

Guidelines for Postdocs that will spend some time at the Centro de Ciencias Matemáticas, UNAM.

The Center for Mathematical Sciences (**CCM**) is part of the Universidad Nacional Autónoma de México (**UNAM**) and is located at the Campus Morelia of UNAM in the city of Morelia. There are other research centers and schools of UNAM at this campus.

We are glad that you have been selected as a **Postdoctoral Fellow**, we expect that you will develop your research project in the best way possible during your stay in CCM. This document is intended to guide you to some of the crucial steps that you should follow prior to your departure for Morelia and at your arrival in Morelia and CCM.

BEFORE YOUR ARRIVAL TO MORELIA

DGAPA-UNAM Potsdocs

Before your arrival to Morelia, you should have had contact with **Valdemar Orozco** assistant the Academic Secretary of the CCM. Valdemar is the person in charge to assist you with the procedure to obtain the appropriate documentation to get the **VISA** required from the Mexican government. Any inquiring regarding the steps to be taken in order to come to Mexico with the right documents, please contact **Valdemar** (vorozco@matmor.unam.mx).

NON DGAPA-UNAM POSTDOCS

Before your arrival to Morelia city, you should contact your supervisor in CCM. He/She should advise you on the steps you must take to have appropriate visa for your future postdoc in Mexico.

WHEN YOU ARE ALREADY IN MORELIA

For everyone: When you arrive in CCM for the first time, your supervisor will be the main link between you and the CCM. It is his/her duty to give you a “tour” around the CCM and introduce you to the different areas, these include: Faculty and administrative staff. After this introduction you should have an office space, a computer account from CCM and a library account.

HEALTH AND SAFETY INFORMATION

Postdocs in CCM that have financial support from DGAPA-UNAM have an Health Insurance and the Administrative office have the information related with this.

Postdocs that have financial support from Conacyt or other resources must ask their supervisor about **Health Insurance** or other kind of medical services you can have. This depends on the rules of your postdoc fellowship.

INTERNAL BOARD

Permissions to attend academic events or to be absent from CCM

The academic life in CCM is governed by an **Internal Board** which is composed by the Director of CCM, the Academic Secretary and five additional professors. Permissions to travel and requirements for financial support to participate in academic activities must be approved by the Internal Board. For any of these applications, Postdocs need a support letter from their supervisor. The applications must be analyzed by the Internal Board. The Internal Board meets every two weeks on tuesdays.

Deadlines : When you are planning to travel or require financial support, it is highly recommended that you submit an application one month or two weeks before the next meeting of the Internal Board. At the Academic Secretary you can get an application form and a copy of the calendar of meetings of the Internal Board.

SOCIAL AND CULTURAL EVENTS

Morelia is a lively city and offers a wide range of academic, cultural and social activities. The Campus UNAM is a vibrant part of the city and has its own agenda in a wide range of activities as well. There are many resources to get information about all of these. Consult our staff about these.

MENTOR

We understand that when one has contact with a different culture or when one lives away from home, one may need help or personal advice about certain aspects. In case you have a personal concern, do not hesitate and look for an appointment with your Supervisor, the Academic Secretary or the Director of CCM. There are several ways to communicate with us.