Disclaimer: The information contained in this handbook is correct at the time of publishing but the University, while retaining proper regard for the interest of registered students, reserves the right to alter the programmes or the timetable if the need arises.

The School of Natural Sciences delegates authority to all of its Departments for the implementation and management of all University policies and frameworks relating to Teaching, Learning and the Student Experience and its degree regulations.
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WELCOME TO THE DEPARTMENT OF MATHEMATICS AT
THE UNIVERSITY OF MANCHESTER

A warm welcome to the Department of Mathematics.

Mathematics in Manchester has a long and auspicious history; by studying mathematics here, you will be following in the footsteps of a number of giants of mathematics who made the city their home.

The transition to a new university (perhaps also to a new city and perhaps also a new country) is exciting. It is an opportunity to make new friends, and to broaden your interests, in academic and non-academic areas.

Although we are a large Department (which enables us to cover the entire spectrum of mathematics), we also have a reputation as a friendly department.

I hope you will find this notebook useful - it contains a lot of key information about the Department, but if you have any questions, the academic and administrative staff will always be on hand to help you.

Enjoy the Manchester Mathematics Experience!

Professor Oliver Jensen, Head of Department
Welcome to the Department! Manchester has one of the largest Department of Mathematics in the country with over 90 academic members of staff, over 100 postgraduate research students, and more than 1,000 undergraduate students. Research interests span across all branches of mathematics from pure to applied and probability/statistics. Studying for a research degree in Mathematics is a major commitment: sometimes you will find it difficult, but the rewards of making original contributions to research make it all worthwhile. We hope to make your time here both productive and enjoyable!

1. Points of contact
Your supervisor and supervisory team (see Section 2.1) will be your main point of contact with the Department. However, there are other people in the Department and University who you may wish to contact.

1.1 PGR Programme Directors
The relevant programme director has general oversight of the running of research degrees in their area of mathematics. The programme directors are:

<table>
<thead>
<tr>
<th>Area</th>
<th>Name</th>
<th>Ext.</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Mathematics &amp; Numerical Analysis</td>
<td>Dr Stefan Guettel</td>
<td>55849</td>
<td>2.114</td>
</tr>
<tr>
<td>Applied Mathematics &amp; Numerical Analysis</td>
<td></td>
<td></td>
<td><a href="mailto:stefan.guettel@manchester.ac.uk">stefan.guettel@manchester.ac.uk</a></td>
</tr>
<tr>
<td>Pure Mathematics &amp; Mathematical Logic</td>
<td>Prof Peter Symonds</td>
<td>63675</td>
<td>2.209</td>
</tr>
<tr>
<td>Pure Mathematics &amp; Mathematical Logic</td>
<td></td>
<td></td>
<td><a href="mailto:peter.symonds@manchester.ac.uk">peter.symonds@manchester.ac.uk</a></td>
</tr>
<tr>
<td>Probability &amp; Statistics</td>
<td>Prof Korbinian Strimmer</td>
<td>55913</td>
<td>2.221</td>
</tr>
<tr>
<td>Probability &amp; Statistics</td>
<td></td>
<td></td>
<td><a href="mailto:korbinian.strimmer@manchester.ac.uk">korbinian.strimmer@manchester.ac.uk</a></td>
</tr>
</tbody>
</table>

1.1.2 The Teaching & Learning Office
The Teaching & Learning Office, situated on the ground floor of the Alan Turing Building, can offer advice on administrative matters relating to your programme. The Postgraduate Administrator is: Luke Smith (ext. 50176), e-mail: mathematics@manchester.ac.uk.

1.1.3 The Director of Postgraduate Studies in Mathematics
The Director of Postgraduate (Research) Studies has overall responsibility for postgraduate research programmes in the Department. The Director of Postgraduate (Research) Studies is: Prof Matthias Heil (ext. 55808), email: matthias.heil@manchester.ac.uk

1.1.4 The Head of the Department of Mathematics
Professor Oliver Jensen (ext. 55831).

1.1.5 The Associate Dean of Graduate Education in the Faculty of Science and Engineering:
Professor Sarah Heath

1.1.6 The Vice-President and Dean of the Faculty of Science and Engineering
Professor Martin Schroeder.
A list of staff members in the Department of Mathematics, with their room numbers, phone numbers and email addresses is available on the Department website [https://www.maths.manchester.ac.uk/about/people/](https://www.maths.manchester.ac.uk/about/people/).

## PhD/MPhil PROGRAMMES

### 2.1 Your supervisory team

All postgraduate research students admitted onto either the PhD or MPhil programme will have been assigned a supervisory team. This comprises: a main supervisor, at least one co-supervisor, and an advisor. Your supervisor will normally be your main point of contact. You will have regular meetings with your supervisor and they will direct your research programme. The role of the co-supervisor can vary, depending on your research group and research project; they may be closely involved in your research project (this would be the norm if the research project is interdisciplinary in nature), or may just be there as back-up should your supervisor be away from the University. You can also talk to your co-supervisor to obtain an alternative point of view on your research project. Your advisor will normally be an academic from a different research group; the role of the advisor is to provide pastoral support should you need it.

You should meet your supervisor as soon as possible after you register in the Department.

You are required to meet your advisor within the first 6 weeks of your programme.

The EPS Graduate Department strongly encourages you to establish formal meetings with all members of your supervisory team and to keep records of these meetings on ePro (see section 2.2). More details of the roles of the supervisory team can be found in the [Graduate Resource Book](https://www.maths.manchester.ac.uk/about/people/).

### 2.2 ePro

EPro is an online system by which you and your supervisor can monitor your progress through your PhD through a series of progression milestones. EPro also provides access to online forms that you will be required to complete throughout your programme. You need to be familiar with how EPro works and how to access and complete these forms. Full details of EPro are given in the [Graduate Resource Book](https://www.maths.manchester.ac.uk/about/people/).

You should make sure that EPro records honest assessments of your progress as this will be used as evidence should you need to apply for an interruption or extension (see section 7). For international students, EPro is also used to monitor your attendance to ensure that you are complying with the terms of your Tier 4 visa.

EPro is also used to record end-of-year progression decisions (see section 6). Towards the end of each year, you will need to write a report detailing the progress you have made on your research project and you will need to upload this onto EPro. You will be examined on this report (see section 6) and the decisions will be recorded on EPro.

EPro is also used for the examination of your thesis. Before you can submit your thesis you will need to complete the 'Notice of intention to submit' form on EPro. This triggers the process for appointing the examiners. When you are ready to submit your thesis you then upload it onto eScholar. You must also hand in two hardcopies to the Faculty Graduate Office.

EPro also allows you to reflect on your progress and development of transferable skills through a series of 'Expectations' forms. These should be completed in consultation with your supervisor.

EPro also hosts an extensive skills training catalogue where you can view and book training activities hosted across the University. See section 2.5.
Postgraduate Research Handbook for PhD and MPhil programmes

The following people can view your student record in eProg: your supervisory team, the Department’s Director of Postgraduate Studies, the Department’s Postgraduate Administrator, your Programme Director, the Faculty Graduate Office and Manchester Doctoral College.

2.2.1 Accessing eProg
You can access eProg through https://my.manchester.ac.uk or you can login directly at http://www.manchester.ac.uk/eprog. In both cases you will need your central University username.

2.3 The taught component
All PhD students in the Department of Mathematics must take and pass the taught component. Full details are given in section 5. MPhil students do not have to take the taught component. However, if you are initially registered as an MPhil student but intend to transfer directly into the second year of the PhD then it is strongly recommended that you comply with the requirements of the taught component.

In addition, your supervisor may suggest or require you to attend other training courses.

2.4 FSE Graduate training programmes
Please note that as part of the FSE Graduate Training Programme all postgraduate research students are expected to undertake training to complement their research activity. The FSE Graduate Department publishes a directory of modules available annually.

All PhD and MPhil students MUST attend an introductory course – “Introduction to Research” in the Faculty of FSE and complete the compulsory on-line health and safety module. The Faculty runs other training courses; information is available on eProg.

http://www.researchsupport.eps.manchester.ac.uk/support/

2.5 Research skills
A programme of skills training and development is a mandatory component of the research degree. You must undertake a skills audit at the beginning of your degree, and annually thereafter throughout your degree to determine your research, transferable and generic skills requirements. The audit will provide the basis for a planned programme of skills training and development. The outcomes of the audit and programme of skills development must be agreed by your and your supervisory team. Your supervisor will be responsible for ensuring that you have access to the required skills training and development opportunities.

The full list of training opportunities, including those offered by the Graduate Development Scheme is presented in your Graduate Resource Book and on the FSE Researcher Development website at: http://www.researchsupport.eps.manchester.ac.uk/support/
You can also access them via eProg.

2.6 Research seminars
You are expected to attend the seminars in your research area. A list of seminars is published each week and is available on the Department website at http://www.maths.manchester.ac.uk/our-research/events. Please be aware that you may not always fully understand all the concepts and theories that are presented, but this should not discouraged you from attending as these seminars are an important component in your education. Most seminars have a mailing list and you should email the seminar organiser to have your name added. Your supervisor can advise you on which seminars to attend.

There are also a number of other seminar series running in the Department. Each group runs an informal seminar series (The Pure Postgraduate Seminar and The Informal Applied Seminar). You should attend the series relevant to your research project. As well as allowing students to learn about mathematical topics related to their own area, the informal seminars give the opportunity for postgraduate students to practice giving talks about their research in a supportive environment.
Each year a committee of postgraduate research students organise the MRSC – the Mathematics Research Student Conference – normally in late September/early October. This is a one-day conference where postgraduate research students can present their research to other students in the Department. See http://www.maths.manchester.ac.uk/~pgconf/.

2.7  Work and attendance
The Department’s work and attendance policy is available in Appendix one. You are expected to have read and to be familiar with this policy.

2.7.1  Attendance requirements
You are expected to attend all meetings with your supervisor and/or supervisory team and any other arranged sessions. Postgraduate research students are also expected to attend all research seminars in their research area.

Postgraduate research students are not permitted to be absent without prior consent. You must always report any absence to your supervisor, other member of their supervisory team or appropriate Department or Faculty graduate office. Your supervisor and other members of the supervisory team must report any unauthorized absence to the Department Teaching & Learning Office.

All grant-awarding bodies require that the Department confirms periodically that a student’s attendance and progress are satisfactory.

When studying for the taught component (see section 5) it is expected that all lectures will be attended, although it is realised that there are sometimes unavoidable reasons for absence. It is your responsibility to make sure that the Department is informed immediately in cases of absence (e.g. through illness) and to update the student system with any changes in addresses. All coursework deadlines must be strictly adhered to, except in cases of illness or other mitigating circumstances; the process by which you should inform the Department about mitigating circumstances affecting the taught component is given on the Support Services section of the student intranet https://www.maths.manchester.ac.uk/student-intranet/my-welfare/support-services/mitigating-circumstances/.

2.7.2  Tier 4 audit for international students
The Department needs to provide a report to UK Visas and Immigration on attendance and progression of students who entered the UK under Tier 4 of the points-based system.

The audit is a requirement of the Home Office and the University is obliged to hold this 4 times per year. You must attend the audit when required or the university will have no option but to inform the Home Office which could have serious implications for your visa and your ability to continue your studies with us.

Under Tier 4 you are required to maintain an up to date UK address. You must therefore ensure that you have a valid local address registered in our student system under your TERM TIME ADDRESS at all times via My Manchester.

Under Tier 4 you are obligated to inform the Department when you return to your home country or leave the UK. You must inform the Department (via e-mail) when you plan to leave the UK and your return dates. We can then inform Home Office of your authorised absence if contacted by immigration.

Your audit may take the form of a face to face meeting with administrative or academic staff, or it could take another form (eg registration card collection, monitored attendance at seminars, attendance at examination). You will be sent an e-mail notifying you of audit points and be given documentary confirmation that you have been included in the census at each audit point.
2.7.3 **2019-20 Census Dates:**

<table>
<thead>
<tr>
<th>Census Point</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>September/October 2019</td>
<td>23 September – 4 October 2019</td>
</tr>
<tr>
<td>January 2020</td>
<td>13 January – 24 January 2020</td>
</tr>
<tr>
<td>May/June 2020</td>
<td>13 May – 3 June 2020</td>
</tr>
<tr>
<td>July 2020</td>
<td>13 July – 24 July 2020</td>
</tr>
</tbody>
</table>

2.8 **Library facilities**

The library service is provided through various physical locations, as well as over the web. The Main Library (covering nearly all subject areas), The Joule Library (engineering and physical sciences) and The Eddie Davies Library (postgraduate studies in business and management) hold the core working collections. They are supported by a number of smaller, specialised libraries across the campus, most of which duplicate material held in the core libraries. See [http://www.library.manchester.ac.uk](http://www.library.manchester.ac.uk).

As a research student you will often need to locate and read research papers published in journals. Many journals are available online, either from the University Library’s website or, in many cases, direct from the journal’s home webpage.

Books from the main library can be borrowed for up to one semester. There is also a Short Loan section for the most popular books which can be kept for a limited period. Your University card acts as a library card. Overdue books incur heavy fines and you may not be awarded your degree unless all books borrowed from the university library have been returned and any fines paid.

An induction event explaining the available library facilities is usually organised in September of each year. All first year research students should attend this.

2.9 **Open Researcher and Contributor ID (ORCID)**

An ORCID is a unique identifier which allows you to distinguish yourself from other researchers throughout your career. They are free to create and enable authoritative links to be created between you and your research activities (e.g. research outputs, funding data, employment history).

Over the coming months the University is encouraging all staff and postgraduate research students to ensure that they have claimed an ORCID. To support this the Library has joined ORCID as a member organisation and created a dedicated team to help staff create and maintain their accounts with minimal input.

Registering for an ORCID takes 30 seconds on the [orcid website](http://orcid.org). See [https://www.library.manchester.ac.uk/using-the-library/staff/research/orcid/](https://www.library.manchester.ac.uk/using-the-library/staff/research/orcid/) for further details.

2.10 **ResearchFish (only relevant to EPSRC funded students)**

The Research Councils have a responsibility to demonstrate the value and impact of research and training supported via public funds and as such they are required to provide information on the outputs, outcomes and
Postgraduate Research Handbook for PhD and MPhil programmes

impact of the research they fund to government and public bodies. All RCUK students are now responsible for providing this information via Researchfish, the online system the UK Research Councils use to collect all researcher outputs. Such outputs could include:

- Publications
- Engagement Activities
- Collaborations and Partnerships
- Secondments and placements
- Influence on Policy, Practice, Patients and Public
- Research Tools and Methods
- Further Funding

Your research outputs can be submitted onto Researchfish at any time throughout your research programme and for a further three years after the completion of your degree – you are responsible for submitting your Researchfish return. There are submission windows when you are required to submit a record(s) of your research outcomes. In instances where you have no research outputs to report then a ‘nil’ response must still be submitted.

**What steps you should now take**
1. Register your details using the login details provided by Researchfish (this will have been sent to you via an email from Researchfish with the subject header ‘Access to Researchfish’). If you have forgotten your password you can request a new one by going to [https://www.researchfish.com/user/password](https://www.researchfish.com/user/password) For any other problems you experience with logging onto the Researchfish system please contact their support team via live online chat (available 9am – 5pm Monday to Friday) or by email [https://app.researchfish.com/helpwiz/contact](https://app.researchfish.com/helpwiz/contact)
2. Ensure your main supervisor is added as a ‘Team Member’ on your award
3. Add any other supervisors as appropriate
4. Enter your outcomes, e.g. publications, collaborations, public engagement, conference presentations
5. Submit your outcomes between the ‘submission period’
6. Repeat every year until three years after your studentship has finished. A set of frequently asked questions for postgraduate students are attached for information and videos on how to access and use ResearchFish can be viewed via [https://app.researchfish.com/user/login?destination=documentation/faq](https://app.researchfish.com/user/login?destination=documentation/faq)

2.11 Disseminating your research
As well as writing your thesis, you should consider publishing your research in research journals or conference proceedings. You should also consider presenting your research at conferences or workshops. You should discuss with your supervisor the best ways to disseminate the results of your research.

Attending and, ideally, speaking at conferences/workshops as well as publishing papers can significantly boost your curriculum vitae for both academic and non-academic jobs.

2.12 Personal Webpages (PURE)
Pure is the University of Manchester on-line profile and research depository. Please see section 3.6.

2.13 Intellectual property
You should discuss with your supervisor any issues concerning the intellectual property of your research. The University's policy is here: [http://documents.manchester.ac.uk/display.aspx?DocID=24420](http://documents.manchester.ac.uk/display.aspx?DocID=24420)
2.14 TRAVELLING TO CONFERENCES

2.14.1 Postgraduate travel funding
For information on applying for financial support to attend conferences or similar activities please speak to your supervisor and read the guidance on this subject here: https://www.maths.manchester.ac.uk/student-intranet/my-study/postgraduate-research/forms/.

Please note that funds for Travel are limited and therefore funding is prioritised for students who have not completed their PhD and for events which contribute directly to the PhD.

2.14.2 Booking travel and accommodation
Key Travel is the University’s Travel Management System, and should be used whenever you need to book air or rail travel, or accommodation (e.g. when attending conferences). The Department’s designated ‘champion’ is Grace Cunningham. Grace can provide training for new users of the system, as well as general support and guidance. Please feel free to contact Grace via email (grace.cunningham@manchester.ac.uk) or phone (0161-306-3641) or by visiting Room 1.205 Alan Turing Building, if you need any support or would like to organise some training.

2.14.3 Claiming back expenses
If you have been granted a PG Travel award for food, etc. and attended a conference and need to claim back the cost of your food whilst there you will need to retain all receipts for anything you need to claim back. Once you have returned please complete the ‘Non-University & External Personnel Expenses PR7’ form which can be found here: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8287.

If you are claiming back expenses with a receipt in a foreign currency please provide a print out of the desired rate of reimbursement from http://www.xe.com/currencytables.

2.15 Ordering supplies
If you are asked by your supervisor to buy items such as books, computer supplies, catering supplies etc., or if you are helping organise a conference you will probably need to apply for access to IProc (Internet Procurement) as a requisitioner (i.e. someone who can request goods). This is the system the university uses to create orders from preferred suppliers. To apply for access to IProc you will need to complete the online P2P Requisitioner eTraining details of which can be found in My Manchester.

Requisitions should ALWAYS be raised on IProc BEFORE you order the goods from the supplier, you should not request goods or an invoice until you have raised a requisition, then a purchase order can be created by the finance assistant, the purchase order number must be quoted on the supplier’s invoice. If you cannot find the supplier you wish to use on IProc please contact the Procurement Hub for help at procurementhub@manchester.ac.uk.

2.16 Internships, projects and contract work
The Department encourages students to undertake internships where possible. Your supervisor may be aware of opportunities for internships or they may be advertised through the Department via e-mail. There may also be implications for any studentship you receive, as payments may be stopped for the duration of the internship. There are various regulations with regard to internships, projects and consultancy work and all students undertaking work of this type must obtain the permission of the Department.

2.17 Holidays and leave of absence
In general, you are expected to be in attendance outside normal semester time. Students may, with the prior agreement of their supervisor, take up to eight weeks holiday in each year (pro rata for parts of year), inclusive of university closures and public holidays. Students receiving sponsorship are expected to bear in mind their obligations to the sponsor and consult the policy of their sponsor when planning leave.
If you wish to take any holidays or leave of absence, please complete a PhD Holiday and Leave of Absence Request Form available on the intranet and obtain consent from your Supervisor. Once completed, email the form to mathematics@manchester.ac.uk or drop it off at reception.

3 REGISTRATION

You will need to register at the start of your programme and at the beginning of each subsequent year of your programme. Full details about registration can be found at http://www.welcome.manchester.ac.uk/

3.1 Academic and financial registration
Please register for your programme online. You can complete registration from any PC with an internet connection and you may carry out registration, including online payment, off campus. You will receive a separate email from the University IT Services with your new system log-in details. A step-by-step guide of how to complete your registration can be found in My Manchester. If you prefer to pay your tuition fees over the telephone, please contact the Student Services Centre on +44 (0) 161 275 5000. If you are not able to complete your financial registration online, you will be able to do so in person at the Student Services Centre. For this you will need to take your log-on details, banking details and payment, a sponsorship letter (if applicable) or financial notice from DIUS (EU students only).

3.2 Students funded through the Department of Mathematics (EPSRC DTA, CASE Awards, Department scholarships)

3.2.1 Tuition Fees
If you were notified of a funding award, the Department of Mathematics will be making arrangements to pay your tuition fees. Please contact mathematics@manchester.ac.uk immediately if you have any problems with your funding from the Department.

3.2.2 Maintenance Allowance
If you were awarded a stipend to cover the cost of your maintenance, you will be paid at the beginning of each month by direct debit into your personal bank account starting from October. PLEASE MAKE SURE THAT YOU ENTER YOUR BANK ACCOUNT DETAILS ON TO THE SYSTEM AT THE TIME OF YOUR REGISTRATION

If you don’t provide your bank account details on time, your first maintenance payment will be delayed.

If you are expecting to receive an award from the University of Manchester make sure you have entered your bank account details into the student system so that we can pay you.

If you wish to change your bank account details, please visit the Student Services Centre during opening hours to complete the appropriate paperwork.

3.3 Sponsorship letters
You should send a copy of any sponsorship letter to sponsorletters@manchester.ac.uk preferably a month in advance of registration.

3.4 University card
You will be required to collect your University card from the Student Services Centre after completing your online registration. International students (i.e., non-EEA passport holders) will need to have their passport and their UK identity card, if it has been issued, available for copying when they attend the Student Services Centre to collect their swipe card. International students who do not have these documents with them will not be issued with a swipe card.
3.5 Tuition fees
Information regarding tuition fees is available from the Student Services Centre, and also online at [http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/](http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/).

3.6 Department registration for new students
Details can be found here: [https://www.maths.manchester.ac.uk/student-intranet/my-study/postgraduate-research/registration/](https://www.maths.manchester.ac.uk/student-intranet/my-study/postgraduate-research/registration/).

Your welcome pack and a hard copy of your crucial guide will be available for you to collect from the Department from the 16 September. New students should report to the reception desk of the Alan Turing Building on arrival. International students should also bring the original documents mentioned in your CAS, plus your English language certification and translations where appropriate.

The Department provides a programme of welcome and induction events at the start of your programme. Details are given in your welcome pack.

A Faculty induction event also takes place on **Friday 20 September 2019**.

You should also enrol on the Faculty Graduate Education 'Introduction to Research' workshop which will take place at regular intervals throughout the year. Further details are available from the Graduate Education.

3.7 Support for international students
Students requiring specialist tutorial assistance and welfare arrangements should contact International Advice Team, Student Services Centre, Burlington Street (0161 275 5000).
[http://www.manchester.ac.uk/study/international/why-manchester/student-support/](http://www.manchester.ac.uk/study/international/why-manchester/student-support/)

For non-native English speakers, we recommend strongly attendance at the university in-sessional English language support classes. Please see University English Language Centre [https://www.languagecentre.manchester.ac.uk/study-english/our-courses/english-for-academic-purposes/](https://www.languagecentre.manchester.ac.uk/study-english/our-courses/english-for-academic-purposes/) for further information.

Students from outside the UK may wish to take part in the activities of the International Society, including their Welcome Service. See the website at [http://www.internationalsociety.org.uk](http://www.internationalsociety.org.uk). Other help for overseas students is available from the University’s International Advice Team: [http://www.studentsupport.manchester.ac.uk/immigration-and-visas/](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/)

3.8 Students with additional support needs
The University of Manchester welcomes students with additional support needs arising from a specific learning difficulty, such as dyslexia, an unseen medical condition, a mental health difficulty or a disability or impairment. The University has a central Disability Advisory and Support Service (DASS) which can offer confidential advice and organise support. In order to access the full support that the University can offer, you should contact the DASS to discuss your support requirements, either by

* [http://www.dass.manchester.ac.uk/](http://www.dass.manchester.ac.uk/)
* email (dass@manchester.ac.uk)
* telephone (0161 275 7512)
* by visiting the DASS office located on the 2nd Floor of University Place, Block 2. (Building 37 on the [campus map](#)) where you can speak in confidence to a Disability Adviser about your needs.

If you are a student with support needs and have not yet informed DASS, then please contact them in the first instance. In addition to this, each Faculty and Department has a Disability Coordinator, who liaises with the DSO to organise support in the Department. Stephanie Keegan ([stephanie.keegan@manchester.ac.uk](mailto:stephanie.keegan@manchester.ac.uk)) in the Teaching and Learning Office is the disability coordinator for the Department of Mathematics. DASS can also organise screening tests for students who think that they might have dyslexia.
3.9 The Graduate Resource Book
The Graduate Resource Book has been designed as a tool for you to help consider and plan the optimal path to completing your research degree successfully, achieve your personal goals and improve your employability in your chosen career. This will be used in conjunction with the eProg system during your degree – you will use the eProg system to record details of meetings with your supervisor and monitor your progression during your degree.

4 FACILITIES FOR POSTGRADUATE RESEARCH STUDENTS

4.1 Postgraduate research student offices
All postgraduate research students in the Department are allocated a desk in a shared office. You will receive your key for your office when you register in the Department. At the end of your programme you will need to remove your personal belongings from your office and return your key to the Teaching & Learning Office. You are responsible for keeping your office tidy.

Bins are not provided in any offices in the Department. You should use the recycling stations located throughout the building.

4.2 Access to the building
The Alan Turing Building is normally open from 8:30am to 6pm Monday to Friday, except when the University is closed.

Postgraduate research students can access the building outside working hours using their University card. If your card is not working then please contact the Teaching & Learning Office (mathematics@manchester.ac.uk). Research students who are working very late or at weekends are advised to notify the Security Office (ext. 52728). Out-of-hours access is a privilege and not a right. You must not allow people who are not registered research students in mathematics access to the building. You must use any facilities in the building (such as the kitchen and Atrium Bridge Common room) responsibly. If out-of-hours access is found to be abused then it will be withdrawn.

In accordance with University policy, smoking is prohibited throughout the buildings, within any door entrance or access ramp.

4.3 Computing facilities
All postgraduate research students in the Department have access to an individual PC in their office. There are two computer networks available to research students within Mathematics: the University Windows system and the Department Linux system.

You will receive an email from the University IT Services with your University email address and log-in details prior to your registration.

The Department of Mathematics provides access to various specialist mathematical packages. There is an introductory class on this during the first week of Semester 1, and all students are strongly recommended to attend.

If you are using your own device then you can connect to the internet via WiFi. There are two WiFi networks available across the University campus: the University of Manchester network and Eduroam. It is recommended that you use the Eduroam network. You can register for Eduroam here: http://www.itservices.manchester.ac.uk/wireless/eduroam.
IT Services provides most of the campus IT services for staff and students of the University of Manchester. For information on how to get started, help and support please visit their website at: http://www.itservices.manchester.ac.uk/.

4.4 Email
You should quickly become familiar with the electronic mail (email) system because all important information is sent in this way, and it will be assumed that you read emails sent to your university email address on a regular basis.

4.5 My.Manchester.ac.uk
The majority of electronic resources available within the University can be found by logging in to http://my.manchester.ac.uk with your University username.

You can also access Blackboard – the University’s eLearning environment – from My Manchester. Various learning materials are provided via Blackboard.

4.6 PURE
PURE is a service for researchers, which will allow you to create a public-facing profile on the University website.

PURE has a huge range of things you can add in and discuss, including research papers, prizes, conferences, media events, as well as ample free-text space where you can add in your research interests, an overview of your career so far, and discuss your plans for the future. You can also add papers on which you feature (either as a main/co-author) as well as projects and funding achievements.

It’s a great opportunity to consolidate and promote your work. Moreover, a UoM-linked profile would (we hope) appeal to prospective employers and assist the process of establishing yourself as a scientist. PURE has a handy CV creator that allows you to export the content of your profile as a nifty word document, saving you a heap of time in the future. Please take up the opportunity and begin building your profiles straight away.

Your supervisor may also have a PURE profile which you can view.

4.7 Printing and photocopying
Postgraduate research students may use Department printers for work and research purposes. Please note that use of printing facilities is monitored by the Department. Excessive use of printing, or printing of non-academic materials, will result in you being charged for the costs and possibly banned from using the Department’s printers.

Photocopiers are available in the Alan Turing for teaching and research purposes only. You will need to use your student card to access this facility.

If you require colour printing then you should contact Sue Tizini (susan.tizini@manchester.ac.uk) in room AT 1.205.

4.8 Mail
You should collect your mail from room 1.209, 1st Floor, Alan Turing Building. Mail (delivered once a day in the morning), circulars from staff, telephone messages, etc. will all be put into the pigeon holes. You are advised to check the pigeon hole corresponding to the first letter of your surname at least once daily.

4.9 Telephone calls
Telephones in postgraduate research student offices in the Alan Turing Building are for internal calls only.

4.10 The Atrium Bridge common room
Postgraduate research students can use the Atrium Bridge Common Room and kitchen on the 1st floor of the Alan Turing Building.
5 THE TAUGHT COMPONENT

All Mathematics PhD students are required to take, and pass, at least 100 hours of taught course units over the course of your first two years of study. A minimum of 60 hours must be taken in your first year of study. If you commence mid-year you may have to undertake this in your first full semester in order for permission to be granted for you to proceed to year 2. The point of the taught component is to both give training in areas of mathematics relevant to your research but also to broaden your mathematical knowledge beyond the narrow focus of your PhD; therefore you should not necessarily take only courses directly relevant to your research area. Results are confirmed by the Postgraduate Research Committee who meet each year in July and will make decisions about referrals and progression based on the taught component of your programme.

You can choose to study either MAGIC, APTS, MSc (Level 6) or post-graduate (Level 8) units or a combination thereof. You should discuss with your supervisor or supervisory team in registration week exactly which courses you should take.

MAGIC stands for 'Mathematics Access Grid: Instruction and Collaboration'. It is a network of mathematics departments across the UK. MAGIC serves to share postgraduate level courses in all areas of mathematics and taught via access grid technology (you can think of this as an advanced form of video conferencing). Each MAGIC course counts for either 10 hours or 20 hours of the taught component.

The website for MAGIC is http://maths-magic.ac.uk/index.php. Further details about MAGIC are given in section 5.2.

APTS stands for 'Academy for PhD Training in Statistics'. APTS is collaboration between major UK statistics research groups and it organises residential courses for PhD students in statistics and applied probability. These take the form of four residential weeks and students study two intensive course modules per APTS week. Each residential week counts as 33 hours for the taught component. The website for APTS is http://www2.warwick.ac.uk/fac/sci/statistics/apts. Further details about APTS are given in section 5.3.

The Department runs a number of MSc programmes. The taught course units that comprise these MScs can be taken as part of the taught component. Each 15-credit MSc course unit is worth 33.3 hours towards the taught component. Further details of the course units offered are given here https://www.maths.manchester.ac.uk/student-intranet/my-study/taught-masters/course-requirements/. See also section 5.3.

There may be other graduate-level courses running that are only offered to PhD students and academic staff. These courses have course codes of the form MATH8xxxx. These courses can also form part of the taught component and each one is worth 33.3 hours towards the taught component.

Only courses that have been pre-approved by the Department can form part of the taught component. Sensible rounding of hours applies, so that if you take and pass 96.6 hours of taught component material then this will be rounded to 100 hours. To clarify you must take:

100 hours MAGIC/APTS, or
1x 15cr MSc course + 70 hours MAGIC or 1 x15cr MSc course + 66.6 hours APTS, or
2x 15cr MSc course + 30 hours MAGIC or 2x 15cr MSc course + 33.3 hours APTS, or
3x 15cr MSc course.

5.1 Registration for taught courses

You need to inform the Department which taught courses you will be taking. You can register for MAGIC course units by logging in to the MAGIC website (see section 5.2.1). To register for MSc or graduate-level courses you
should email Luke Smith (mathematics@manchester.ac.uk) in the Teaching & Learning Office. To register for APTS course units: you should first discuss this with your supervisor (see section 5.3) and then inform Luke Smith.

5.2 MAGIC
Details of MAGIC can be found at http://maths-magic.ac.uk/index.php.

The dates for the MAGIC semesters are:


(Note that these are not the same as the dates for Manchester's semesters.)

5.2.1 MAGIC courses and registration
Details of all MAGIC courses may be found at the MAGIC website http://maths-magic.ac.uk/index.php. The site contains details of the timetable for MAGIC courses. Courses will normally run for 10 weeks in each semester.

To register for a course click on the login item at the MAGIC website. Your login name will normally be set to your email address on the Department computer system. At the first login enter the login name and click the password reminder. You will receive an email giving details of your password after which you can login. Once logged in you can register for a course by clicking on the 'Edit my course registration' item. You must register for any courses you attend.

5.2.2 Assessment of MAGIC courses
Each MAGIC course will normally have a written examination that is set and marked by the lecturer.

This examination will normally take the form of an "open book take-home" written examination. An examination for a 10 (resp. 20) hour course should normally be completed in two (resp. three) hours by a student who has diligently followed the course.

The examination will be made available via the Assessment tab during the examination period.

The examination should be taken during a two-week examination period after the end of the MAGIC semester. This period will not include major public holidays and will be publicised clearly on the Assessment tab for each course. You will need to devise your own schedule for completing the examinations.

You submit work by uploading legible examination scripts to the course filespace. The filename of the submitted work should show clearly your name and the MAGIC course number. The system will record the date of upload and will allow you to remove or replace your own work until the deadline. No upload or replacement will be permitted after the deadline. In the event that access is unavailable on a deadline, you should submit a copy of your work to the Department's Teaching & Learning Office until the access problems are resolved.

The course lecturer will mark the exam scripts and award a grade of either 'pass' or 'fail'. This recommendation then goes to the Department's PGR Examinations Board for ratification. The course lecturer will upload copies of marked examination scripts to the course filespace before the marking deadline.

The assessment policy for MAGIC can be found here: https://maths-magic.ac.uk/admin/documentation/MAGIC_assess.pdf.

5.3 Academy for PhD Training in Statistics (APTS)
Information on APTS, including details of course modules, is available at http://www2.warwick.ac.uk/fac/sci/statistics/apts/.
If you are interested in attending one or more APTS weeks then you should discuss this with your supervisor in the first instance. Funding from the Department is often available for students to help with the fees, subsistence and travel costs associated with attending an APTS week, but your supervisor will have to formally apply for this. The Department will register students to attend designated APTS weeks at the start of the academic year in September/October.

Each APTS week requires students to undertake some provided preparatory work; after attendance at an APTS week, students will be required to complete and pass some assessment work. This work is marked within the Department and the pass mark is 50%.

Attending an APTS week and then successfully completing the assessed work will equate to 33.3 of the required 100 hours of taught course units for PhD students.

In the academic year 2019-20 the programme of APTS weeks is as follows:
http://www2.warwick.ac.uk/fac/sci/statistics/apts/calendar-view/

MSc and Graduate-level course units
The MSc (Level 6) and Graduate-level (Level 8) course units offered by the Department can be taken as part of the taught component. Each 15-credit MSc course unit counts as 33.3 hours of the taught component.

The timetable for the MSc course units are here: https://www.maths.manchester.ac.uk/student-intranet/my-study/taught-masters/timetables/.

The timetables for any graduate-level course units that are running will be announced via email at the start of the semester that they run in.

Information on course material is available on the Department Website:
https://www.maths.manchester.ac.uk/student-intranet/my-study/taught-masters/course-requirements/

5.4 MSc coursework submission and penalties for late submission
Many MSc course units have coursework associated with them. Coursework that requires hard-copy submission must be submitted to the reception desk in the Alan Turing Building before the deadline. Submission forms are available and you will be given a receipt by the receptionist. There are penalties for late submission. For full details of the penalties you should consult the MSc Handbook.

5.4.1 MSc examinations
First Semester course units are normally examined in January, and Second Semester course units and full-year course units are normally examined in May/June. Full information about the length of each examination paper, the number of questions on each paper and the number of questions you are expected to answer will be given to you by the lecturers in charge of the course units. They will also give you examples of typical examination questions. Examination papers from previous years are available via the Department’s website: https://www.maths.manchester.ac.uk/student-intranet/my-study/assessment-and-feedback/exam-feedback/#d.en.236707.

If you answer more than the number of questions required in the rubric of an examination paper, it is advisable to cross out the questions that you do not want to be marked. Some examiners will mark all the questions you attempt and count the best ones. Others will only mark the number of questions required by the rubric and will ignore later attempts at other questions. The lecturers will tell you in advance which policy they will adopt.

The examination timetables are posted well in advance of the examination periods on the website:
http://www.exams.manchester.ac.uk/

You must check the examination timetable in good time. Each student is allocated an individual seat number for each examination and you are required to sit in the seat which has been assigned to you. You can obtain your
own individual copy of the timetable from the Student Portal. You can log in to the Student Portal from the website: [https://my.manchester.ac.uk](https://my.manchester.ac.uk). Students who are enrolled onto examinations who are not registered in the same year (eg students who commence in January taking first semester examinations) will have to manually enrol onto examinations using the procedures detailed on line [http://www.exams.manchester.ac.uk](http://www.exams.manchester.ac.uk). Students who register in January, April or July may find that they need to manually enrol onto examinations. Full details on the procedure are available at [http://www.exams.manchester.ac.uk/](http://www.exams.manchester.ac.uk/).

The University does not regard failure to read the timetable correctly as an acceptable reason for absence.

### 5.5 Mitigating circumstances

The Postgraduate Research Examination Board (see section 5.7) has the responsibility to implement the University's policies and regulations in a manner which is fair to students, taking into account all known circumstances. Each student is responsible for informing the Examination Board of any facts that he/she wishes to be considered. These facts may, for example, be concerned with personal difficulties or ill health (whenever possible obtain a medical certificate for ill health). You should always inform your supervisor or Programme Director of any personal difficulties affecting you or your studies; you should also complete a Department of Mathematics Mitigating Circumstances Form, available on-line [https://www.maths.manchester.ac.uk/student-intranet/my-welfare/support-services/mitigating-circumstances/](https://www.maths.manchester.ac.uk/student-intranet/my-welfare/support-services/mitigating-circumstances/)

Remember that if you want the Examination Board to take medical or other Mitigating Circumstances into account, it is important that you provide independent documentary evidence (for example, a letter from your GP or hospital) to support your case, whenever possible.

The deadlines for submitting information about mitigating circumstances to the Examination Board are available on the [website](https://www.maths.manchester.ac.uk/student-intranet/my-welfare/support-services/mitigating-circumstances/).

Only new information that has become available subsequent to the meeting of the Examination Board may be used in appeals, other than where exceptional circumstances gave the student good reason to withhold information.

### 5.6 Academic malpractice in the taught component

The taught component governed by the University's policy on academic malpractice. [http://documents.manchester.ac.uk/display.aspx?DocID=2870](http://documents.manchester.ac.uk/display.aspx?DocID=2870)

See also: [http://www.regulations.manchester.ac.uk/guidance-to-students-on-plagiarism-and-other-forms-of-academic-malpractice/](http://www.regulations.manchester.ac.uk/guidance-to-students-on-plagiarism-and-other-forms-of-academic-malpractice/). The Department and the University take academic malpractice, such as plagiarism, collusion, falsification or fabrication of results, cheating in examinations, etc, very seriously and you must ensure that you understand what academic malpractice is and that you understand the penalties involved. The Department and University will take action in all cases where academic malpractice offences have been detected and ignorance of the regulations will not be taken as an acceptable defence. You should also note that you have a responsibility to ensure the originality of your own work (i.e. you should not give other students a chance to copy your work). Students whose work has been made available to be copied will normally be subject to the same penalties as those applied to students who copied.

Plagiarism is presenting the ideas, works or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). It is essential in any coursework relating to the taught component to make it clear which ideas and work you have personally contributed, and which ideas and work are those of other people (from, for example but not limited to, books,
academic papers, internet resources) that you may have may have quite legitimately exploited and developed. You can make this distinction clear by appropriately citing and referring to the works of others. If you are in any doubt how to correctly cite the works of others then you should talk to your supervisor.

Collusion occurs when two or more students submit the substantially same piece of coursework in whole or part. This may be from the same electronic source (e.g. a word-processed document or a program listing) or when the same material is presented in a different way.

You should be aware that material that derives from the same source but which has been changed to make the submissions appear less similar will be considered to be a breach of regulations. This type of offence can occur when students have worked together as a group or where one student has copied from another. Irrespective of how the breach of regulations has occurred all of the students involved will be penalised in the same way. So, for example, if you have your work copied by another student, then you will be punished in the same way as the person who did the copying. This imposes significant responsibilities on students to ensure the integrity of their own coursework. You should ensure that:

You do not leave work on printers.

You do not give passwords to other students.

You do not allow other students to use your home computer without taking adequate precautions.

You do not show your coursework to other students.

There have been a number of cases in recent years where a student has lent his/her coursework to another student in order to help the other student understand the exercise. After submission the originator has found that the other student has copied his/her coursework. In other cases, students who have shared home computers have found that other students have submitted their coursework.

If you believe that another student has gained access to your coursework, you should inform your supervisor, your Programme Director or the Director of Postgraduate Studies as soon as possible.

5.7 PGR Examination Boards and progression through the taught component
There are normally three assessment periods in each year: January, May/June and August/September. The PGR Examination Board meets annually to discuss and decide on progression of PGR students.

If a student has either failed one or more course units of the taught component or if a sufficient number of hours have not been completed then the PGR Examination Board will normally require the student to resit some course units or to take an alternative course unit in the following year. Note that students must pass 60 hours of the taught component in their first year and must pass 100 hours of the taught component by the end of their second year.

Resit exams will normally take place at the next opportunity to sit the examination. Resit exams are held in Manchester.

You should also note that performance in the taught component is used to inform the end-of-year progression decisions. If you perform poorly in the taught component, then your independent assessors and supervisory team may use this as evidence to not let you progress on your PhD programme.

You should also note that the taught component must be completed before the award of a PhD.
Appendix one

Work and Attendance of Postgraduate Research Students in the Department of Mathematics

Postgraduate Research students are expected to attend all meetings with their supervisor and any other arranged sessions.

Absences supported by medical or other appropriate information will not normally be counted towards the assessment of unsatisfactory attendance.

In the case of persistent unsatisfactory work and attendance the following action will be applied:

• First formal warning letter stating the actions the student is required to take in order to improve their attendance.

• Second formal warning letter stating that unless the student complies with the actions specified, a decision maybe taken to refuse the student permission to take examinations or assessments, with the consequence that the student may be excluded from the programme. The student will be expected to meet with the postgraduate administrator and their programme director to discuss their absence.

• Final warning letter stating unless the student takes action stated in the second warning letter within 2 weeks of receipt the student will be withdrawn from the University.*

• Students who are absent for a continuous period of 30 days without permission or good reason will be assumed to have withdrawn. Students will be notified of a withdrawal date and will be withdrawn from the University.*

*Students studying under Tier 4 visa permission should note that once a withdrawal has been completed on the University’s Student System, students will be reported to the UKVI and will be required to leave the UK within 60 days of their withdrawal date.

Further information about work and attendance of students is given in Regulation XX – Work and Attendance of Students, which is available from the following website:

Attendance Requirements

Students are not permitted to be absent without prior consent. Students must always report any absence to their supervisor, other member of their supervisory team or appropriate Department or Faculty graduate office. The supervisor and other members of the supervisory team must report student absence to the appropriate Department or Faculty graduate office.

All grant-awarding bodies require that the Department confirms periodically that a student’s attendance and progress are satisfactory. Department also needs to provide a report to UK Visas and Immigration on attendance and progression of students who entered the UK under Tier 4 of the points-based system. We can only do this if your attendance meets the guidelines set out below.
Holidays and Leave of Absence

If you wish to take any holidays or leave of absence, please complete a PhD Holiday Request Form (located at https://www.maths.manchester.ac.uk/student-intranet/my-study/postgraduate-research/forms/) and obtain consent from your Supervisor. Once completed, email the form to mathematics@manchester.ac.uk or drop it off at reception.

In general, you are expected to be in attendance outside normal semester time. Students may, with the prior agreement of their supervisor, take up to eight weeks holiday in each year (pro rata for parts of year), inclusive of university closures and public holidays. Students receiving sponsorship are expected to bear in mind their obligations to the sponsor and consult the policy of their sponsor when planning leave.

On taught courses it is expected that all lectures will be attended, although it is realised that there are sometimes unavoidable reasons for absence. It is your responsibility to make sure that the Department is informed immediately in cases of absence (e.g. through illness) and to update the student system with any changes in addresses. All coursework deadlines must be strictly adhered to, except in cases of illness or other reasons agreed with the appropriate member of staff.

To satisfy the attendance requirements you must attend all specified classes and see your supervisor regularly, although these conditions can be varied by agreement between yourself and your supervisor.

Failure to meet these requirements could result in a First formal warning letter and, ultimately, if attendance does not improve, you will be deemed to have withdrawn from the programme.

Persistent unsatisfactory attendance creates difficulties for all concerned. If this occurs an attempt to resolve the problem will be made in discussions with the Director of Postgraduate Studies and the Programme Director before any formal action will be considered. You are encouraged at all times to make known to your supervisor, advisor or the Programme Director any difficulties with the course, or personal problems you may have. Confidentiality will be ensured and you can be sure of a sympathetic response and practical help or advice.

International students are also subject to the requirements of the Home Office and persistent absence, failure to appear for the Tier 4 audit or unauthorised absence for 60 days must be reported to UK Government which could have serious implications for your visa and your ability to continue your studies with us.

Internships, Projects and Contract Work

The Department encourages students to undertake internships where possible. Your supervisor may be aware of opportunities for internships or they may be advertised through the Department via e-mail. Students should be aware that internships should be related to the subject of study and that time spend on internship is counted as time in programme. Extensions to the length of their programme will not be permitted on the basis of an internship. There may also be implications for any studentship they receive as payments may be stopped for the duration of the internship. There are various regulations with regard to internships, projects and consultancy work and all students undertaking work of this type must obtain the permission of the Department.

The application form for permission to undertake an internship is available here https://www.maths.manchester.ac.uk/student-intranet/my-study/postgraduate-research/forms/