

## Mathematics Spaces for MSc Students

### 1. Available spaces

Under the Scottish Government Level 3 restrictions, which take effect on 26 April, we are able to provide the following bookable spaces in JCMB for School of Mathematics MSc students.

Room	Use	Max capacity
5310	MSc study space	6
5311	MSc study space	4
5326	MSc study space	12
5327	MSc study space	15
5328	MSc study space	15
5205	Examination space (for MSc and Undergraduate students)	10
6301	Examination space (for MSc and Undergraduate students)	10

Prior to 17<sup>th</sup> May Room 6309 (max capacity of 7) will be available for bookable individual study space. The kitchen facilities in this room should not be used apart from for access to hot/cold water.

It is anticipated that Scotland will move to Level 2 restrictions on 17<sup>th</sup> May from which point the following spaces will also be available:

Room	Use	Max capacity
3211	A space for MSc students to have one to one meetings with their project supervisor	2
6309	Project work space for students on the MSc Statistics with Data Science. From 31 May this room will also be used for drop-in sessions with supervisors.	8

Spaces have to be booked in advance using the online system which is available at:  
<https://apps.maths.ed.ac.uk/room-bookings/index.php>

**There is mandatory training that all students must undertake before coming into our buildings. Any students who have not already undertaken this training must do so before coming into JCMB. Please see <https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>.**

Other important points to note are:

- Further to University requirements, these rooms can only be used as bookable spaces and are not available to drop in. Spaces have to be booked at least one working day in advance and you can book slots up to two weeks in advance. Details of how to book are in Section 2 of this document. You cannot use these rooms if you have not made a booking.
- Study spaces are available for 2 hours slots – 9am to 11am, 11am to 1pm, 2pm to 4pm and 4pm to 6pm.
- There is no limit on the number of slots you can book each day/week
- Examination spaces are for afternoon slots only and will start at 12.30pm and end at 6pm. These rooms should only be booked for the taking of online examinations. This does not mean that the

room will be classed as an examination venue (for example with invigilators etc) but those using the room should keep any noise to a minimum and should not interact with other occupants.

- Staff in the School of Mathematics will monitor the use and take up of spaces and may make changes. We will update you about this if that happens.

In addition to the above rooms we have made Room 5312 available as a space for taking a break. This can be used as drop in space by students (MSc students and undergraduate students) to eat lunch. This room should not be used as social space and furniture must not be moved. There is access to hot and cold water and to microwaves. The other kitchen facilities in this room are not available.

From 17 May (assuming that Scotland moves to Level 2 restrictions) you will also be able to book 3211 for one to one meetings with your project/dissertation supervisor. Room 6309 will also be available as project work space for students on the MSc Statistics with Data Science. From 31 May this room will also be used for drop-in sessions with supervisors.

Additional points relating to 6309 from 17 May are:

- This room will be available for 2 hours slots – 9am to 11am, 11am to 1pm, 2pm to 4pm and 4pm to 6pm.
- The maximum capacity of this room is 8 people.
- Booking should be made by one person on behalf of a project group.
- This room should not be booked for individual use.
- Please do not book the room for longer than your group requires it.
- The kitchen facilities in this room should not be used apart from for access to hot/cold water.

The attached Appendix provides further information about the available rooms/spaces – this will be shortly prior to the move to Level 2 restrictions.

## 2. How to book a room

Spaces must be booked in advance via <https://apps.maths.ed.ac.uk/room-bookings/index.php>.

You will be asked for your university login name and password before you can access the booking system.

On initially accessing the system the page will normally show the current day view for room 5310 (one of the MSc study space rooms).

You should use the date selection to navigate to the correct date. You can then use the Select Room box in the middle of the page to check availability in different rooms. Please note that we are also making a small number of rooms available for our undergraduate students – you should only select a room which explicitly references MSc students.

It is important to note that spaces do not correspond to specific seats. You can chose any available seat for your space booking and when you go to the room for this booking you can chose which seat to use (though please don't change seats during that session).

From 17 May for Room 6309 (the planned project work space for students on the MSc Statistics with Data Science) the booking should be made by one person on behalf of a project group.

To move to the booking stage you can click on a Space/slot and a new window will pop up.

### Add Entry

**Created by:**

**Brief description:**

**Full description:**

**Start:**    All day

**End:**

**Room:**

**Seats:**

**Type:**

**Privacy status:**  Public  Private

**For examination room bookings - in the Brief description box please put the name of the course which is being examined.**

Available slots for study space rooms will be:  
9am to 11am, 11am to 1pm, 2pm to 4pm and 4pm to 6pm.

For examination rooms all of the slots run from 12.30am to 6pm.

If you set the Privacy status of your booking request to Public then other students will be able to see the brief description that you have entered for the booking as well as your student number. If you set the Privacy status to Private this information should be hidden.

**For any bookings for 6309 (from 17 May) the person making the booking must include the student numbers of all of those who will be attending the session in the “Full Description” box in the booking page.**

After submitting your booking entry the School Office will receive this request – they will check that the booking meets the School’s criterion for booking. You will then receive a booking confirmation email. If there are issues with your booking you will be contacted with a request to revise or, in some cases, delete the request.

If you find that you need to cancel a booking you can go into the system, click on the booking and delete this.

### 3. Using our study space rooms

We have reconfigured the furniture in each of these rooms to support social distancing and rooms will have been cleaned at the start of each day.

You can only use one of the study space rooms if you have booked a place at least one day in advance.

The University requires that we regularly monitor our study spaces throughout the day and you may be asked for your student number so that staff can check that you have pre booked. With this partly in mind please sit in the right room and arrive and depart in accordance with your booked slot.

On arrival to the room you can choose any available seat but please do not change seats during your two hour slot. **Chairs/furniture must not be moved.**

**Face coverings are required in these spaces as per Scottish Government guidelines and must be worn throughout your time in the building.**

**Room maximum capacity must not be exceeded.**

There is hand sanitizer and sanitizing wipes in these rooms and **you should wipe down your desk before and after use.**

**Social distancing (2M) must be maintained.**

With the exception of 5312, these rooms can only be used as bookable spaces and are not available to drop in, either for social or study space. Because face covering should be worn at all times these spaces should not be used for the consumption of food, though you can remove your face covering for very brief periods for drinking water etc.



As noted earlier in this document 5312 is available as drop in break space for students to eat lunch. It is not intended that this room should be used as social space and the furniture in this room must not be moved. In terms of available facilities there will be access to hot and cold water and to microwaves. The other kitchen facilities in this room are not available at this time.

Although the JCMB Café is not yet reopened take-away coffee and snacks are available from the KB Café in the Noreen & Kenneth Murray Library.

#### 4. University study spaces

For information on University managed study spaces please see: <https://seated.iot.ed.ac.uk/>. The web form which is available on this page allows you to book student spaces in different parts of the University.

#### 5. Further information/reporting of issues

If you are unable to access the online booking system please email [queries@maths.ed.ac.uk](mailto:queries@maths.ed.ac.uk).

If you have any issues whilst using our study spaces you can visit JCMB Room 5319 to flag any issues.

If you need any further information or wish to provide comments or to report issues any questions please email [maths.health.safety@ed.ac.uk](mailto:maths.health.safety@ed.ac.uk).

Further information on using our buildings is available via:

<https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>

Version 2: April 2021

## Appendix I: Spaces for MSc Students

### 5310, JCMB, MSc Study Space Room

You can only use this room if you have booked a space via <https://apps.maths.ed.ac.uk/room-bookings/index.php> The furniture has been rearranged and **the room now has a maximum capacity of 7**. This includes 6 study spaces and 1 person moving through the room to the exit. Entry to the room is only via 5312.

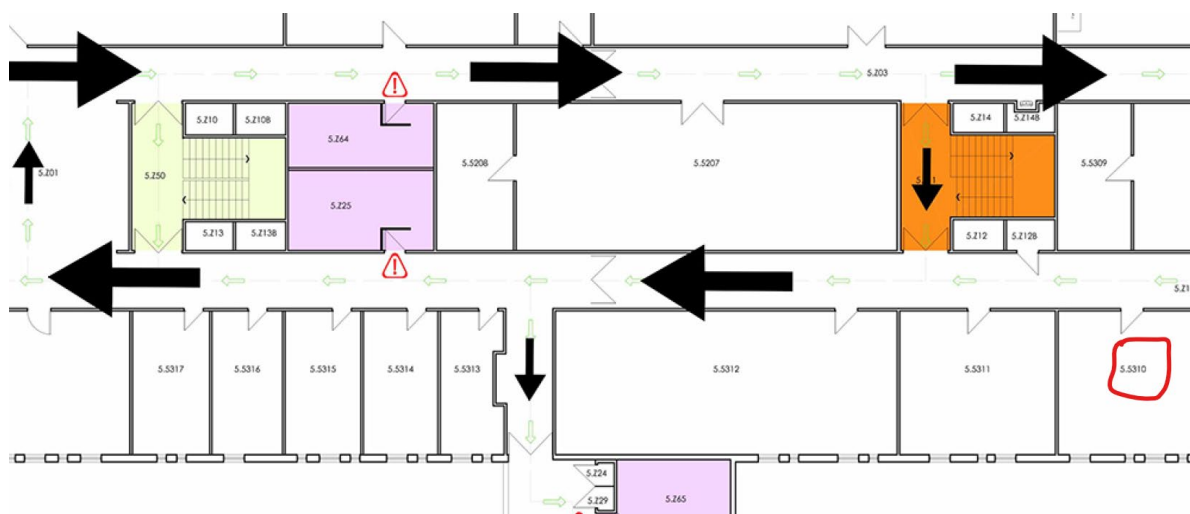


## Appendix I: Spaces for MSc Students

A number of relevant videos which may help you to get to and from the room are available via <https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>

### Summary location/access notes:

- Access the 5<sup>th</sup> floor via the Main Stairwell.
- Access to this room on the one way system is via the 52 corridor and then through Stair D.
- Enter the door for 5312 and follow the one way system through 5311 to 5310.
- The easiest way to exit the building from this room is to travel to the end of the 53 corridor and go down Stair C to the 2<sup>nd</sup> floor.



Room 5212 is available as a space for taking a break. This can be used as drop in space by students to eat lunch. This room should not be used as social space and furniture must not be moved. There is access to hot and cold water and to microwaves. The other kitchen facilities in this room are not available.



## Appendix I: Spaces for MSc Students

### 5311, JCMB, MSc Study Space Room

You can only use this room if you have booked a space via <https://apps.maths.ed.ac.uk/room-bookings/index.php> The furniture has been rearranged and **the room now has a maximum capacity of 5**. This includes 4 study spaces and 1 person moving through the room to the exit. Entry to the room is only via 5312.

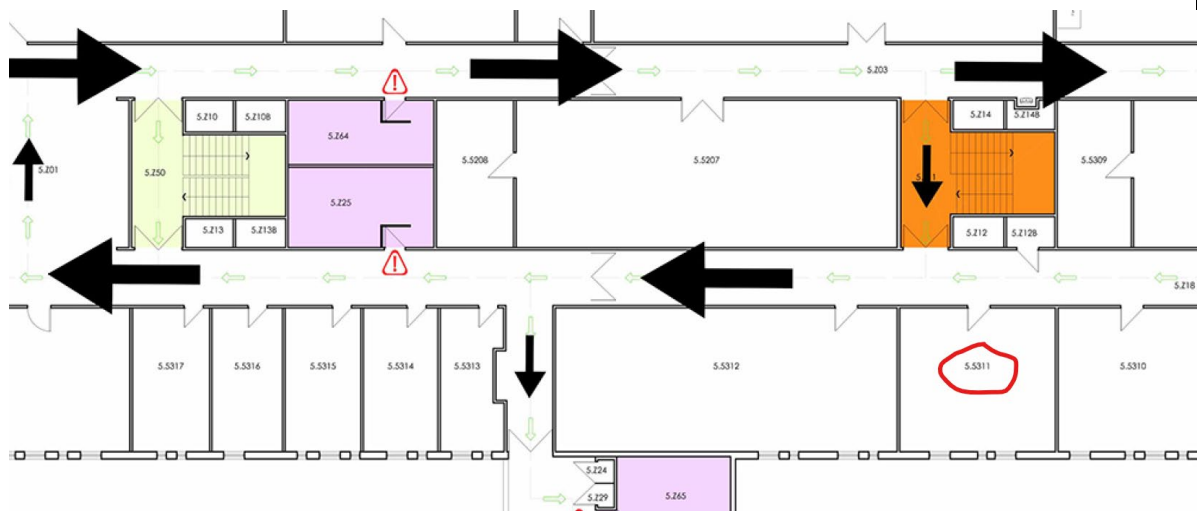


## Appendix I: Spaces for MSc Students

A number of relevant videos which may help you to get to and from the room are available via <https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>

Summary location/access notes:

- Access the 5<sup>th</sup> floor via the Main Stairwell.
- Access to this room on the one way system is via the 52 corridor and then through Stair D.
- Enter the door for 5312 and follow the one way system through to 5311.
- The easiest way to exit the building from this room is to travel to the end of the 53 corridor and go down Stair C to the 2<sup>nd</sup> floor.



Room 5212 is available as a space for taking a break. This can be used as drop in space by students to eat lunch. This room should not be used as social space and furniture must not be moved. There is access to hot and cold water and to microwaves. The other kitchen facilities in this room are not available.

## Appendix I: Spaces for MSc Students

### 5312, JCMB, Break Room for MSc and Undergraduate Students

This room can be used as drop in space by students to eat food. There is access to hot and cold water and to microwaves. The other kitchen facilities in this room are not available. This room should not be used as social space and furniture must not be moved. **The room now has a maximum capacity of 8 – 7 desk spaces and 1 person moving through the room.**







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### 5327, JCMB, MSc Study Space Room

You can only use this room if you have booked a space via <https://apps.maths.ed.ac.uk/room-bookings/index.php>

The furniture has been rearranged and **the room now has a maximum capacity of 15.**





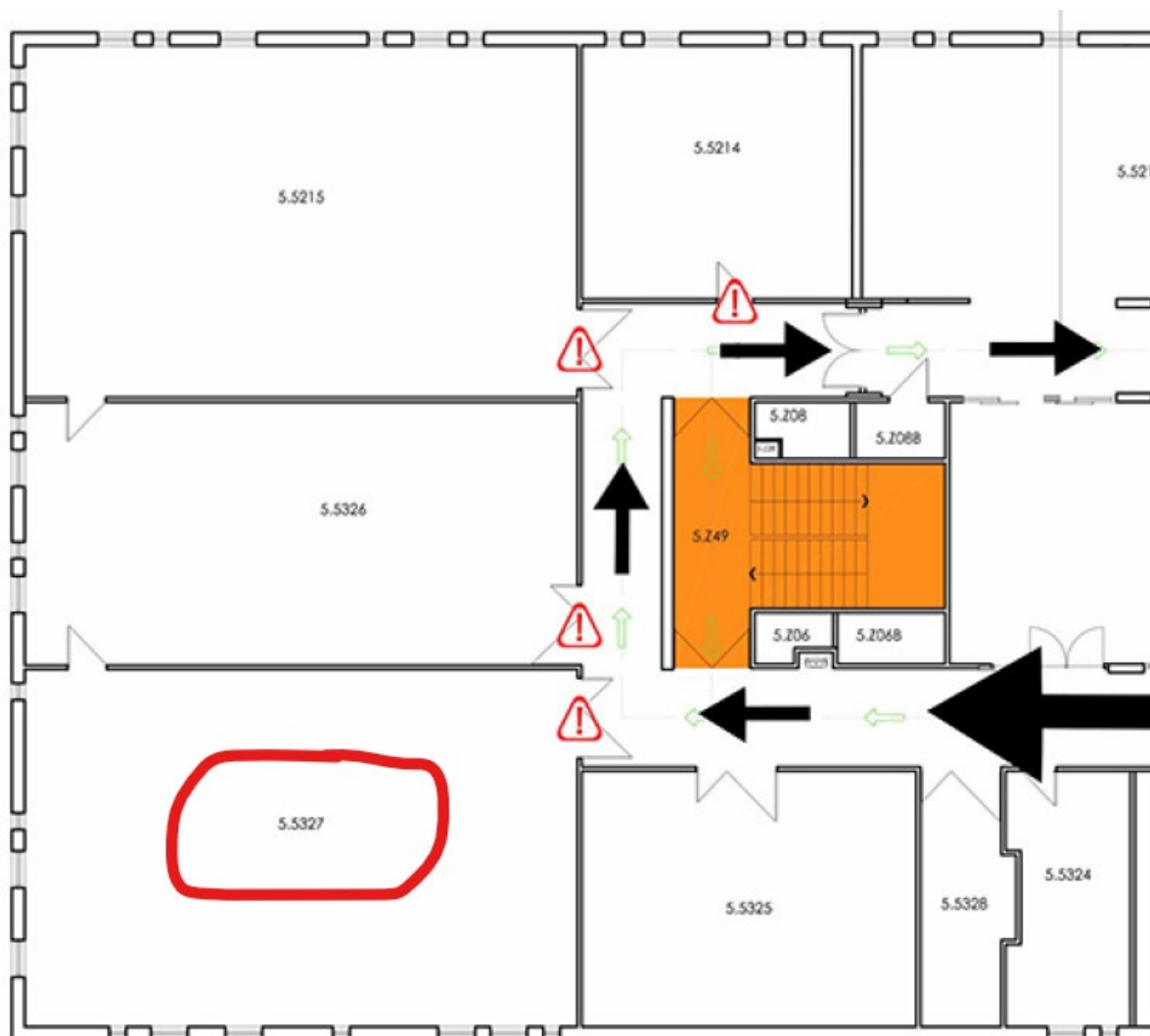
## Appendix I: Spaces for MSc Students

**The rear doors to the room should not be used and staff/students who need to travel between the three teaching rooms in this area will need to do so using the stairwell (as shown below).**

A number of relevant videos which may help you to get to and from the room are available via <https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>

Summary location/access notes:

- The stairwell shown below (Stair C) provides easy access to the ground floor (Floor 2) for exit from the building.
- The nearest toilets using the one way system are on the 53 corridor (en route to the room) and the 52 corridor (on leaving the room but whilst remaining on the 5<sup>th</sup> floor)



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### 5326, JCMB, MSc Study Space Room

You can only use this room if you have booked a space via <https://apps.maths.ed.ac.uk/room-bookings/index.php>

The furniture has been rearranged and **the room now has a maximum capacity of 12.**



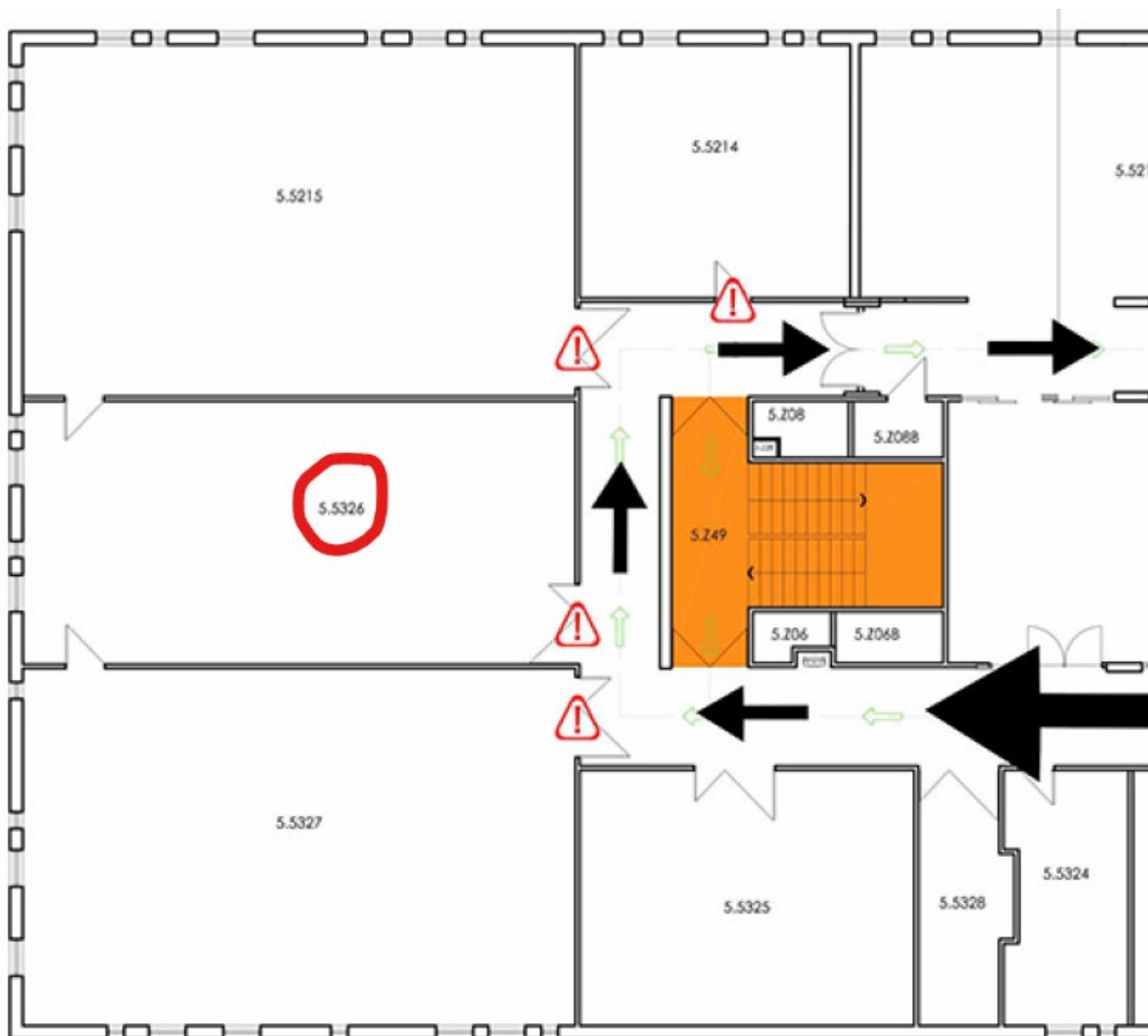
## Appendix I: Spaces for MSc Students

**The rear doors to the room should not be used and staff/students who need to travel between the three teaching rooms in this area will need to do so using the stairwell (as shown below).**

A number of relevant videos which may help you to get to and from the room are available via <https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>

Summary location/access notes:

- The stairwell shown below (Stair C) provides easy access to the ground floor (Floor 2) for exit from the building.
- The nearest toilets using the one way system are on the 53 corridor (en route to the room) and the 52 corridor (on leaving the room but whilst remaining on the 5<sup>th</sup> floor)





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### 5328, JCMB, MSc Study Space Room

You can only use this room if you have booked a space via <https://apps.maths.ed.ac.uk/room-bookings/index.php>

The furniture has been rearranged and **the room now has a maximum capacity of 15.**



## Appendix I: Spaces for MSc Students

**The rear door to the room should not be used and staff/students who need to travel between the three teaching rooms in this area will need to do so using the stairwell (as shown below).**

A number of relevant videos which may help you to get to and from the room are available via <https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>

Summary location/access notes:

- The stairwell shown above (Stair C) provides easy access to the ground floor (Floor 2) for exit from the building.
- The nearest toilets using the one way system are on the 53 corridor (en route to the room) and the 52 corridor (on leaving the room but whilst remaining on the 5<sup>th</sup> floor)

**NOTE THAT THE ROOM IS SHOWING INCORRECTLY AS 5215 ON THE FOLLOWING DIAGRAM.**



## Appendix I: Spaces for MSc Students

### 5205, JCMB, Examination Space for MSc students and Undergraduate Students

You can only use this room if you have booked a space via <https://apps.maths.ed.ac.uk/room-bookings/index.php> This room should only be booked for the taking of online examinations. This does not mean that the room will be classed as an examination venue (for example with invigilators etc) but those using the room should keep any noise to a minimum and should not interact with other occupants.

Chairs within the room have been moved and **the room now has a maximum capacity of 10.**



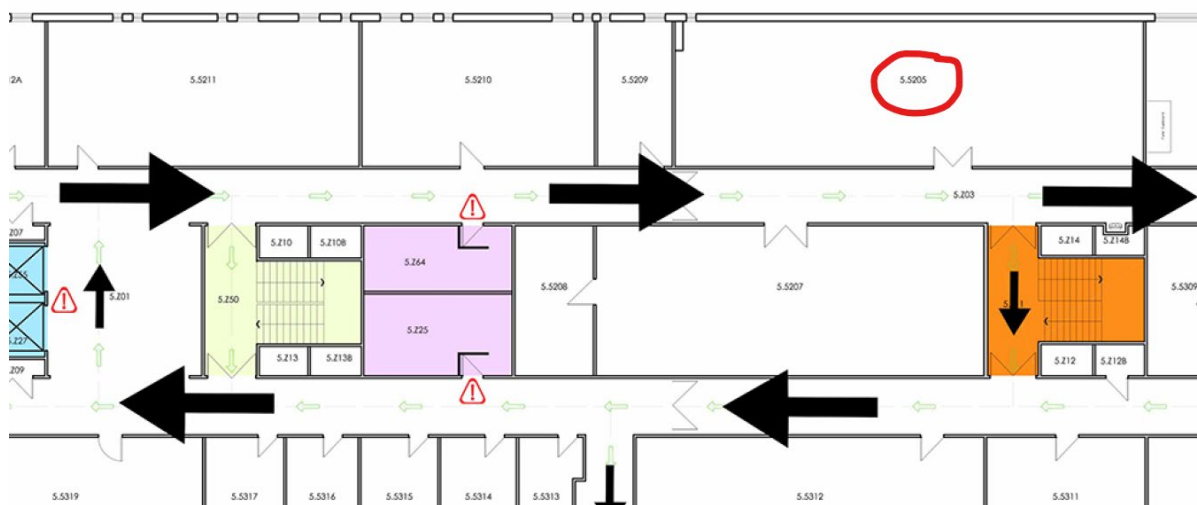


## Appendix I: Spaces for MSc Students

A number of relevant videos which may help you to get to and from the room are available via <https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>

### Summary location/access notes:

- The room is easily accessible from the main stairwell (Stair M) and the stairwell just after the room exit (Stair D) provides easy access to the lower floors, including the ground floor (Floor 2) for exit from the building.
- The nearest toilets using the one way system are on 53/52 corridors (en route to the room) and the 53 corridor (after leaving the room).



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### 6301, JCMB, Examination Space for MSc students and Undergraduate Students

You can only use this room if you have booked a space via <https://apps.maths.ed.ac.uk/room-bookings/index.php> This room should only be booked for the taking of online examinations. This does not mean that the room will be classed as an examination venue (for example with invigilators etc) but those using the room should keep any noise to a minimum and should not interact with other occupants.

The furniture has been rearranged and **the room now has a maximum capacity of 10.**



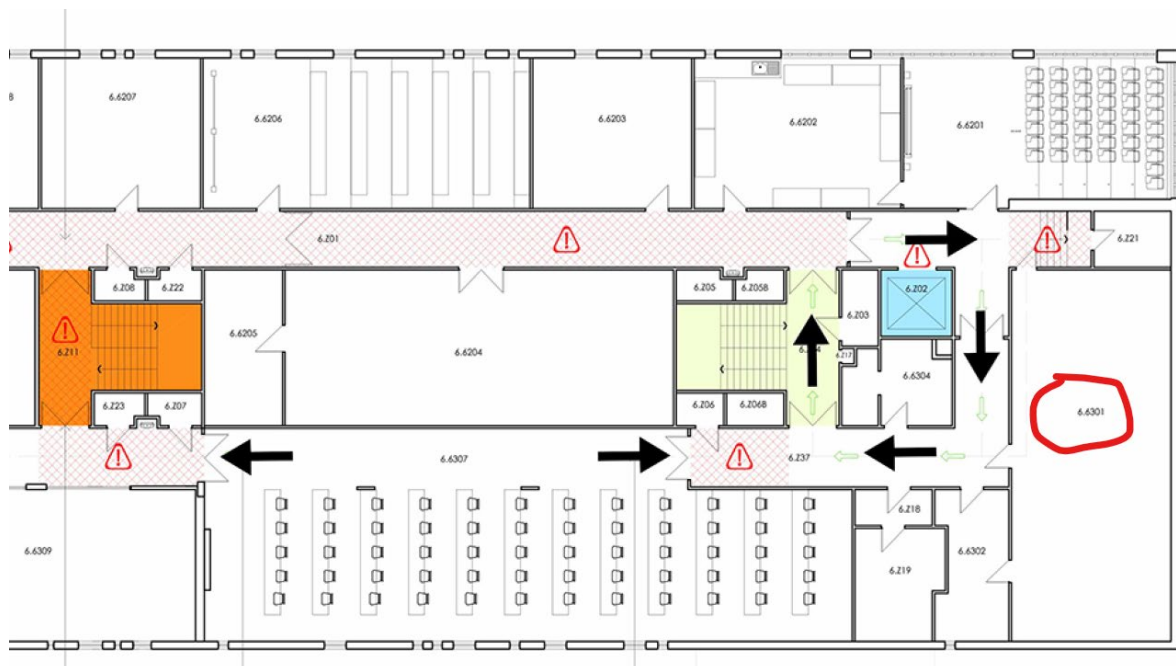


## Appendix I: Spaces for MSc Students

A number of relevant videos which may help you to get to and from the room are available via <https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>

Summary location/access notes:

- The room is accessible from the main stairwell (Stair M).
- **The corridor leading up to the room is two way and staff/students traveling to the room should keep to the left.**
- Exiting the area involves following a short one way system and then going through the stairwell (Stair B) to get back onto the two way system back in the 62 corridor.
- The stairwell (Stair D) which is accessed via the two way system provides access to the lower floors, including the ground floor (Floor 2) for exit from the building.
- The nearest toilets using the one way system are on the 62/63 corridors



## Appendix I: Spaces for MSc Students

### 6309, JCMB, MSc Study Space Room (from 26 April to 16 May)

The furniture has been rearranged and the room now has a maximum capacity of 7.

The kitchen area should only be used for hot/cold water.



## Appendix I: Spaces for MSc Students

A number of relevant videos which may help you to get to and from the room are available via <https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>

Summary location/access notes:

- Access the 6<sup>th</sup> floor via the Main Stairwell.
- Access to this room on the one way system is via the 62 corridor and then through Stair D. **Part of the 62 corridor leading to the stair is two way and staff/students traveling to/from the room should keep to the left.**
- The easiest way to exit the building from this room is to travel to the end of the 63 corridor and go down Stair C to the 2<sup>nd</sup> floor.

