and academic information.

Registering for modules
You should have already registered for your modules prior to arriving at Queen Mary. If you have not done so then you should notify us as soon as possible.

Most students will be taking 60 credits per semester, which is usually four 15-credit modules. Some students on different programmes may be studying fewer modules/credits.

If you would like to choose to take more than 60 credits (overload) or less (underload) then you will need to obtain written confirmation from your home institution and consult with the Global Opportunities Office.

A full list of modules can be found online: www.qmul.ac.uk/modules

Modules and studying at Queen Mary
Grades
Assessments are normally marked on a percentage scale (0-100%) and assigned a corresponding letter grade.

A – 70-100%
B – 60-69%
C – 50-59%
D – 45-59%
E – 40-44%

Further grade information can be obtained from your academic department.

How will my credits and grades be transferred back?
Overseas institutions normally award credit for study at Queen Mary on the basis of four hours for each 15 credit module; 60 credits equal 16 credit hours. It is your responsibility to check whether your home institution follows a different policy.

To obtain credit for a module you must complete all coursework and assessments required by the module organiser and fulfil all academic requirement for the module. Examinations and assessments will not be rescheduled except under extenuating circumstances.

Student ID card
You will be issued with your Student ID card at enrolment, this card will allow you to access Queen Mary buildings for which you need access.

QM Plus
QM Plus is Queen Mary’s Virtual Learning Environment which includes useful information and practical advice to help with your studies. You will be able to log into QM Plus using your Queen Mary log in details which are issued when you complete enrolment. The Global Opportunities Office have their own pages where you can access useful information. Your academic schools will also have information posted on QM Plus and they will explain this to you either in your school orientation or in the handbook they issue to you.

You can access QM Plus here: https://qmplus.qmul.ac.uk/
Modules and studying at Queen Mary

Queen Mary Mobile App
The Queen Mary Mobile App is an innovative application that allows you to access comprehensive information, tools, news and events from Queen Mary – directly to your device.

Features include:
- Check your course timetables on the move
- Log into QMplus and your Queen Mary email
- Search for and renew library books directly from your phone
- Check PC workstation availability across all of our campuses
- Receive the latest news from Queen Mary
- Access social media from your School, Institute or Faculty, and from Student Services
- Information, news and events from Queen Mary Students’ Union
- Search campus maps for buildings and locations
- A guide featuring useful links to Student Services and Support

Download the app and find out more here: http://my.qmul.ac.uk/online-resources/qmul-mobile-app/

Academic Support
You may find that your academic study and teaching is different in the UK to what you are used to at home. We have a vast range of support for students who have academic queries, or just want to speak to someone about their Schools or studies. We have dedicated Study Abroad and Erasmus+ Coordinators in each academic school who are there to help you with your questions. Each coordinator has office hours during which time you can visit them and their emails are published online so you can contact them anytime.

You can find their contact details on page 52-53.
Our academic schools also provide their own briefings and guidance for Study Abroad and Erasmus+ students so please ensure you attend any sessions and read documents given to you.

The Language Centre at Queen Mary offers workshops and modules which you can take during your studies to help with written work and study skills. www.language-centre.sllf.qmul.ac.uk/home

**PASS Mentoring**
PASS is a course-based mentoring scheme, run for students by students. It gives you the opportunity to discuss study-related problems and get general advice from higher-year undergraduates in their subject. You can find out more about the scheme from your academic schools when you arrive at Queen Mary or email: Peer-mentoring and Transition on: pass-scheme@qmul.ac.uk

**How can I arrange to see my lecturers?**
If you need to meet with your lecturer or an academic member of staff you should check their office hours which will be listed on the website for the academic school. You may also wish to email them to arrange an appointment. In the UK, it is rare for academic staff to be available to meet at any time and often they have back to back lectures meaning they cannot meet directly after a class. It is always best to arrange a time with them to meet to ensure they can adequately address your enquiry.

You may find that studying in the UK is quite different to your home University.

Don’t worry, we are here to help so do contact us or speak to your School Coordinator if you have any questions at all!
Communications

We know how important it is to get up and running with internet as soon as possible. Don’t worry, we explain how in this section.

How can I get access to the internet when I first arrive?
If you have enrolled online before you arrive at Queen Mary, you will be able to use your Queen Mary username, password and email account on any networked computer in the University.

Can I get internet access in my room?
Yes, if you are living on campus you will be able to access WiFi. As soon as you complete your Pre-Enrolment at the University, your access is automatically activated.

Email
You will be given a Queen Mary email address prior to arrival at Queen Mary. University staff will use this email as the main way of communicating with you.

If you have personal email you can use this as well, but will need to ensure you check your Queen Mary email regularly. If you need to use special programs (for example, Chinese characters), then you may have to use your own computer with software that makes this possible.

Help and Support
For help and support accessing internet or using computer equipment on campus, please contact the IT Helpdesk:
Call us 24/7: +44 (0)20 7882 8888
Visit us: Queens’ Building, Room W209, Mile End
Office hours: 9am-4pm Mon-Fri
email: helpdesk@qmul.ac.uk
*note that you can only email via your Queen Mary email address.
Cheap ways to stay in touch
There are a number of ways that you can stay in touch with home relatively cheaply and conveniently in the UK. You can buy international calling cards to phone home, can use networked computers or WiFi in your housing to contact via email and Facetime. You can also download Skype and WhatsApp which allow you to make calls and send messages via WiFi.

Mail
If you wish to send mail home you can buy stamps from most local shops and post offices. You should ensure that you have the correct stamp type for what you are sending and where it needs to go. If you are unsure, or are sending heavier items then you should go to a local post office. The nearest post office to Queen Mary is in Whitechapel about a fifteen minute walk from campus. If you are ordering via Amazon, we have Amazon lockers located in the QMSU. If you wish to receive mail on campus this will be delivered to your pigeon holes in the entry to your flats. If you are expecting a larger parcel then you will need to ensure you are in to collect the parcel as the Residence’s Office cannot sign for or store parcels and deliveries.

How do I set up internet in private accommodation?
If you are renting private accommodation and do not have internet included, you will need to set up broadband in your home to obtain WiFi. There are a number of UK Broadband providers, you can find a list here: www.broadbandchoices.co.uk/providers

Mobile Phones
You should check any additional charges that would be added if using your phone in the UK. You can easily purchase a UK SIM card when you arrive in the UK and WiFi is readily available, including at the airport, so you should be able to send a message or email to let home know you have arrived.

To use a UK SIM card you will probably need to ‘unlock’ your phone and you can then use a pay-as-you-go card. Alternatively you could consider taking out a contract, but be aware that most contracts commit you to a 24 month contract.

Feeling Social?
Contribute towards our student blogs, Facebook, Instagram or Twitter!

Use #qmulgo to share your photos
1. **Complete pre-enrolment before you arrive on campus**
You will be sent an email before you arrive at Queen Mary prompting you to complete pre-enrolment online. You will need to log into your MySIS account to do this. If you are unsure of your log in, please contact us.

2. **Enrol in person when you arrive**
After you complete pre-enrolment you will be provided with an online booking facility where you will be able to pick your own enrolment slot. You can enrol either on on Friday 13 September or Tuesday 17 September from 10-11.15am in the Octagon, Ground Floor, Queens' Building (19 on campus map). To stay up to date with enrolment, ensure you read your Countdown Newsletters, or check this page: [www.qmul.ac.uk/newstudents](http://www.qmul.ac.uk/newstudents)

3. **What do I need to bring to enrolment?**
You need to bring the following with you:
- Passport or National ID (EU Students) as proof of identity
- Proof that your tuition fees have been paid (If you are coming through a programme e.g. Arcadia/Butler/IES or are an International Exchange or Erasmus+ student then you do not need this proof)

4. **How do I pay my fees before enrolling?**
Queen Mary will send you an invoice before you arrive in September, which will represent the charge for the semester/academic you are enrolled on. You are then responsible for arranging payment
of these fees. For full details on how to pay please view the following weblink: https://www.qmul.ac.uk/undergraduate/feesandfunding/payment/ If you have any questions, please contact our fees office on fees@qmul.ac.uk

Please note, if you are not responsible for paying your fees (e.g. your home university pays the fees on your behalf or you are an exchange student) then you will not receive this invoice.

5. I can’t attend enrolment, what should I do?
Please contact us if you need to attend late enrolment.
Living in London

Queen Mary is situated in the heart of east London, an area with a rich history which is now one of the City’s most vibrant and cosmopolitan areas. The East offers contrasts unlike any other area of London, from the bustle of street markets to peaceful walks along Regent’s Canal and through Victoria Park, traditional pubs, museums, start-ups and art galleries.
Despite being one of London’s oldest areas it also contains the ultra-modern Docklands developments which boasts some of Europe’s most exciting architecture.

Studying at Queen Mary gives you a unique East End of London experience. Unlike other areas of London, you can experience authentic East London culture and the array of different people, places, cuisine and perspectives that this area of the City offers.

Transport and Travel Oyster Cards
This is a plastic smartcard which can hold pay as you go credit, Travelcards and Bus & Tram Passes. You can use an Oyster card to travel by bus, Tube, tram, DLR, London Overground, TfL Rail, Emirates Air Line, River Bus services and most National Rail services in London.

We will tell you more about how to obtain an Oyster card and Student Oyster cards at the Orientation Sessions.

The Underground
The Underground is the most famous, and often the most convenient, mode of transport in London. It can seem daunting at first, but you will quickly master navigating the tube map! Don’t forget to check the direction of travel. You can find a handy tube map in this brochure!

The Night Tube has now launched in London as well, meaning you can use the Underground 24 hours on some lines!

Use the TFL website for all underground information: www.tfl.gov.uk

Buses
Another great way to get around London is on the bus. The local area is serviced by a number of bus routes; the number 25 and 205 stop right outside campus.

Trains
If you are planning on travelling outside of London the train tends to be the faster option. You can use the National Rail website to plan journeys and can get tickets either at stations or on www.thetrainline.com

Walking
This is the best way to discover London if you are not in a hurry. Maps can be found online at www.tfl.gov.uk/walking

Bicycles
Queen Mary is serviced by the new Cycle Highway which operates in London. You can also rent Santander Cycles (formally known as Boris Bikes after the former Mayor of London) which you will see dotted around the city. Find out about the scheme here: www.tfl.gov.uk/modes/cycling/santander-cycles

Useful Apps
Google maps and Citymapper are great to use to plan your journeys. You can get these online or as apps on your smart phone.
Taxis in London can quite often be expensive, especially if you use a ‘black cab’. The traditional ‘black cabs’ are operated by experienced London cab drivers who have to know all areas of London. If you do choose to use any type of taxi please ensure they are licenced. London is also serviced by Uber, but you should ensure you consider your safety when using Uber cars as drivers are not required to follow the same standards as other licenced cab drivers. Most Londoners choose to use the tube or bus over a cab as there is 24 hour transport available in most parts of the City!

**Airports**
There are a number of airports in and around London:
- Gatwick Airport
- Heathrow Airport
- Stanstead Airport
- City Airport
- Luton Airport
- London Southend Airport

Find out more about London airports here: [www.visitlondon.com/traveller-information/travel-to-london/airport](http://www.visitlondon.com/traveller-information/travel-to-london/airport)

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**Student Discounts**
Being a student in London has many perks- one of which is a student discount at many retailers. This is for select stores only. You can find out more about obtaining an NUS card here: [https://nusorgoffline.nusextra.co.uk/](https://nusorgoffline.nusextra.co.uk/)

**Shopping**
London is world-famous for its shopping and you can purchase anything you need here! Queen Mary campus is approximately 10 minutes from Oxford Circus on the Central Line from Mile End Underground Station and Westfield Shopping Centre (Europe’s largest shopping mall) is one stop away from Queen Mary!

**Books**
There is a small bookshop on campus, located behind the library next to the Students’ Union Hub. Additionally, shops such as Waterstones or WHSmith offer stationery, newspapers, magazines etc. The nearest branches are at Westfield Stratford City.
Clothing
Westfield Stratford City is the closest shopping centre with over 300 shops. This is the ideal place to purchase clothes.

Electrical
Various electrical appliances are available at Curry’s/PC World, located a 15 minute walk from campus at 125 Mile End Road E1 4UJ.

Local landmarks:
- Queen Elizabeth Olympic Park – 1.8 miles/2.9km
- Canary Wharf – 1.9 miles/3km
- Tower of London – 2.3 miles/3.7km
- St Paul’s Cathedral – 2.8 miles/4.5km
- Tate Modern – 3 miles/4.8km
- Trafalgar Square – 4.3 miles/6.9km
- Big Ben – 4.6 miles/7.4km
- London Eye – 4.7 miles/7.5km
- Oxford Circus – 4.9 miles/7.8km
- Buckingham Palace – 5.1 miles/8.2km

On your doorstep (in walking times)
- Climbing wall – 7 minutes (704 yards/644m)
- Mile End Park Leisure Centre, with swimming pool, sports pitches and athletics track – 8 minutes (0.5 miles/0.8km)
- Independent cinema (Genesis) – 8 minutes (0.6 miles/0.9km)
- One of the best Punjabi restaurants in London (Tayyabs) – 18 minutes (1.2 miles/1.9km)
- One of the best contemporary art galleries in Europe (Whitechapel Gallery) – 22 minutes (1.5 miles/2.4km)
- A fresh bagel any time of the day or night (Brick Lane) – 25 minutes (1.8 miles/2.9km)
- Heated outdoor pool all year round (London Fields Lido) – 30 minutes (2 miles/3.2km)
- Rinkoff Bakery – 15 minute walk from campus. Great bakery and you must try the Crodoughs – a croissant-doughnut hybrid!
- Foxcroft and Ginger – 15 minute walk from campus. Located on Whitechapel Road. A stone-throw away from Queen Mary. This quirky café serves fresh bread and pastries, brunch, pizza in a super-cool venue.
- Old Spitalfields Market – 25 minutes. If you’re looking for a bite to eat or maybe some vintage items to bring back home, this market must!
- Stepney City Farm – 14 minutes. You can take the boy out of the country, but you can’t take the country out of the boy (or so they say). Escape City life at our local farm- who would have thought?!
Food
There are a number of local supermarkets where you can do your daily or weekly shopping:

• The Co-operative Food – under Mile End bridge (open 7am-10pm, 7 days)
• Co-operative – next to Stepney Green tube (open 7am-11pm, 7 days)
• Tesco – a few hundred yards past Stepney Green tube (opens 6am-11pm, 7 days)
• Sainsbury’s – opposite campus (open 7-11, 7 days)
• Asda – Stepney Green (open 7am-11pm 6 days)
• Waitrose – located at Canary Wharf

Note that prices tend to be lower at Asda, Sainsbury’s and Tesco.

You can also find international Food Shops throughout London as well as international sections in supermarkets.

Food can also be purchased at the markets at Whitechapel (Mon-Sat 9am-5pm) or Roman Road (Tue-Thu 9am-2pm, Sat 9am-4pm).

Meal Vouchers
The Curve restaurant’s ‘Breakfast and Evening Meals’ promotion gives you the opportunity to pre-pay for breakfast and evening meals on weekdays (excluding bank holidays). There is also the option to pre-pay for just the breakfast or just the evening meals package. The purchase of pre-paid vouchers represents a considerable saving over the walk-in cash price.

Further information is available at www.curve.qmul.ac.uk/#vouchers

Catering Outlets on campus:

• The Curve – restaurant including a Starbucks
• The Ground – coffee shop and deli selling Costa coffee, located behind the library
• Mucci’s – Italian restaurant and bar located in library square
• Drapers Bar & Kitchen – bar serving food located in the main Students’ Union building, Bancroft road

Try local markets in East London for all your shopping needs! They are the most exciting places to shop and experience London. Brick Lane and Columbia Road Flower Market in Shoreditch are two very popular ones to start with.
How do I open a bank account?
You should view our information on opening a bank account online as a guide: www.welfare.qmul.ac.uk/international/money/banking-uk/

You can request a bank letter when you attend enrolment. You should have an idea which bank you are going to apply to open an account with, so that the bank name can be included in the letter. You can only get a bank letter from Queen Mary once you have provided a UK term-time address.

Outside the enrolment period, you can request a bank letter by visiting the Student Enquiry Centre or via MySIS.

How do I transfer money to the UK?
The easiest way to send money from your home country into a UK bank account is by electronic transfer. You’ll need to check with your bank in your home country what exactly they’ll need to make a successful transfer.

Money can also be transferred using a banker’s draft. This is a document drawn up by the bank in your home country and sent to you by post. Before you transfer money ask what charges will be made by the bank and how long it will take. Make sure that you keep copies of all documents.

Catering Outlets off campus:
• Nandos – under Mile End bridge
• Costa Coffee – coffee shop under Mile End bridge
• Starbucks Coffee – under Mile End bridge
• The Greedy Cow – steak and burger restaurant on Globe Road
• Foxcroft and Ginger – café and teahouse on Mile End Road (past Stepney Green)

Banks and Opening a Bank Account
There are several banks very close to campus:
• Santander – located on campus in the Student Village (www.santander.co.uk)
• Barclays – located at 240 Whitechapel Road, E1 1BS (www.barclays.co.uk)
• HSBC – located at 75 Whitechapel Road, E1 1DU (www.hsbc.co.uk)
• NatWest – located at 331-335 Whitechapel Road, E1 1AU (www.natwest.com)

We cannot recommend specific banks, but it is useful to choose one which is easily accessible.
Religion and Faith
Religion and Faith

With over 20,000 students and staff on its campuses in London, Queen Mary University of London is proud of its diverse multicultural population and is committed to encouraging religious understanding, freedom of speech and open social interaction.

There are many faith societies at Queen Mary, as well as an atheist society. You can find full details of the societies here: www.qmsu.org/societies

Where can I find others who share my religion?
You can join one of our faith societies; or if you want advice or your faith or religion does not have a society, then go along to the University Chaplaincy on-campus who can advise. The Chaplaincy welcomes individuals from all parts of the world regardless of their nationality or religion and is committed to encouraging discussion between students of different faiths and backgrounds.

Are there prayer-rooms on-campus?
The Multi-Faith Centre is situated in the Students’ Union Hub at the Mile End campus (number 34 on the Mile End Campus map). Its two large rooms and adjacent washing facilities are designed as places of prayer, worship and reflection and is shared by students and staff of all faiths and beliefs. For full details see: www.faith.qmul.ac.uk
Social life
Students’ Union
When you start your studies at Queen Mary, you automatically become a member of Queen Mary University of London Students’ Union (QMSU). The Union aims to improve your student experience by listening to your feedback and opinions, representing your views, and providing student-led activities and services.

Student groups – Club Sport and Societies
There are hundreds of student groups to get involved with that will help you make new friends, spark new interests, and gain new skills and experiences! With over 200 societies, 60 sports clubs and a variety of media outlets, there is something for everyone. Each of our societies provides a unique and exciting experience, offering a great opportunity to meet people with the same interests as you. Being part of a sports club is a great social experience and an excellent way to develop your sporting skills. Sports clubs compete in local, national and international competitions. You can also take your first steps towards a career in journalism by getting involved with student media. From radio to print, all of the student media outlets are inspiring and supportive places to get your voice heard. There are also a range of student groups you can get involved with to find like-minded students! You can find out more online at www.qmsu.org


**Social life**

*Hey Buddy!*  
Settling into a new country and university can be a daunting experience, but not when you’ve got a buddy! The Union Buddy Scheme matches current Queen Mary students, who have been on a study abroad programme with one of our partner institutions (mentors) with new Study Abroad Programme students (mentees) to ensure you get the most out of your time at Queen Mary. The Buddy Scheme gives new students a chance to meet other new students, as well as get tips and advice about university life from experienced mentors. You could also speak with the Erasmus Student Network (ESN) about mentoring. You will be given more information on ESN during Welcome Week.

**Volunteering**  
The Union supports the local community through volunteering, fundraising and sports programmes. Volunteers log thousands of hours in one-off and on-going opportunities with charities and not-for-profit organisations. Volunteering groups, set up by students, deliver projects in the likes of local hospitals, schools and community centres. Entertainment

The Union runs a lively events programme offering a range of activities including day trips, live music, club nights, spoken word and more. Some past favourites include gala balls, language lessons, graffiti painting and a floating cinema.

The Union’s student groups also run a variety of events too, so there’s always something to do!

**Time Out!**  
If you want to explore London and find out what events are on, then Time Out is a great guide! The free magazine is given out at most tube stations and you can also find it online: www.timeout.com/london
You may want to find some part-time work whilst studying. You must ensure that your visa allows you to work and what are the maximum number of hours you are allowed to do.

**Where can I find employment opportunities?**

QMSU and Queen Mary both offer casual employment to students. Our Careers and Enterprise Centre also list some local job listings and you can visit them for advice on finding work. You can find listings of job opportunities on the following websites:

- [www.qmsu.org/jobs](http://www.qmsu.org/jobs)
- [www.careers.qmul.ac.uk/jobs](http://www.careers.qmul.ac.uk/jobs)

**What types of work will I be able to get and how much do they pay?**

In the UK, levels of pay vary for different types of work. Generally students obtain part time casual work paid at the minimum wage. Typically this includes working in a shop, as a campus tour guide, in a restaurant or bar or as a cleaner. For information on the National Minimum Wage visit: [www.gov.uk/](http://www.gov.uk/)
Help and advice

At Queen Mary we are here to support you from before you arrive, throughout your studies and as valued alumni of our Programmes. Our dedicated Global Opportunities Office are here to assist with any queries you may have and provide ongoing support whilst you study with us. Queen Mary offers a wide range of services to help you make the most of your time with us.

Welcome Programme and Social Programme
Our Welcome Programme will help you feel at home straight away. We collect you from the airport and offer practical advice about living and studying in London, as well as take you on tours on the perks and quirks of East London.

Here are a few of the on-campus services we provide:
• Advice and Counselling Service
• Disability & Dyslexia Service
• 24 hour Campus Security Service
• St Benet’s Chaplaincy
• Multi Faith Centre
• Pastoral Support through chaplains
• 24 hour Residences welfare support
• Student Health Centre
• Departmental advisers
• Language Centre
• Libraries
• IT Services
• Student Enquiry Centre
• Careers Service
• QMSU Buddy Scheme

• English Language Support
• Drop-in Study Centre (DISC)
• Academic support – workshops on academic writing, seminar skills and more
• Legal Advice Centre

**International Week**
Our Students’ Union runs this series of events to celebrate the world cultures of the people who make up the Queen Mary community.
Staying safe and healthy
We want you to make the most of your time at Queen Mary and ensuring you stay safe and healthy is important. Here are some useful resources:

**Advice and Counselling Service**
Our on-campus Advice and Counselling Service provides help and support for students who have been victims of assault; sexual, emotional or physical. They can also offer help for those with eating disorders, depression and a wide variety of other mental health issues. Geography Building, Ground Floor: welfare@qmul.ac.uk, 020 7882 2717.

**Security on campus**
The University Security Centre provides 24-hour security cover for the University campus and halls of residence. A comprehensive CCTV camera system operates throughout the University campus, including some of the large residential sites. The cameras are used to direct security staff to incidents, and the Centre works in close liaison with the police. If you have any personal security concerns, require some security advice, or wish to report a crime, telephone the Security Control Centre: 020 7882 3333.

If you feel that your case needs attention from the management team, please contact 020 7882 5000 and ask to speak to a Shift Manager who are on call 24/7, 365 days per year.

**Emergency**
UK Emergency telephone number (police, fire, ambulance): 999

Police non-emergency number: 101
Staying safe and healthy

Finding a dentist
Dental treatment is available to students (under the NHS) at The 2nd Floor Staff Dental Clinic, 2nd Floor, Health and Wellness Centre, Occupational Health, 31-43 Ashfield Street, London E1 2AH. Call 020 7377 7067 for an appointment. A list of alternative dentists can be found on the British Dental Association website www.bda-findadentist.org.uk

The nearest hospital
The Royal London Hospital has an Accident & Emergency Department (A&E). This is located opposite Whitechapel tube station and is open 24 hours a day, seven days a week for medical emergencies.

Walk-in Centres
Walk-in Centres offer a range of healthcare services for those who are unable to access their normal health provider. You should first ring 111 who will be best placed to advise whether you need or are eligible to use this service. Advice and Counselling can also provide information on where to go.

The closest location with urgent care services is Homerton University Hospital, Homerton Row, London E9 6SR; Tel: 020 8510 5555.

NHS Direct
NHS Direct give health advice and information over the phone, day and night. You can call on 111 or visit www.nhs.uk/111

Ambrose King centre
This centre offers a free and confidential service for sexually transmitted infections and other genitourinary infections. They are based close to The Royal London Hospital, on Mount Terrace, Whitechapel, London, E1 2BB and can be contacted on 020 7377 7306.

Opticians and pharmacies
A list of doctors, dentists, opticians and pharmacies located near to Queen Mary can be obtained from the Student Health Service and Occupational Health which are both located on the ground floor of the Geography building on the Mile End Campus.
The Havens Sexual Assault Centre
The Havens offer specialist counselling for victims of sexual assault, as well as dealing with all the forensic exams and police liaison (they can also see and support people who don’t wish to make a police report). www.thehavens.org.uk

Personal Safety Guide
Queen Mary’s Security Service has prepared a Personal Safety Guide to help you stay safe in London. From securing your belongings, to dealing with sexual assault this guide can provide a starting point in helping you to keep safe. www.security.qmul.ac.uk/media/securityintranet/documents/19882.pdf

Finding a doctor
The Student Health Service (SHS) is located in the Geography Building, Mile End Campus. Services are provided for all students with a Tower Hamlets postcode (E1, E2, E3, E14), which includes students living in Queen Mary University of London Halls of Residence.

Please note that the service is closed during the Christmas, Easter and Summer vacations, during which time enquiries can be made in person at the Globe Town Surgery, 82-86 Roman Road, London E2 0PG, or by calling +44 (0)20 8980 3023.

International students (from outside the EEA) who are studying in the UK for less than six months are not eligible for free UK National Health Service (NHS) treatment, except certain services like initial treatment in an emergency, and so separate private non-NHS arrangements have to be made for these students.

Sources of Medical Assistance
Please ensure you have reviewed any private healthcare insurance documents you have and follow all relevant guidance when seeking medical assistance. For full details around seeking medical assistance and anything relating to healthcare please speak to the Queen Mary Health Centre or view their website www.studenthealth.qmul.ac.uk

Emergency Procedures
In the case of an emergency where we need to know students are safe we will expect you to confirm your safety both to us and to your home university/programme provider. It will be your responsibility to confirm you are safe and well. We will cover full emergency procedures in the Welcome Programme presentations. If you miss this information please contact us to ensure you are aware of procedures to follow.

Useful Resources
UKCISA guidance
www.ukcisa.org.uk

Study methods in the UK

Culture Shock
www.ukcisa.org.uk/Information--Advice/Preparation-and-Arrival/Facing-culture-shock

Keeping healthy
Useful contacts

Your dedicated Global Opportunities Team are here to help you with any queries you may have. Please feel free to contact us, or come into the office to speak with us. If you have any questions at all please visit Queens’ Building E09. We look forward to meeting you!
Useful contacts

Departmental and academic advisers
Study Abroad contacts: Within each academic department there is a member of staff who will be available to advise you on academic matters. Departmental advisers are responsible for approving your module registration choices within their department.

Study Abroad Contacts

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<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Tel</th>
<th>Room</th>
<th>Email</th>
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<tbody>
<tr>
<td>Biological and Chemical Sciences</td>
<td>Dr Greg Szulgit</td>
<td>020 7882 6649</td>
<td>Fogg 4.20</td>
<td><a href="mailto:g.szulgit@qmul.ac.uk">g.szulgit@qmul.ac.uk</a></td>
</tr>
<tr>
<td>Blizard Institute (Global Health)</td>
<td>Ms Emily Mclean-Inglis</td>
<td>020 7882 2541</td>
<td>G.03</td>
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</tr>
<tr>
<td>Business and Management</td>
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<td><a href="mailto:salman.uddin@qmul.ac.uk">salman.uddin@qmul.ac.uk</a></td>
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<tr>
<td>Economics and Finance</td>
<td>Dr Leon Vinokur</td>
<td>020 7882 8837</td>
<td>Graduate Centre GC410</td>
<td><a href="mailto:l.vinokur@qmul.ac.uk">l.vinokur@qmul.ac.uk</a></td>
</tr>
<tr>
<td>Electronic Engineering and Computer Science</td>
<td>Dr Paula Fonseca Dr Pengwei Hao</td>
<td>020 7882 7340 020 7882 5207</td>
<td>Eng. E203 Eng. E104</td>
<td><a href="mailto:studyabroadcoordinator@lists.eecs.qmul.ac.uk">studyabroadcoordinator@lists.eecs.qmul.ac.uk</a></td>
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<tr>
<td>Engineering and Materials</td>
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<td>English</td>
<td>Dr Jaclyn Rajsic</td>
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</tr>
<tr>
<td>Drama</td>
<td>Dr Penelope Woods</td>
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<td>ArtsOne (ask at reception)</td>
<td><a href="mailto:p.woods@qmul.ac.uk">p.woods@qmul.ac.uk</a></td>
</tr>
<tr>
<td>Geography</td>
<td>Dr Regan Koch</td>
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<td>Geography 123</td>
<td><a href="mailto:r.koch@qmul.ac.uk">r.koch@qmul.ac.uk</a></td>
</tr>
<tr>
<td>History</td>
<td>Dr Matt Jacobsen</td>
<td>020 7882 3371</td>
<td>ArtsTwo</td>
<td><a href="mailto:m.jacobsen@qmul.ac.uk">m.jacobsen@qmul.ac.uk</a></td>
</tr>
<tr>
<td>Language Learning (Language Centre)</td>
<td>Ms Catalina Gonzalez</td>
<td>020 7882 2842</td>
<td>ArtsOne 108</td>
<td><a href="mailto:c.gonzalez@qmul.ac.uk">c.gonzalez@qmul.ac.uk</a></td>
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<tr>
<td>Languages, Linguistics and Film</td>
<td>Prof. Leonard Olschner</td>
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<tr>
<td>Laws</td>
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<td>304A Law Building</td>
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<tr>
<td>Mathematical Sciences</td>
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<td>Queens’ W416 - Mathematical Sciences</td>
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<td>Physics</td>
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<td>Politics</td>
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## Erasmus+ Contacts

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<tr>
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<tr>
<td>German</td>
<td>Dr Robert Gillett</td>
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<tr>
<td>History</td>
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<tr>
<td>French</td>
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## Residences Office
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Tel: +44 (0)20 7882 5522
email: residences@qmul.ac.uk

## Disability and Dyslexia Service
Room 2.06, Francis Bancroft Building
Tel: +44 (0)20 7882 2756
email: disability@qmul.ac.uk

## Fees Office
Queens’ Building, Room W117
Tel: +44 (0)20 7882 3086
email: fees@qmul.ac.uk

## Health Centre
Geography Building, Ground Floor
Tel: +44 (0)20 7882 8710

## Security
France House, Ground floor reception
Tel: +44 (0)20 7882 5000
Emergency Number: +44 (0) 7882 3333
email: mile-end-security@qmul.ac.uk

## Queen Mary Students’ Union
329 Mile End Road
Tel: +44 (0)20 7882 8030
email: su-qmsu.reception@qmul.ac.uk

## Advice and Counselling Service
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## IT Services
Queens’ Building, Room W209
Tel: +44 (0)20 7882 8888
email: its-helpdesk@qmul.ac.uk

## External contacts
You should check the British Council website for details of the British Embassy in your home country. [www.britishcouncil.org](http://www.britishcouncil.org)

Check if your home country has advice for students planning to study overseas. E.g. The US State Department have a website giving information on travel, health, emergency procedures and voting whilst abroad at [www.studentsabroad.state.gov](http://www.studentsabroad.state.gov)
Mile End campus

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- Geography 26
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- Law 36
- Lock-keeper's Cottage 42
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- Queens' Building 19
- Scape Building 64
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Residential
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Information
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- The smoking of cigarettes or tobacco products are only permitted at designated smoking areas/shelters indicated on this map.
- Electronic cigarettes permitted on outside spaces only.
- These premises are alarmed and monitored by CCTV; please call Security on +44 (0)20 7882 5000 for more information.

Key
- Library/bookshop
- Fitness centre
- Refreshments: Bar/Eatery/Coffee place
- Staff car park
- Bicycle parking
- Bicycle lockers
- Cash machine
- Smoking area/shelter
London tube
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