

## Department life FAQ

### How do I access the Department?

The department is accessed from the doors located on the stairs (inside and outside the Department) using the badge you will receive. The badge is needed also to access the floors from the internal stairs. There is also an internal elevator working only with a special key.

The key is delivered upon request and subject to a security deposit of € 20.00.

### Can I always access the Department?

The Department is open from Monday to Friday from 7.30 am to 8.30 pm.

### If I need a classroom for a meeting, how do I reserve it?

On the departmental Intranet (Classroom Booking section) you will find the complete list of rooms available in the department with their technical characteristics and with the calendar for reservations

### If I want to share a moment for a coffee with a colleague where do I go?

Throughout the Nave building, in the elevator landings, there are vending machines. Two common areas are provided within the Department:

- ◆ on the 2<sup>nd</sup> floor -> Math & Coffee
- ◆ on the 7<sup>th</sup> floor -> the Coffee Time Space

### What can I do if I want news of events on Departments Events (workshops / seminars / courses) ?

On the homepage of the department [www.mate.polimi.it](http://www.mate.polimi.it) there is a constantly updated calendar of current and future events

### If I need stationery?

On the departmental Intranet, in the purchasing section, you will find the list of available material, the form to be filled in to make the request and the distribution rules.

## Who and what can I contact for:

### Doctoral Office, Research Grants and Travel Expenses Refund Office:

- ◆ **Esperia Ferrara** (7<sup>th</sup> floor - phone 4616 [esperia.ferrara@polimi.it](mailto:esperia.ferrara@polimi.it))

### Logistics and Events – EventiMate Team:

- ◆ **Laura Guarino** (7<sup>th</sup> floor - phone 4632 - [laura.guarino@polimi.it](mailto:laura.guarino@polimi.it))
- ◆ **Anna Rho** (7<sup>th</sup> floor - phone 4586 - [anna.rho@polimi.it](mailto:anna.rho@polimi.it))

[eventi-dmat@polimi.it](mailto:eventi-dmat@polimi.it)

### ICT service:

[helpdesk-dmat@polimi.it](mailto:helpdesk-dmat@polimi.it)

Phone: 4545 or 4608

### Administrative contact person:

- ◆ **Sabrina Torri** (7<sup>th</sup> floor - phone 4501 - [sabrina.torri@polimi.it](mailto:sabrina.torri@polimi.it))

### Secretary's office:

- ◆ **Giovanni Gentili** (7<sup>th</sup> floor - phone 4625 [giovanni.gentili@polimi.it](mailto:giovanni.gentili@polimi.it))

### Teaching support activities office:

- ◆ **Fabiana Quadri** (7<sup>th</sup> floor - phone 4504 [fabiana.quadri@polimi.it](mailto:fabiana.quadri@polimi.it))

### Stationery and mail distribution:

- ◆ **Nancy Salino** (7<sup>th</sup> floor - phone 4625 [vincenza.salino@polimi.it](mailto:vincenza.salino@polimi.it))

### Travel office:

- ◆ **Rita Bellani** (7<sup>th</sup> floor - phone 4505),
- ◆ **Daniela Riccio** (7<sup>th</sup> floor - phone 4696),
- ◆ **Francesca Castelli** (7<sup>th</sup> floor - phone 4619),

[viaggi-dmat@polimi.it](mailto:viaggi-dmat@polimi.it)

for external calls please add: 022399

# welcome@DMAT

## Dipartimento di Matematica

### A M<sup>3</sup>I PhD and Post Doc's guide





## Welcome to the Department of Mathematics !

The building where the department is located, called "Nave", was designed by the famous Italian architect Giò Ponti in 1961. It is a quite particular building that owes its name to its shape similar to that of a ship.

The department occupies 6 floors from the 2nd to the 7th and in each floor there are, in addition to the teachers' offices, meeting rooms and labs ([https://www.mate.polimi.it/?view=photographic\\_visit#ann](https://www.mate.polimi.it/?view=photographic_visit#ann)).

The Administrative, Logistic and Educational Services are located the 7th floor, the ICT Service at the 5th floor.

The Department, in its current configuration, is the result of a restoration completed in 2002 and concluded with the placement of the work "Geometrindi & Matematindi" by the artist Luigi Serafini at the entrance to the Council Room at the 7th floor, testifying to the attention of the Department towards mathematics applied to the arts.

*Wishing you a pleasant stay at the department, here is some information to help you get most out of the services dedicated to you.*

### PhD

PhD students of the PhD course in Mathematical Models and Methods for Engineering - **M<sup>3</sup>I** - can collect badges for access to the Department at **the departmental doctoral secretariat**.



In the first days of November each year, a **welcome meeting** is organized during which the coordinator (prof. Irene Sabadini - phone 4581 - [irene.sabadini@polimi.it](mailto:irene.sabadini@polimi.it)) and the vice coordinator (prof. Paolo Zunino - phone 4530 - [paolo.zunino@polimi.it](mailto:paolo.zunino@polimi.it)) provide the indications (didactic and logistic) to live the doctorate at the department.

After collecting the badge, the PhD students will be accompanied by the EventiMate Team to their workstation, consisting of a desk and PC inside a study shared with other PhD students.

The location is generally chosen for scientific affinity and proximity to the thesis' advisor.



### Post doc

Each post doc has a supervisor who represents her/his reference in the Department.

At the start of the collaboration are welcomed by EventiMate Team, receive the badge to access the Department and accompanied to their workstation. The workstations consist of a desk inside a shared study.

**PhD students and post doc**, registered on the Politecnico's one-time login, must fulfill their safety training obligations through the University's online services (Data - Safety courses) and fill in the job placement form with the help of the ALSPP (Alberto Perversi - phone 4547 - [alberto.perversi@polimi.it](mailto:alberto.perversi@polimi.it)).

Department life includes moments of sharing and comparison, and for this purpose spaces with different characteristics are provided: labs, seminar rooms, conference rooms, meeting rooms and refreshment areas.

All these spaces can be booked from the department intranet:  
<https://www.mate.polimi.it/servizi/index.php>

**PhD students and Post Doc** have Department Council representatives (1 for PhD students and 2 for grant holders).

The names of the representatives on duty are available on the Intranet.

The e-mail address of the **PhD students and Post Doc** is:

- ◆ [dottorandi-dmat@polimi.it](mailto:dottorandi-dmat@polimi.it)
- ◆ [assegnisti-dmat@polimi.it](mailto:assegnisti-dmat@polimi.it)