

POSTGRADUATE
TAUGHT STUDENT
HANDBOOK

ACADEMIC YEAR
2019/2020



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 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



Postgraduate Taught Student Handbook 2019/2020

1. INTRODUCTION

This handbook is for students studying on a Postgraduate Taught programme (MSc) offered by the Department of Mathematics. You should read this handbook carefully at the start of the year and refer to it throughout your programme. Further information about your studies are available from the Departments student intranet: <https://www.maths.manchester.ac.uk/student-intranet/> and [My Manchester](#) student portal.

1.1 General Information

The **Department of Mathematics** is based in the **Alan Turing Building, no.46** on the [campus map](#) available from <http://www.manchester.ac.uk/discover/maps/>.

Information on the **University of Manchester** can be found at www.manchester.ac.uk. Information on the Department of Mathematics can be found at <https://www.maths.manchester.ac.uk/>.

IT Services

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, to create your University IT account, please visit their website at: <http://www.itservices.manchester.ac.uk>. For face-to-face practical advice you can visit one of the walk-up support desks for further information visit: <http://www.itservices.manchester.ac.uk/help/walk-up/>.

Internet Wi-Fi

If you are using your own device then you can connect to the internet via Wi-Fi. There are two Wi-Fi 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>.

The **My Manchester** student portal, <https://my.manchester.ac.uk>, provides easy access to learning resources, central services, student support and information. Once you have registered for your University IT account you can log in with your username and password to access personalised information including:

- Personalised lecture/support class timetables
- Examination timetables
- Examination results
- Course descriptions and materials
- Personal files
- University email
- Careers and employability information.
- Blackboard

Blackboard is the University's Virtual Learning Environment. You should be able to find course materials and information on all your course units through Blackboard. If not then either contact the lecturer or ask at reception. You can access Blackboard through **My Manchester**. You will also have access to a MATH6000 Study Module which contains information related to your studies.

My Learning Essentials is the Library's skills programme, available to all students, which includes workshops and on-line support on academic, employability and well-being matters. It is available via **My Manchester** and directly at

<https://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/>.

The **Get Ready Guide**, <http://www.welcome.manchester.ac.uk/new-students/get-ready/>, contains essential advice, information and guidance relating to all aspects of your studies and life at university, and is the first port of call for new students in order to officially register.

The **Student Charter**, available at <http://www.yoursay.manchester.ac.uk/student-charter/>, sets out what you can expect from university staff and what university staff can expect from you.

Student Feedback is vitally important to the Department and the University, and is continually changing your University life. **Your Say for Your Uni** website comprises useful information on how students can get involved: <http://www.yoursay.manchester.ac.uk/>

1.2 Key Dates

Teaching and assessments take place over two semesters in each academic year starting from September through to July/August. The key dates for the academic year 2019/20 are:

Registration opens	1st – 30th September 2019
Welcome and Induction week	16th – 20th September 2019
Semester 1 starts	16th September 2019 (teaching begins 23rd September 2019)
Christmas break starts	13th December 2019
Christmas break ends	13th January 2020
Semester 1 exams	13th – 24th January 2020
Semester 2 starts	27th January 2020
Easter break starts	27th March 2020
Easter break ends	20th April 2020
Semester 2 exams	13th May – 3rd June 2020
Resit Period	17 th – 28 th August 2020
Dissertation Submission	Early September 2020
Graduation	December 2020

There are no lectures in Reading Week (week 6 of semester 1). However you will have coursework tests during this week that you **MUST** attend. A timetable of coursework assessments will be available from the MATHS6000 Study Module in Blackboard.

1.3 Registration for your Programme

You can register for your programme at <http://www.welcome.manchester.ac.uk/new-students/get-ready/your-it-services/online-registration/>.

Before you can register for the first time, you need to activate your University IT account, which will give you access to all of the University's IT services including your personal email account, see 'IT Services' section 1.1.

Until you register for your programme you are not a member of the University and cannot access any of our services - including attending lectures. Registering as a student is an online process that requires you to confirm your personal details, check course information, and pay - or make arrangements to pay - your tuition fees. Once you've completed Registration online, you can collect your student card as explained under the registration link above.

All students can register online from anywhere in the world. The process opens from the **1st September** and students are encouraged to register **before the 30th September**. Students who do not register by the 30th September will be liable for a late registration charge of £200.

The Department's Welcome and Induction information for first year taught master's students is available from the **MATHS6000 Study Module** in Blackboard. The first week of the academic year is called **Welcome Week**. There will be many activities taking place in the Department of Mathematics, across the campus and in University Halls of Residence to help students settle into University life. Students will have a chance to meet the Programme Director, their Academic Advisor and other students on their programme.

1.4 Health and Safety

To help familiarize yourself with Safety Regulations new students will have to complete an **online Health and Safety course** as part of the MATHS6000 Study Module. You must complete this course by the end of week 6

of Semester 1 of your first year. Failure to do so will prevent you from accessing your January examination results.

The Department of Mathematics' Safety Officer is Tony McDonald. Email: tony.mcdonald@manchester.ac.uk, Tel: 0161 275 6118.

You should report any health and safety risks or accidents in the Alan Turing Building to the Safety Officer. You can also report through the fortnightly Department Student Forum or at the Department Staff-Student-Liaison Committee. The University's Health and Safety website: <http://www.healthandsafety.manchester.ac.uk>.

Fire Safety

If the fire alarm sounds continuously you must leave the building immediately using the nearest fire exit and assemble at the Fire Assembly Area. The Fire Assembly Area for the Alan Turing Building is the paved area outside the George Kenyon building which is next to University Place. Lifts must **NOT** be used. In the Alan Turing Building the fire exits are at the main entrance, at the bottom of each staircase and at both ends of the ground floor atrium. After an evacuation you must not re-enter the building until you are allowed to do so by a Fire Service personnel or University security staff.

The alarm system is tested every Monday at 8.00am. There is no need to evacuate the building at these times unless the alarm is continuous.

First Aid

If you need first aid you should contact a First Aider or University Security, Tel: 0161 306 9966 or 69966 on an internal phone.

In Alan Turing Building the Department of Mathematics' First Aiders are:

- Tracey Smith, Teaching and Learning office, ground floor, room G.204, Tel: 0161 275 5800,
- Sebastian Rees, Teaching and Learning office, ground floor, room G204, Tel: 0161 275 4632,
- Susan Tizini, first floor room 1.205, Tel: 0161 275 5881.

There is an AED (defibrillator) unit available from reception in the Alan Turing Building.

Out of Hours

The Alan Turing Building closes at 6pm weekdays Monday-Friday and all weekend (Saturday-Sunday). This is mainly due to health and safety concerns and therefore the building remains accessible **ONLY** to staff, PGR, PGT and 4th year MMath students. To gain access students need to complete the out of hours section on the health and safety module in the MATHS6000 study module on blackboard.

The following can be used by all students outside normal working hours for use of general purpose clusters:

- Alan Gilbert Learning Commons
- George Kenyon Building
- Other University PC accessible clusters:
<http://www.itservices.manchester.ac.uk/help/accessibility/pc-clusters/>

1.5 Staff in the Department of Mathematics

A list of all academic and professional support staff in the Department of Mathematics can be found at <https://www.maths.manchester.ac.uk/about/people/>.

1.6 Communication within the Department

Email

You must check your University email account regularly for information and reminders about your programme and activities in the Department of Mathematics. You will have been issued with your University email account when you registered at the start of your studies in Manchester. Students can set up their email accounts on their mobile devices. Further information is available from the IT Service website, see section 1.1.

Email communications may be from your lecturers via Blackboard; from your Academic Advisors via their email address, or from the Teaching and Learning Administration via Blackboard study module and in some cases from the email account 'Mathematics EPS'. Failure to read messages delivered to your university email account will not be accepted as a legitimate excuse if you fail to act on information that has been sent to you.

Students can contact the Departments Teaching and Learning Office by emailing: mathematics@manchester.ac.uk.

Other information is available via a number of communication channels, the Departments student intranet <https://www.maths.manchester.ac.uk/student-intranet/>, **Blackboard** VLE; mobile **text messages** in an emergency; various newsletters and **noticeboards** on the ground floor of the Alan Turing Building.

Academic Staff Office Hours

Academic staff members that are involved in teaching or have an advisor role have an office hour whereby students can drop-in to discuss their studies or other matters. A list of staff office hours is available from reception in the Alan Turing Building.

Induction and Study Module(s)

As part of all programmes students have access to a **Study Module** MATHS6000 in Blackboard. This module provides relevant information to help students throughout their studies from welcome talks, study resources, student representation and feedback, health and safety and academic malpractice course, volunteering, employability and others.

Twitter

The Teaching and Learning Officer has a twitter account

@MathematicsTLO



2. TEACHING AND LEARNING

2.1 Postgraduate Degree Programmes in the Department of Mathematics

Below is a list of the degree programmes that are managed by the Department of Mathematics. You can find more information on the student intranet:

<https://www.maths.manchester.ac.uk/student-intranet/my-study/taught-masters/course-requirements/>.

- Actuarial Science (MSc)
- Applied Mathematics (MSc)
- Applied Mathematics (MSc) (Industrial Modelling Pathway)
- Applied Mathematics (MSc) (Numerical Analysis Pathway)
- Mathematical Finance (MSc)
- Pure Mathematics and Mathematical Logic (MSc)
- Statistics (MSc) including the Financial Statistics Pathway

2.2 Credits and Course Units

Credits

The MSc programme comprises of a taught component and a dissertation component. Each course unit is worth 15 credits and a total of 120 credits must be achieved to pass the taught component. To be awarded the credits in a taught course unit a mark of at least 50% is required. The dissertation pass mark is 50.

Dissertation

For MSc students the dissertation involves working closely with a member of staff, possibly on a topic of current research interest, and then writing and submitting a dissertation. Information about dissertation topics will be provided by your Programme Tutor.

The Postgraduate Diploma programme

To pass the diploma programme a total of 120 taught credits need to be achieved with a pass mark of 40% for each course unit.

Students who fail the dissertation component of their MSc programme, but pass the taught component, will graduate with a Postgraduate Diploma.

The Postgraduate Certificate programme

To pass the certificate programme a total of 60 taught credits will need to be achieved with a pass mark of 40% for each course unit.

Course codes

Each course unit has a course code **MATH** (for Mathematics course units) followed by a five digit number. The first digit indicates the level of the course (MSc) and the fifth digit indicates whether it runs in semester 1 or 2 (0 denotes a full year course unit).



2.2.1 Course Unit Selection

Compulsory (mandatory) courses

All students in the Department of Mathematics are automatically enrolled onto their compulsory course units as part of their programme of study. You can see which course units you are registered for by logging in to My Manchester.

Optional courses

If you are on a programme that includes optional course units, then you will need to self-select your optional course units; you can do this by going to 'My Manchester'. Further information is available from Course Requirements under the student intranet:

<https://www.maths.manchester.ac.uk/student-intranet/my-study/taught-masters/course-requirements/>.

Course unit **selection** for **optional course units** opens in September and closes at the end of week 2 in semester 1. You are strongly advised to provisionally select your optional course units as soon as you are able to ensure that you get a place on your preferred course unit options.

2.3 Timetabled Classes

Lectures

Lectures start on the hour and last for 50 minutes. The lecturer will present the course material using some combination of the board, slides and visualiser. You will usually be provided with an electronic version of the lecture notes and can also take your own notes. It is possible that you may not be able to understand all the material during the lecture and so you should spend time after the class reading through the notes and working on any related examples and exercises.

Feedback Tutorials

Feedback tutorials will provide an opportunity for students' work to be discussed and provide feedback on their understanding.

Postgraduate Timetables

Postgraduate timetables of all level 6 teaching components and coursework assessments are available from the study module. Students' personal timetables are available from My Manchester.

Podcasting

A number of the course unit Lectures in the Department are podcasted weekly. These podcasts are audio recordings (sound files) which are distributed electronically over the internet for students to access.

2.4 Private Study

As a general rule, for each hour in class you should spend two hours on independent study. This will include reading lecture notes and textbooks, working on exercises and preparing for coursework and examinations so that you fully understand the material.

2.5 Accreditation

The Actuarial programmes offered in the Department of Mathematics are accredited by the Institute and Faculty of Actuaries (IFA).

Students graduating from the Actuarial Science (MSc) programmes may be recommended for exemption from up to seven of the Core Technical (CT) subjects. This includes course units attached to the subjects detailed below:

- CT3 Probability and Mathematical Statistics
- CT4 Models
- CT6 Statistical Methods

- CT8 Financial Economics

Further information on the subjects and course units are listed on the student intranet under 'Accreditation': <https://www.maths.manchester.ac.uk/student-intranet/my-study/accreditation/>

2.6 Royal Statistical Society (RSS)

The Royal Statistical Society (RSS) provides accreditation to the MSc Statistics and the MSc Financial Statistics Pathway. Graduates from the MSc Statistics and MSc Financial Statistics Pathway can apply for the Graduate Statistician grade of professional membership of the Society.

<https://www.rss.org.uk/>

2.7 Study Resources

The **University of Manchester Library**, <http://www.library.manchester.ac.uk>, is situated on Burlington Street. Mathematics books are housed in the Blue Zone. You can also access the Manchester Business School Library, Manchester Metropolitan University Library and Manchester Central Library.

The **Alan Gilbert Learning Commons** offers a stimulating environment for study with the latest in learning technology, and is open 24 hours a day during term-time.

<http://www.library.manchester.ac.uk/locations-and-opening-hours/learning-commons/>

In the **Department of Mathematics**, Alan Turing Building, there is a study room for 4th year UG and PGT students on the first floor of the Alan Turing Building in **Room 1.211**. There is a large computer cluster in **room G.105**. This can be used by mathematics students whenever it is not timetabled for teaching. You may also use other computer clusters across the campus. The closest is in the George Kenyon Building which comprises a number of computers that have math packages available.



3. ASSESSMENT

Full details of assessment can be found in the Examination document at:

<https://www.maths.manchester.ac.uk/student-intranet/my-study/assessment-and-feedback/coursework-and-examinations/>.

Different mathematics course units have different assessment methods, varying from 100% coursework to 100% examination. Most units have a mixture of coursework and end of semester examination. Information on assessment for an individual course unit can be found in the course description at:

<https://www.maths.manchester.ac.uk/student-intranet/my-study/taught-masters/course-requirements/> or by using the course info search in [My Manchester](#).

3.1 Coursework

Coursework is assessed work done during the semester that counts towards the overall mark for a course unit. It may be an in-class test, an online test or a take home piece of work. Coursework dates and deadlines are released at the start of semester. Coursework marks and feedback should be returned to students within three working weeks of the test or deadline date. A coursework timetable will be made available outlining the deadlines, and when feedback should be returned.

Extensions and late work

Students can request an extension to a coursework deadline by submitting a [Mitigating Circumstances Form](#), before the coursework submission deadline. Students who submit a take-home coursework after the deadline without approved mitigating circumstances will be subject to a penalty. The mark awarded will reduce by 10 marks per day for up to 10 days (assuming a 0 -100 marking scale), after which a mark of zero will be awarded. The full policy can be found at <http://documents.manchester.ac.uk/display.aspx?DocID=29825>

3.2 Examinations

First semester course units are examined in January and second semester course units are examined in May/June. Resit examinations take place in August. See Section 1.4, 'Key Dates', for details. The final MSc exam board is normally held in the last week of October.

You will receive your individual examination timetable several weeks before the examination period on **My Manchester**. It is your responsibility to make sure you turn up to all your examinations at the correct time and in the correct room. Therefore students need to make sure they have made the correct travel arrangements in time for the examination. **Failure to read the timetable correctly, or incorrect travel time arrangements, is not an acceptable reason for absence.**

The University makes every effort to avoid holding examinations on religious festivals. If you are unable to attend an examination for strict religious reasons you should notify the Department's Exams Administrator: Stephanie Keegan, Stephanie.keegan@manchester.ac.uk, and complete an Examinations and Religious Observance Form.

Examinations start at either 9:45am or 2:00pm. Students may enter an exam room up to 30 minutes after the start time. Any student who arrives after 30 minutes will be refused entry by the invigilator; if this happens you should contact the Department of Mathematics (0161 275 5800) immediately.

You must take your **Student University ID card** to all examinations to confirm your identity.

Calculators may be used in some examinations and this will be specified on the front of the paper. Only calculators that cannot store text or transmit and receive information are allowed in University examinations.

Disciplinary Cases

It is a disciplinary offence to:

- copy from an examination paper of another student or allow copying from your script;
- introduce unauthorized materials such as books, notes, etc. into the examination room;
- have information relevant to the examination written on your person or belongings;
- be in possession of a mobile phone or other electronic device, except University approved calculators. However, if you do need these in your possession then you will be asked to place them under your chair in a plastic bag which is provided.

Disciplinary cases are reported to the University's Student Discipline Committee. Penalties range from a reprimand, awarding a mark of zero for the assessment through to expulsion from the degree programme.

Scheduling Constraints

Students must expect to have examinations on two or more consecutive days and, potentially, have more than one examination within a single day. The University will try to ensure that instances of these events happening are as few as possible, but it is simply not possible to construct an examination timetable within the existing parameters that spreads all examinations out equally for all students across the University. Further information on University examination guidelines can be found at

<http://www.exams.manchester.ac.uk/during-your-exams/>.

All marks will be made available on My Manchester after the end of semester meeting of the Board of Examiners. The marks are provisional until they have been ratified by the board of Examiners at the end of the academic year.

3.3 Progression Rules

The Department of Mathematics follows the University's progression rules with compensation, which can be found at <http://documents.manchester.ac.uk/display.aspx?DocID=13147> with the following exceptions:

- Postgraduate taught degrees at The University of Manchester are based on the National Framework for Higher Education Qualifications (FHEQ). This framework requires students to achieve credit at Master's level in order to get an award. An MSc programme will normally have 180 credits, a

Postgraduate Diploma programme will normally have 120 credits, and a Postgraduate Certificate programme will normally have 60 credits.

3.4 Compensation

Students can only be compensated up to 30 credits for PG Diploma/Masters and 15 credits for a PG Certificate. Compensation for postgraduates applies to marks between 40 and 49 for Masters programmes and between 30 and 39 for PG Diploma and PG Certificate programmes.

Postgraduate dissertations are normally not compensatable because of their high credit weighting, but a failed dissertation can be resubmitted, as long as it achieves a mark of 30 or above.

3.5 Degree Classification

The overall grade for an MSc degree is a weighted average of the taught and dissertation components. There are three MSc degree classifications, namely pass, merit and distinction. The criteria for obtaining each are:

Distinction: a grade of at least 70 in both the taught component and dissertation.

Merit: an overall grade in the range of 60-69.9.

Pass: 180 credits achieved using the MSc pass criteria.

What happens if a student does not satisfy these conditions can be found in 'Section J' of the **University Regulations**: <http://documents.manchester.ac.uk/display.aspx?DocID=13147>.

3.6 Academic Malpractice

Academic malpractice is any attempt – intentional or otherwise - to seek for yourself or another person an unfair advantage with a view to achieving a higher mark in an assessment than you would otherwise secure. It includes plagiarism, collusion, fabrication or falsification of results.

University guidance for students on academic malpractice can be found at: <http://documents.manchester.ac.uk/display.aspx?DocID=2870>.

Students found guilty of academic malpractice will be penalised. Penalties include a mark of zero for the piece of work, loss of credit or expulsion from the degree programme.

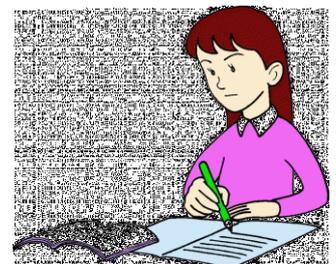
Plagiarism

Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. This also includes 'self-plagiarism' where you submit a piece of work you have presented for assessment on another occasion and submission of work from 'essay banks'.

Collusion

Collusion includes copying parts of another student's work or allowing someone to copy your work. It is acceptable for students to discuss coursework in general terms

but the submitted assessment should be all your own work. You should not show your work to another student. Students who allow another student to copy their work are also committing collusion and both the copier and the provider of the work are liable to be penalised. Students should take care not to leave work on printers or share passwords with other students. Penalties will be applied if there is evidence of academic malpractice. This can include being given a mark penalty to being excluded from the University.



Fabrication or falsification of data

Some courses will involve practical work where results and data are generated. You should not fabricate these results or data. They should be properly obtained and documented.

A full list of academic related policies is available from:

<http://www.regulations.manchester.ac.uk/academic/>.

4. STUDENT SUPPORT

Details of the support available to students are given here:

<https://www.maths.manchester.ac.uk/student-intranet/my-welfare/support-services/>.



4.1 Department Support Services

4.1.1 Key Contacts

Your Academic Advisor

You will be assigned an Academic Advisor at the start of your programme and this person will support you throughout your programme. You will have regular meetings with your Advisor during the year and you should contact them if you have any questions about your programme or you have any personal worries or problems. An Academic Advisor student brochure is available on the Departments intranet:

<https://www.maths.manchester.ac.uk/student-intranet/my-welfare/support-services/academic-advisors/>.

Your Academic Advisor will also be able to provide general advice on university life and help you to access central University Support Services such as the Careers Service, the Disability Advisory and Support Service and the Counselling Service. Your Academic Advisor will also be able to provide references for job applications and further study. Your Academic Advisor will have a weekly office hour and you can also contact them by email to arrange an appointment. Contact details for all staff in the Department can be found

at: <https://www.maths.manchester.ac.uk/about/people/>.

PGT Programme Director Peter Foster: peter.foster@manchester.ac.uk, room 2.229 has responsibility for all operational aspects of our postgraduate programmes.

- **Programme Tutor MSc in Actuarial Science:**

Dr Kees van Schaik: kees.vanschaik@manchester.ac.uk, Tel: 0161 275 5853, Room: 2.142.

- **Programme Tutor MSc in Applied Math:** Dr Gareth Wyn Jones, gareth.jones-10@manchester.ac.uk,

Tel: 0161 306 3642, Room: 1.115.

- **Programme Tutor MSc in Math Finance:** Dr Denis Denisov, denis.denisov@manchester.ac.uk, Tel: 0161 306 3678, Room: 2.129.

- **Programme Tutor MSc in Pure Math & Logic:** Dr Tuomas Sahlsten, tuomas.sahlsten@manchester.ac.uk, Room: 2.120.

- **Programme Tutor MSc in Statistics:** Dr Jingsong Yuan, jingsong.yuan@manchester.ac.uk, Tel: 0161 306 3695, Room: 2.208.

Departmental Head of Education

Dr Charles Walkden is the Departmental Head of Education (DHoE) who has overall responsibility for all undergraduate and postgraduate taught programmes in the Department. He is responsible for overseeing the strategic development of teaching within the Department.

Head of Department

Professor Oliver Jensen, oliver.jensen@manchester.ac.uk, Tel: 0161 306 3685, Room: 1.205a.

Senior Advisor

The Senior Advisor is responsible for ensuring that the academic advising system works correctly. If you have a problem with your academic advisor then you should contact the Senior Advisor Professor Sergei Fedotov sergei.fedotov@manchester.ac.uk.

4.1.2. Teaching and Learning Office

The **Teaching and Learning Office (TLO)** is based in room G.204 of the Alan Turing Building behind the reception area.

Contact details: mathematics@manchester.ac.uk, Tel: 0161 275 5800/5801. You can also follow our Twitter account to keep updated with careers information, volunteering opportunities, events and advice: [@MathematicsTLO](https://twitter.com/MathematicsTLO)

The TLO can help you with:

- Programme information, including timetabling
- Registration and course unit selection
- Disability support
- Pastoral and welfare support
- Assessments and examinations.

Teaching and Learning Managers

Francesca Moss – responsible for curriculum management and deals with registration, timetables and other undergraduate and postgraduate administration, and covers student experience.

Stephanie Keegan - responsible for assessments and examinations and other undergraduate and postgraduate administration, and is the Department's Disability Coordinator.

Teaching and Learning Officer

Claudia Spencer, claudia.spencer@manchester.ac.uk

Teaching and Learning Administrative Assistants

Gemma Reed, gemma.reed@manchester.ac.uk,

Julie Thompson, julie.thompson@manchester.ac.uk.

James Platt, james.platt@manchester.ac.uk

Luke Smith (PG Administrator), luke.smith@manchester.ac.uk

Receptionist and University Information

Tracey Smith, tracey.smith@manchester.ac.uk, Tel: 0161 275 5800.



4.1.3 Student Support and Guidance



Student Support Administrator, Sebastian Rees, Sebastian.Rees@manchester.ac.uk,

Tel: 0161 275 4632.

Sebastian can provide additional pastoral support. He can also provide information on the procedures for applying for mitigating circumstances and applications to repeat a year or interrupt your studies.

Support for Students with a Disability

The Department’s Disability Coordinator is Stephanie Keegan, Stephanie.keegan@manchester.ac.uk, Tel: 0161 306 6415. Stephanie works with the University’s Disability Advisory and Support Service (DASS) to organize support for students with disabilities, such as extra time in examinations and accessible learning materials. Students who require such support should register with DASS, dass@manchester.ac.uk, and contact the Disability Coordinator as soon as possible.

4.2 University Support Services

Students who need to contact the University Support Services directly, rather than contact the Department, please see the Advice and Guidance websites listed at:

<https://www.studentsupport.manchester.ac.uk/>

4.3 If Things Get Difficult for You: Mitigating Circumstances

What are mitigating circumstances?

Grounds for mitigation are unpreventable or unforeseeable circumstances that could have, or did have, a significant adverse effect on the academic performance of a student. Possible mitigating circumstances include:

- significant illness or injury,
- the death or critical/significant illness of a close family member/dependent,
- significant family crises or major financial problems leading to acute stress,
- absence for public service, e.g. jury service.

As soon as any problems arise you should speak to either your Academic Advisor and/or Programme Tutor. If your circumstances have affected any assessed work you should complete a Mitigating Circumstances Form. Details about mitigating circumstances and the online form can be found at

<https://www.maths.manchester.ac.uk/student-intranet/my-welfare/support-services/mitigating-circumstances/>. The Student Support Officer, Sebastian Rees, Sebastian.Rees@manchester.ac.uk, can also offer advice about applying for mitigating circumstances.

Always submit your mitigating circumstances form as soon as you can. Do not wait for evidence before you submit your form. To delay telling the Department of any problems will weaken your case.

Deadlines

The deadlines for submitting your Mitigating Circumstances for academic year 2019/20 are as follows

For issues within the First Semester Teaching period	10th January 2020, 4 PM.
For issues within the First Semester Exam period	27th January 2020, 4 PM.
For issues within the Second Semester Teaching period	8th May 2020, 4 PM.
For issues within the Second Semester Exam period	5th June 2020, 4 PM.

4.4 Academic Advisor Meetings

You are required to attend a number of scheduled meetings with your Academic Advisor. This is so that they can monitor your academic progress and help you with your future planning. There are three scheduled meetings during the academic year:

- **New Academic Year Meeting** – as part of the induction process for new students and a review of the previous academic year for returning students.
- **Semester 1 Review Meeting** – during **week 7 and 8** of **Semester 1** to review progress in Semester 1 course units.
- **Semester 2 Review Meeting** – during **weeks 5 and 6** of **semester 2** to review first semester exam results and progress in semester 2 course units.

Students may request additional meetings, or the Academic Advisor may instigate additional meetings as the need arises. The Academic Advisor Brochure is available from the student intranet: <https://www.maths.manchester.ac.uk/student-intranet/my-welfare/support-services/academic-advisors/>.

4.5 Student Representation and Feedback

Feedback from students on teaching and support is important to the Department. The Department has a team of **student representatives** that are appointed at the start of each academic year and who attend the PGT Staff Student Liaison Committee each semester.

Students are represented on Committees such as the Department PGT Committee and the Student-Staff Liaison Committee. For details of student representation and feedback go to our student intranet: <https://www.maths.manchester.ac.uk/student-intranet/my-welfare/submitting-feedback/>. You will need your username and password to access this page.

We gather feedback from students in several ways:

- Week 3 feedback for all taught course units available from the study module.
- Unit Surveys at the end of semester for each taught course unit.
- Feedback from Student Representatives, discussed at the Student-Staff Liaison Committee meetings each semester.
- Feedback from students and representatives as discussed in the fortnightly Student Forum.
- Feedback to Academic Advisors and the Senior Advisor.
- Postgraduate Taught Experience Survey which runs biennially. The next Survey will be in 2020.

4.5.1 The Department's Student Forum

The Department's Student Forum meets fortnightly and provides the opportunity for students to raise problems they are having with their studies. All taught student representatives should attend the Student Forum as part of their role, but it is open to all taught students. The Forum is chaired by the Student Support Officer Sebastian Rees. Further information on the Department's Student Forum is available from the Department student intranet.

4.5.2 Exam Feedback and Viewing Examination Scripts

Students are given an opportunity to view their marked examination scripts after each exam period. You will receive an email about booking an appointment to view scripts. This will help you gain feedback on why you got the mark you did and how you can improve in the future.

The Department does not remark examination scripts. However, students can request that their script is checked to ensure that all parts have been marked and the total mark has been calculated correctly.

4.5.3. Your Say for Your Uni

The University runs a 'Your Say for Your Uni' campaign, details available from: <http://www.yoursay.manchester.ac.uk/>, whereby students can get involved in changing University life.

4.6 Changing your Degree Programme or Status

4.6.1 Transferring Programmes

Students wishing to transfer to a different degree programme should talk to their Academic Advisor. A transfer of programme requires the completion of a Transfer Form available online at <https://www.maths.manchester.ac.uk/student-intranet/my-study/taught-masters/forms/>. This form is to be submitted for approval from the Programme Tutor of the programme to which you are applying. Students will be informed once the application has gone through the approval process.

4.6.2 Interruption of Studies

Sometimes students need to interrupt their programme because of medical or personal problems, or to enable them to undertake an internship or work experience. If you are thinking of interrupting you should discuss this with your Academic Advisor.

Applications to interrupt for medical or personal reasons **must** be supported by independent documentary evidence. You may discuss what evidence would be suitable either with the Student Support Officer, Sebastian Rees in the Teaching and Learning Office, or with your Academic Advisor or your Programme Director.

You should complete an Interruption of Studies form available online at <https://www.maths.manchester.ac.uk/student-intranet/my-study/taught-masters/forms/>.

If applying for medical or personal problems the Department should be made aware of these problems as soon as possible and evidence collected at the time. To delay informing the Department will weaken your case and attempting to collect evidence long after any problems occurred may well prove difficult.

The decision from the online request form is made by the Programme Director.

4.6.3 Withdrawing from a Programme

Students who are thinking of leaving their programme should consult their Academic Advisor as soon as possible. To delay may mean paying fees for a period you are not attending University. If you decide to withdraw, you should complete a Withdrawal Form, available online at

<https://www.maths.manchester.ac.uk/student-intranet/my-study/taught-masters/forms/>.

A confirmation email will follow.

For students who interrupt or withdraw from their programme part way through the academic year, the Student Payments and Registration Team in the Student Service Centre will re-calculate the tuition fee for the year based on the number of days in attendance. Further details are available from:

<http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/payments/interruptions-and-withdrawals/>.

4.6.4 Part-time Students

a) The number of modules to be taken by part-time students per year

Each MSc programme has a set format for part-time students with clear progression from year 1 to year 2. Students should normally follow this template which would be based on a 50:50 split between years 1 and 2. A form is available for students to apply formally to vary from this rule.

b) The number of modules to be taken by part-time students per semester

If optional units are available then students should only take a maximum of 4 units from the choices each semester as part of their programme across the two years of their programme.

c) When can a student change from Full-time to Part-time

Students may change to the part-time programme up to 1 week before the commencement of the first semester examinations.

Students with deferrals in a minimum of two semester 1 examinations and mitigating circumstances may change to the part-time programme up to 1 week before the commencement of the semester two examinations.

Students **MUST** specify which courses they wish to defer at the time of application.

4.7 Appeals and Complaints

Appeals

Students may appeal against the decision of the Board of Examiners. Note that appeals on the basis of academic judgement are **not** allowed. Students are advised to hold informal discussions with the Department of Mathematics about their case prior to submission of their appeal. An appeal must be made within 20 working days of the release of results. Further information about academic appeals can be found at: <http://www.regulations.manchester.ac.uk/basic-guide-academic-appeals/>.

Complaints

The University recognizes that students have a legitimate right to complain about their programme, facilities or services provided. It is hoped that most complaints can be resolved by taking up the matter with the member of staff concerned, the Student Forum, the PGT Programme Director or the Head of Education. However there is a University procedure for dealing with complaints that cannot be resolved informally. Further information can be found at:

<http://www.regulations.manchester.ac.uk/regulation-xvii-student-complaints-procedure/>.

4.8 Work and Attendance Monitoring

Students on taught postgraduate programmes in the Department of Mathematics are normally expected to attend **ALL** lectures, feedback tutorials, feedback supervisions, workshops, seminars, computing laboratories, project/dissertation supervisions, coursework assessments and Academic Advisor meetings held in connection with the programme on which they are studying. These are used as trigger points.

Any assessment and examination absences due to medical or personal problems must be supported by a Mitigating Circumstances Form and documentary evidence. Further information can be found at: <https://www.maths.manchester.ac.uk/student-intranet/my-welfare/support-services/mitigating-circumstances/>.

The Department of Mathematics uses the following **attendance trigger points**:

- For postgraduate taught students, attendance will be monitored at random weekly lectures and tutorials.
- All taught students in the Department of Mathematics are expected to sit **ALL** examinations and coursework tests for their degree programme and to submit **ALL** coursework assignments by the deadlines specified.
- All taught students in the Department of Mathematics are expected to attend **ALL** Academic Advisor Meetings.
- Attendance at examinations, submission of coursework assignments, and attendance at Academic Advisor meetings will be recorded, and students who are absent or fail to submit coursework without good reason will receive warning correspondence.

4.8.1 Consequences of Unsatisfactory Work and Attendance

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

- **First warning** stating the actions the student is required to take in order to improve their attendance, including a compulsory interview with a senior member of the academic staff. Failure to respond to this request and not attending this meeting will result in the Department issuing a formal warning.
- **Formal warning** stating that unless the student complies with the actions specified in the letter to improve attendance, the Department may refuse the student permission to take examinations or assessments, with the consequence that the student may be excluded from the programme.
- **Final warning** stating that unless the student takes action as stated in the formal warning, the student will be notified of a withdrawal date and consequently withdrawn from the University.*

Students who have received a formal warning and have poor academic performance in Semester 1 without mitigating circumstances may be withdrawn from the programme at this stage if they fail to improve their attendance.

Students who are absent for a continuous period of 30 days or miss an entire end-of-semester set of examinations without informing the Department of any mitigating circumstances will be assumed to have

withdrawn. Students will be withdrawn from the University either at the end of February for Semester 1 and the end of June for semester 2.*

*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.

Further information can be found in Regulation XX Monitoring Attendance and Wellbeing of Students at: <http://www.regulations.manchester.ac.uk/policy-on-recording-and-monitoring-attendance/>.

4.8.2 Certificate of illness and absence from the University

It is a requirement as a registered student with the University of Manchester that you register with a local General Practitioner (GP). A list of GP practices can be obtained from the Occupational Health Centre on Waterloo Street, no 38 on the campus map: <https://www.manchester.ac.uk/discover/maps/interactive-map/> any University Hall of Residence or any local pharmacy. You can also find information on the NHS website, <http://www.nhs.uk/Service-Search>.

If you have a severe illness then you should consult your GP or, for emergencies, the Accident and Emergency Department of a hospital. If an illness means that you will be absent from the University for more than 7 days, including a weekend then you should also consult your GP. Students will need to inform the Department of any periods of illness. Please also see Section 4.3 on Mitigating Circumstances if there have been problems affecting your studies.

4.9 International Students

On your arrival at the University, you must go to the Student Services Centre with your passport and visa to allow them to take a copy of the documents as required by the UK Visas and Immigration (UKVI). Students requiring specialist tutorial assistance and welfare arrangements should contact International Advice Team, Student Services Centre, Burlington Street, Tel: 0161 275 5000. Further details available from:

<http://www.studentsupport.manchester.ac.uk/immigration-and-visas/>

4.9.1 Tier 4 Audit for International Students

The Department needs to provide a report to UK Visas and Immigration (UKVI) on attendance and progression of students who entered the UK under Tier 4 of the points-based system.

This report, known as an audit, is a requirement of the Home Office and the University is obliged to hold this four 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 in the UK.

Under Tier 4 you are required to maintain an up to date UK address. You must therefore ensure that you have a valid home country address, a local address (i.e. Manchester address), your mobile telephone number and email details as a registered student on the student system at all times via My Manchester. You should also update the UKVI with any contact details while you are studying in the UK. Under Tier 4 you are also obligated to inform the Department when you return to your home country or leave the UK. You must inform the Department, via e-mail at mathematics@manchester.ac.uk, when you plan to leave the UK and your return dates. We can then inform the Home Office of your authorised absence if contacted by immigration.

Your audit may take the form of a face-to-face meeting with an administrative or academic member of staff, or it could take another form (e.g. registration card collection, monitored attendance at tutorials and support classes, 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.

4.9.2. Census Dates

<http://www.studentsupport.manchester.ac.uk/immigration-and-visas/tier-4-responsibilities/>

Census Point:	Dates:
October	23 September – 4 October 2019
January	13 January – 24 January 2020
May	13 May – 3 June 2020
July	13 July – 24 July 2020

4.9.3 English Language Classes

The Department of Mathematics offers English Language support designed to be suitable for Postgraduate taught students in Mathematics. Please ask for more information at reception if you wish to participate.

For non-native English speakers the University organises formal in-sessional English language support classes. Please see: <https://www.languagecentre.manchester.ac.uk/study-english/> for further information or visit: <https://www.manchester.ac.uk/study/international/why-manchester/student-support/english-language-courses/>.

4.9.4 Support for International Students

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>. Other help for International (non-EU) students is available from the University's International Advice Team:

<https://www.manchester.ac.uk/study/international/why-manchester/student-support/>.

4.10 Student Societies and Groups

MATHSOC:

A student led mathematics society which arranges a variety of social events for students of the Department. To visit their Facebook page: <https://www.facebook.com/groups/UoMMathSoc/>. The MathSoc also have an office in the Department, which can be found in the Atrium of the Alan Turing Building.

Students' Union:

Engage in a number of societies and groups, visit the list from their website:

https://manchesterstudentsunion.com/groups?group_type=club-society-782&group_cat=&search.

International Society:

<https://www.manchester.ac.uk/study/international/why-manchester/multicultural/community-societies/society/>.

4.11 Volunteering

Social responsibility is a key goal at the University and therefore offers countless ways to get involved, give and gain as a volunteer. Volunteering experiences and opportunities can change the direction of your dreams. Visit the website: <https://www.manchester.ac.uk/study/experience/student-life/university/volunteering/>.

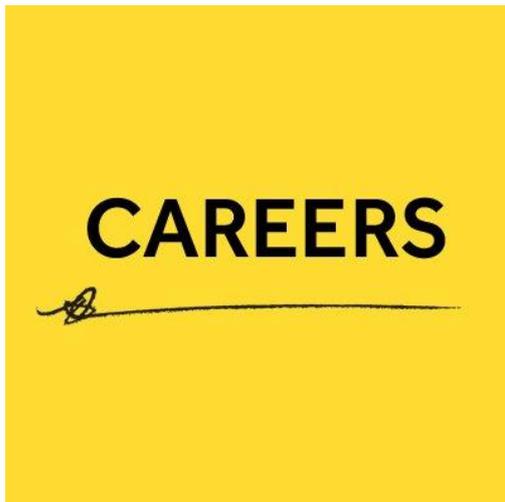
4.11 Careers

The University and the Department of Mathematics run events throughout the year to help students to plan for their future careers or further study. We run an annual maths careers fair called 'Calculating Careers', careers talks and opportunities to talk to careers staff and employers.

The University's Careers Service, www.careers.manchester.ac.uk, offers advice sessions on choosing a career, developing a CV and preparing for interviews. Internship and graduate job opportunities can be found through CareersLink: <http://www.careers.manchester.ac.uk/services/aboutcareerslink/>

The Department of Mathematics Careers website can be found at <https://www.maths.manchester.ac.uk/study/careers-and-employability/>. Here you will find useful information on employability opportunities and events.

These careers link are also available via the My Future tab in My Manchester.



The TLO wish you good luck in the academic year!