

Work and Attendance of Postgraduate Research Students in the School 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unless the student takes action stated in the second warning letter within 2 weeks of receipt the student will be withdrawn from the University.*
- Students who are absent for a continuous period of 30 days without permission or good reason will be assumed to have withdrawn. Students will be notified of a withdrawal date and will be withdrawn from the University.*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:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1895>

• 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 School or Faculty graduate office. The supervisor and other members of the supervisory team must report student absence to the appropriate School or Faculty graduate office.

All grant-awarding bodies require that the school confirms periodically that a student's attendance and progress are satisfactory. School 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 www.maths.manchester.ac.uk) and obtain consent from your Supervisor. Once completed, email the form to pgr-maths@manchester.ac.uk or drop it off at reception. Please note that holiday information will normally be recorded in the 'comments section' of your eProg record and approved leave forms will be uploaded into the documents section of eProg.

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 school 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 school encourages students to undertake internships where possible. Your supervisor may be aware of opportunities for internships or they may be advertised through the school via e-mail. Students should be aware that internships should be related to the subject of study and that time spent 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 school.

The application form for permission to undertake an internship is available here
<http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/general-information/forms-policies-regulations/>