A brief guide to the handbook

This is a brief summary of the main points of the handbook. It is not intended to replace the handbook and should be read alongside the handbook and University regulations.

Structure of the MSc Your MSc programme consists of a taught component (September to May/June) and a dissertation component (June to September).

The taught component consists of Semester 1 (September–January) and Semester 2 (February–June). Teaching in Semester 1 takes place from September to December with exams in January. Teaching in Semester 2 takes place from February to May with exams in May/June. The exact dates are given in the handbook.

Passing the MSc The pass mark for the MSc is 50. The rules for what happens if you fail some course units or the dissertation are described in the handbook [see page 38]. The handbook also explains what you need to do to be awarded a Merit or Distinction.

Dissertations Your programme director will be in contact with you between Easter and the Semester 2 exams to explain how the process for allocating dissertation topics and supervisors works for your programme.

Your dissertation will likely contain a large amount of mathematics. Experience shows that students find it easier to write their dissertations in the mathematical typesetting programme \( \LaTeX \). Introductory classes to \( \LaTeX \) are run in Welcome Week and in Week 6 of Semester 1.

The deadline for submitting your dissertation is 4th September 2015.

Academic advisors and your programme director You will be allocated an ‘academic advisor’. They will be your main contact in the School. If you have any problems or issues, then you should talk to your academic advisor. If your academic advisor is unable to help then they will normally be able to direct you to someone who can. You can also consult with your programme director.

The Alan Turing Building The School of Mathematics is located in the Alan Turing Building. The Teaching & Learning Office is located at reception as you enter the building. The MSc workroom (where MSc students have access to work space and computers) is the Brian Hartley Room, Room 1.211.

Email and communication from the School You will have your own University of Manchester email account. Email is the main form of communication in the University and you must check your University email regularly.

My.Manchester, Blackboard and online material You can access many online services by logging in to my.manchester.ac.uk. Blackboard (available via My.Manchester) is the main virtual learning environment in the University where course unit material (lecture notes, example sheets, etc) can be found.
Links to course unit material can also be found via the School’s website www.maths.manchester.ac.uk (click on ‘Study’ then ‘information for current students’).

Mitigating circumstances or illness If you are ill or if you experience any personal difficulties that affect your studies (for example, illness of a close family member) then it is vitally important that you inform the School promptly. Forms are available from http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/student-support/mitigating-circumstances/ (a doctor’s note, letter from the counselling service, etc) to support your case. You should also discuss any problems that you are having with your academic advisor or programme director.

You cannot request mitigation after you receive your exam results in the hope of improving your exam marks.

Full details of what counts as mitigating circumstances can be found in the handbook.

Academic malpractice Academic malpractice includes:

- plagiarism (copying material from a source without referencing it correctly)
- collusion (if you work together with another student and submit substantially the same work)
- cheating in examinations.

If you are found to have committed academic malpractice then you can expect very severe penalties. Ignorance of what counts as academic malpractice is not a defence. Plagiarism is covered in the MATH70000 Induction module available on Blackboard.

Attendance monitoring If you are an international student then the University has a legal obligation to the UKVI to ensure that you are studying on your programme. All international students are required to attend a census 4 times per year; failure to do so will affect your visa.

Language support If you are an international student then you may benefit from courses on academic writing run by the University’s Language Centre. See www.langcent.manchester.ac.uk/english/academicsupport.

Further information A complete set of information for your programme can be found in the PGT Handbook. You can also ask your academic advisor, programme director or the Teaching & Learning Office.