School of Mathematics

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## Welcome and Introduction Week:

**21 September 2015 - 25 September 2015**

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<tr>
<th>Activity</th>
<th>From</th>
<th>To</th>
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<tbody>
<tr>
<td><strong>Registration:</strong></td>
<td>1 September 2015</td>
<td>30 September 2015</td>
</tr>
<tr>
<td><strong>Academic Advisor Meeting:</strong></td>
<td>Week commencing 21 September 2015</td>
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</table>

## Semester 1:

**28 September 2015 - 31 January 2016**

http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-stude...
<table>
<thead>
<tr>
<th>Tier 4 Census Dates:</th>
<th>28 September 2015</th>
<th>9 October 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reading Week:</strong></td>
<td>2 November 2015</td>
<td>6 November 2016</td>
</tr>
<tr>
<td><strong>Academic Advisor Meeting:</strong></td>
<td>Week commencing 9 November 2015</td>
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</tr>
<tr>
<td><strong>Christmas Break:</strong></td>
<td>18 December 2015</td>
<td>18 January 2016</td>
</tr>
<tr>
<td><strong>First Semester Examinations:</strong></td>
<td>18 January 2016</td>
<td>29 January 2016</td>
</tr>
<tr>
<td><strong>Tier 4 Census Dates:</strong></td>
<td>18 January 2016</td>
<td>29 January 2016</td>
</tr>
<tr>
<td><strong>First Semester Mitigating Circumstances Deadline:</strong></td>
<td>5 February 2016</td>
<td></td>
</tr>
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</table>

**SEMESTER 2:**

1 February 2016 - 10 June 2016

<p>| <strong>Academic Advisor Meeting:</strong> | Week commencing 29 February 2016 |
| <strong>Examination Feedback Session (Semester 1 scripts):</strong> | Week commencing 14 March 2016 |
| <strong>Academic Advisor Meeting:</strong> | Week commencing 25 April 2016 |</p>
<table>
<thead>
<tr>
<th><strong>Second Semester Mitigating Circumstances Deadline:</strong></th>
<th>17 June 2016</th>
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</thead>
<tbody>
<tr>
<td><strong>Easter Break:</strong></td>
<td>18 March 2016</td>
</tr>
<tr>
<td><strong>Semester 2 Examinations:</strong></td>
<td>19 May 2016</td>
</tr>
<tr>
<td><strong>Tier 4 Census Dates:</strong></td>
<td>19 May 2016</td>
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</table>

### SUMMER

<table>
<thead>
<tr>
<th><strong>Tier 4 Census Dates:</strong></th>
<th>15 July 2016</th>
<th>29 July 2016</th>
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<tbody>
<tr>
<td><strong>Examination Feedback Session (Semester 2 scripts - referred students only):</strong></td>
<td>Week commencing 20 July 2016</td>
<td></td>
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<tr>
<td><strong>Referred/deferred Exams (resits)</strong></td>
<td>22 August 2016</td>
<td>2 September 2016</td>
</tr>
<tr>
<td><strong>Examination Feedback Session (Semester 2 scripts)</strong></td>
<td>Week commencing 5 September 2016</td>
<td></td>
</tr>
<tr>
<td><strong>Referred/deferred Exams Mitigating Circumstances deadline</strong></td>
<td>9 September 2016</td>
<td></td>
</tr>
<tr>
<td><strong>MSc Dissertation Submission Deadline</strong></td>
<td>9 September 2016</td>
<td></td>
</tr>
</tbody>
</table>
MSc Dissertation Mitigating Circumstances deadline | 16 September 2016

- Week 6 of Semester 1 is designated as a reading week.
- Week 12 of Semester 2 is designated as a revision week, when classes are held as normal but will normally be devoted to revision.
1. Introduction

Welcome to the School! Manchester has one of the largest School of Mathematics in the country with over 90 academic members of staff, over 200 postgraduate students, and more than 1,000 undergraduate students, and our research interests span across all branches of mathematics from pure to applied to probability/statistics. We hope to make your time here both productive and enjoyable!

1.1 How to read this handbook

This handbook contains most of the information that you will need to study on the MSc programmes taught within the School of Mathematics. In many places this handbook refers to the University's policies, regulations and guidance documents which are the definitive source of information and rules for your programme.

In this handbook, `taught postgraduate students' or `students' refers to students registered on MSc, Postgraduate Diploma or Postgraduate Certificate programmes within the School of Mathematics.

1.2 Points of contact

Your main point of contact throughout your studies will be your academic advisor and/or programme director. Later in the year you will also be allocated a dissertation supervisor, who will supervise your progress through the dissertation component of the MSc. The roles of all the people who can help you or offer advice are given below.

1.2.1 Your academic advisor

Your academic advisor is there to take a direct interest in your academic progress and general welfare and should be the first point of contact should you experience any problems or difficulties. Your progress will be followed through a series of meetings which take place at regular times.
throughout your programme. Your academic advisor will also be easily available throughout your programme; many academic advisors operate an ‘open-door’ policy, alternatively you can email them to arrange a mutually convenient time to meet.

You will informed who your academic advisor is at registration.

1.2.2 Course unit lecturers

Lecturers are responsible for each of the taught course units. They will give lectures, run examples classes, and will be responsible for setting and processing your coursework and examinations. Lecturers are normally willing to talk to students about specific problems with their particular course unit.

1.2.3 Your programme director

The programme director is responsible for the overall running of your programme and studies. They are also responsible for ensuring that the process of allocating dissertation topics and supervisors goes smoothly.

<table>
<thead>
<tr>
<th>MSc in Actuarial Science:</th>
<th>Dr Kees Van Schaik</th>
<th>ext. 55853 Rm 2.142 <a href="mailto:kees.vanschaik@manchester.ac.uk">kees.vanschaik@manchester.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc in Applied Mathematics:</td>
<td>Dr Will Parnell</td>
<td>ext. 55908 Rm 2.238 <a href="mailto:william.parnell@manchester.ac.uk">william.parnell@manchester.ac.uk</a></td>
</tr>
<tr>
<td>MSc in Mathematical Finance:</td>
<td>Dr Jonathan Bagley</td>
<td>ext. 63662 Rm 2.139 <a href="mailto:jonathan.bagley@manchester.ac.uk">jonathan.bagley@manchester.ac.uk</a></td>
</tr>
<tr>
<td>MSc in Pure Mathematics &amp; Mathematical Logic:</td>
<td>Dr Marcus Tressl</td>
<td>ext. 63672 Rm 2.118 <a href="mailto:marcus.tressl@manchester.ac.uk">marcus.tressl@manchester.ac.uk</a></td>
</tr>
</tbody>
</table>
1.2.4 Your dissertation supervisor

Your supervisor is responsible for your progress on your dissertation (for M.Sc. students) or report (for Diploma students). Supervisors will be allocated in Semester 2; your Programme Director will circulate details nearer the time.

1.2.5 The Teaching and 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: Anna Bigland (ext. 50176), e-mail: mathematics@manchester.ac.uk.

1.2.6 The Director of Postgraduate Studies

The Director of Postgraduate (Taught) Studies has overall responsibility for postgraduate taught programmes in the School. The Director of Postgraduate (Taught) Studies is: Dr Peter Foster (ext. 55915), email: peter.foster@manchester.ac.uk.

1.2.7 The Head of School

Professor Peter Duck (ext. 55831).

1.2.8 The Associate Dean of Teaching and Learning in the Faculty of Engineering and Physical Sciences

Professor Danielle George (ext. 64796)
1.2.9 The Vice-President and Dean of the Faculty of Engineering and Physical Sciences

Professor Martin Scröeder (ext. 69111)

Under most normal circumstances the people described above should be able to resolve any problems you may have.

A list of staff members in the School of Mathematics, with their room numbers, phone numbers and email addresses is available on the school website http://www.maths.manchester.ac.uk (http://www.maths.manchester.ac.uk/).
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2. Facilities for postgraduate students

2.1 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 your read email sent to your university email address on a regular basis.

If you regularly use another account (for example, a private Gmail/Yahoo/etc account) then you may wish to link your University email to this email address.

2.2 Computing facilities

There are two computer networks available to research students within Mathematics: the University Windows system and the School Linux system. The School's Linux system gives 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. You will also have a school UNIX e-mail account which you may wish to link to your main university account.

There are PC clusters located across the University campus. In the Alan Turing Building there are University PCs located in the MSc/MMath workroom (see section 2.7) on the 1st floor and in the computer cluster on the ground floor. The PCs in the MSc/MMath workroom also run the School Linux image.

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](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 and to download a copy of the 2014-2015 “A Guide to IT Services” booklet please visit their website at: [http://www.itservices.manchester.ac.uk/](http://www.itservices.manchester.ac.uk/).
2.3 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 (http://my.manchester.ac.uk/) with your University username.

2.4 Blackboard

We will make extensive use the eLearning environment Blackboard. You can access this via http://my.manchester.ac.uk (http://my.manchester.ac.uk/). We expect that you are, after induction week, able to use them to access course material and communicate with your colleagues. More information about Blackboard can be found here: http://www.studentnet.manchester.ac.uk/blackboard (http://www.studentnet.manchester.ac.uk/blackboard/).

2.5 Printing

Taught postgraduate students have access to free printing from University PCs located in the School of Mathematics. Printing must ONLY be used in relation to your studies. Usage is closely monitored and any abuses will lead to you being charged for the full cost of your printing and your future printing access will be removed.

2.6 Photocopying

Photocopiers are available in all of the library buildings. Taught postgraduate students do not have access to the photocopiers in the School.

2.7 MSc and MMath student workroom
2. Facilities for postgraduate students | The University of Manchester | School of Math... Page 3 of 4

Taught postgraduate students have access to computers and hot-desking facilities in the Brian Hartley Room, 1.211, on the 1st floor of the Alan Turing Building. This space is so that you have somewhere quite in which to work between lectures, or where you can work on your dissertation. You are expected to keep noise to a minimum. Food and drinks are not allowed in the workroom and you should ensure that the workroom is kept clean and tidy.

2.8 Access to the building

The Alan Turing Building is normally open from 8:30am to 5:30pm Monday to Friday, except when the University is closed.

Postgraduate 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 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.

The vicinity of the buildings should not be considered completely safe at night, particularly for unaccompanied women.

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

2.9 Library facilities

The library service is provided through a range of different types of library, 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.

As a postgraduate student you will often need to locate and read research papers published in journals, particularly when you are preparing your dissertation. 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 taught postgraduate students should attend this.
3. Registration

3.1 September Registration 2015

Registration is open from 1 September. For full details of the registration process, please see http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration.

Remember: you can register, at your own pace and at a convenient time, between 1 September and the deadline of 30 September. Please be aware that if you do not complete registration by this date, you will be liable for a late payment charge of £50. Failure to complete registration by the 31 October 2015 will result in the late charge increasing to £200.

If you have a query about registration please contact the Student Services Centre on:

Tel: +44 (0)161 275 5000 option 4
email: ssc@manchester.ac.uk

3.2 Welcome week

Each programme has an induction period at the beginning of the academic year. During this period there is a wide range of activities arranged to help you with the programme, your studies and your life at University, here in Manchester and in the UK.

In the School of Mathematics at the beginning of the academic year, there is an introduction to the School, to university facilities, to staff and your fellow students, and courses on the use of various computer packages. The list of courses relevant for you is in your pack.
In addition to School activities, the University and the Students' Union have a range of introductory events, including the Societies Fair where you may choose from an enormous list of activities, from Fencing to Mountaineering, from Dance to Films, Chess to Bell-ringing, from Political and Religious Groups, to Charities and Hobbies.

3.3 University card

You will be required to collect your University card (student card) after completing your online registration. International students (i.e., non-EU/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 University card. International students who do not have these documents with them will not be issued with a University card.

You can find a list of venues issuing University cards at http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration/registration-process/student-card-collection/ (http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration/registration-process/student-card-collection/)

International Students must attend International Check In to be issued a student card.

3.4 Tuition Fees

Information regarding tuition fees is available from the Student Services centre, and also online at http://www.campus.manchester.ac.uk/ssc/ tuitionfees (http://www.campus.manchester.ac.uk/ssc/tuitionfees).

3.4.1 Funding awards made by the School

If you were notified of a funding award, the School 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 School.
3.4.2 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, you may miss your first maintenance payment. Therefore it is important to complete your bank account details as soon as possible. Once you have completed your bank account details any outstanding maintenance payments will be transferred into your account.

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

Make sure you are logged in to My Manchester (http://my.manchester.ac.uk/) using your central username and password - e.g mfbxiskv - which you were given when you signed up for your IT account.

Go to the ‘My Services’ (http://my.manchester.ac.uk/tab/myservices) Tab and click the ‘Student System’ link

Click Campus Finances and then View Financial Aid and click on the green button to enter your bank details.

Note: If you cannot see this green button, this means that we already have bank details on record for you.

If you wish to change your bank account details, please visit the Student Services Centre (https://my.manchester.ac.uk/d/crucial-guide/ssc-contact-details/) during opening hours to complete the appropriate paperwork.
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4. Tier 4 and International Students

4.1 International students

On your arrival at the University, you must go the Student Services Centre with your passport and visa to allow them to take a copy of the documents as required by the UKVI.

Students requiring specialist tutorial assistance and welfare arrangements should contact International Advice Team, Student Services Centre, Burlington Street (275 5000).

http://www.manchester.ac.uk/study/international/why-manchester/student-support/

4.2 Tier 4 audit for international students

The School 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 MyManchester.
Under Tier 4 you are obligated to inform the School when you return to your home country or leave the UK. You must inform the School (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 supervisions, 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.

### 4.3 2015-16 Census Dates:

<table>
<thead>
<tr>
<th>Census Point</th>
<th>Dates</th>
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<tbody>
<tr>
<td>October 2015</td>
<td>28 September - 9 October 2015</td>
</tr>
<tr>
<td>January 2016</td>
<td>18 - 29 January 2016</td>
</tr>
<tr>
<td>May 2016</td>
<td>19 May- 8 June 2016</td>
</tr>
<tr>
<td>July 2016</td>
<td>15 - 29 July 2016</td>
</tr>
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</table>

(Postgraduate Only)

### 4.4 English Language Classes

The School of Mathematics runs a course of English Language courses suitable for taught students ‘English for Mathematicians’. Please ask for more information at reception if you wish to participate.

For non-native English speakers, we strongly recommend attendance at the university in-sessional English language support classes. Please see http://www.langcent.manchester.ac.uk/english/academicsupport/ (http://www.langcent.manchester.ac.uk/english/academicsupport/) for further information.
4.5 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 (http://www.internationalsociety.org.uk/). Other help for International (non-EU) students is available from the University's International Advice Team http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration (http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration).
5. The MSc programmes and the taught component

5.1 Taught postgraduate programmes

The School runs 5 taught postgraduate programmes. Each programme consists of (i) the taught component, running across the two semesters, and (ii) the dissertation component, running across the summer. The structure of each programme, including a list of the course units that you need to take, are given on the following pages.

MSc in Actuarial Science (http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/course-units-offered/actuarial-science/)

MSc in Applied Mathematics (http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/course-units-offered/applied-mathematics/)

MSc in Applied Mathematics with Industrial Modelling (http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/course-units-offered/applied-mathematics/industrial-modelling-pathway/)

MSc in Applied Mathematics with Numerical Analysis (http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/course-units-offered/applied-mathematics/numerical-analysis-pathway/)

MSc in Mathematical Finance (http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/course-units-offered/mathematical-finance/)

MSc in Pure Mathematics and Mathematical Logic (http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/course-units-offered/pure-mathematics-and-mathematical-logic/)

MSc in Statistics (http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/course-units-offered/statistics/)
5.2 Course units

5.2.1 Course units and credits

Each course unit is worth a certain number of credits (usually 15, sometimes 30). To obtain the MSc Degree, you will normally need to pass course units worth 180 credits in total. This includes the dissertation which is worth either 90 or 60 credits depending upon the programme.

To obtain a Postgraduate Diploma, you will need 120 credits in total. To obtain a Postgraduate Certificate, you will need 60 credits in total.

Codes for Mathematics taught course units consist of the letters MATH followed by five digits. The first indicates the level of the course unit. In general, a level of 6 corresponds to an MSc unit. The fifth digit denotes the semester in which the course unit is offered: 1 indicates a First Semester course unit, 2 indicates a Second Semester course unit and 0 indicates a full-year course unit.

5.2.2 Syllabuses and online material

Syllabuses (course unit descriptions) for all Mathematics course units may be found at the website:

http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/course-units-offered/statistics/financial-statistics-pathway/

The course unit page for each course unit contains a link to the online course material. The nature of the online course material varies from course unit to course unit, but it may include lecture notes, examples sheets and solutions, and past examination papers. Online course material can also be obtained via Blackboard, the University's eLearning environment. You can log on to Blackboard by going to http://my.manchester.ac.uk.
5.2.3 Course unit selection

Course unit selection will be available as a self-service facility for students from 22 September at the following website: [http://www.studentnet.manchester.ac.uk/selfservice/course-unit-selection](http://www.studentnet.manchester.ac.uk/selfservice/course-unit-selection). Before registering for courses, you must first check with your Programme Director for approval. The self-service course unit selection will close two weeks after the start of teaching for the first semester courses and for full-year courses. It will remain open for second semester courses until the cut-off point two weeks after the start of the second semester. You should already be enrolled onto your mandatory course units.

5.2.4 Support classes (Tutorials)

Each course unit normally has a number of support classes associated with it. Lecturers hand out examples sheets on a regular basis. In a support class, the lecturer will be available to offer you individual help with any problems you may be having with the questions on the example sheets or lectured material. The lecturer may also work through some of the questions on the blackboard.

5.2.5 Research seminars

There are a number of seminar series running in the School. These vary from research seminars (where experts, often internationally renowned researchers, give talks about their current research) to more informal seminar series often run by postgraduate students (such as the Pure Postgraduate Seminar, the Informal Applied Seminar and the Postgraduate Probability Seminar). Attending and participating in the seminars can be particularly useful if you are intending to go on to do research, either by studying for a PhD or working in research in industry. You should talk to your academic advisor about which seminars you might want to attend.

A complete list of the seminar series run in the School can be found here: [http://www.maths.manchester.ac.uk/our-research/events/seminars](http://www.maths.manchester.ac.uk/our-research/events/seminars).

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 School. Taught postgraduate students are also welcome to attend. See [http://www.maths.manchester.ac.uk/~pgconf/](http://www.maths.manchester.ac.uk/~pgconf/).
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Actuarial Science (1 Year) [MSc] course units

The MSc in Actuarial Science programme is fully accredited by the Institute and Faculty of Actuaries (IFoA), the official professional body of actuaries and the insurance industry in the UK. This entails there are regular meetings between the programme committee and representatives of the IFoA concerning the state and development of the programme. Furthermore students on this MSc programme can earn exemptions for some of the exams that are part of the education towards (fully) qualified actuary offered by the IFoA. In particular, exemptions for the IFoA exams CT3, CT4, CT6 and CT8 are obtained by students who perform satisfactory (currently, 'satisfactory' means an overall average in the taught component of at least 60% and all marks should be at least 50%). Students who don't satisfy these criteria can potentially still be awarded one or more of the above four exemptions provided their performance in the courses relevant for the exemption(s) under consideration is satisfactory. This will be decided on a case by case basis at discretion of the Independent Examiners (representatives of the IFoA). It should be noted that this programme has not been designed with maximising the number of exemptions for students in mind; instead the philosophy is to provide students with a strong and future proof grounding in the mathematics crucial for a modern actuary. More details can be found on the webpage http://www.maths.manchester.ac.uk/study/postgraduate/courses/pgt-courses/actuarialscience1yearmsc/

The programme is suited for those with a good first degree in mathematics or a degree with substantial mathematical content.

The programme combines elements from Mathematical Finance, Statistics and more specialised actuarial topics such as mortality models, risk theory and the use of Bayesian statistics to name a few in order to provide a student with a working knowledge of all the main mathematical techniques and concepts present in modern actuarial practice.

Above and beyond that the program offers an intensive and rigorous education in the probabilistic concepts that are at the core of the topics studied, thus providing a successful student with the mathematical skills and tools necessary to be ready for future developments in the actuarial field as well as to be eligible for a broader range of employment sectors, including for example financial and risk management.
## Level 6 course units

<table>
<thead>
<tr>
<th>Description</th>
<th>Semester</th>
<th>Requirement</th>
<th>Credit Rating</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH67201 - Martingales Theory for Finance</td>
<td>1</td>
<td>Mandatory</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH69511 - Actuarial Models 1</td>
<td>1</td>
<td>Mandatory</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH69531 - General Insurance</td>
<td>1</td>
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<tr>
<td>MATH69551 - Quantitative Risk Management</td>
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<td>MATH68032 - Time Series Analysis and Forecasting in Finance</td>
<td>2</td>
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<tr>
<td>MATH68052 - Generalised Linear Models and Survival Analysis</td>
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<tr>
<td>MATH69102 - Stochastic Modelling in Finance</td>
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<td>MATH69542 - Risk Theory</td>
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</tbody>
</table>
School of Mathematics

Applied Mathematics (1 Year) [MSc]

Structure of the programme

Students can take the MSc in Applied Mathematics or alternatively can choose to take one of the structured pathways, leading to an MSc in Applied Mathematics with Numerical Analysis or an MSc in Applied Mathematics with Industrial Modelling.

Students will take 8 taught course units (120 credits) throughout semesters 1 and 2. This will give a broad training in advanced Applied Mathematics. For the MSc in Applied Mathematics there are 5 compulsory units and 3 optional units (chosen from 6 optional courses). For students taking the pathway courses, all 8 taught courses are compulsory.

Dissertations undertaken over the summer can be taken in collaboration with industry and various sponsored projects are available. Choices of dissertations will be made after the January exams. Some of the work undertaken in the transferable skills will then be focused on the areas of importance for the dissertation topic chosen.

Aims of the programme

The aims of the programme are to train students in a broad range of Applied Mathematical Methods and techniques both analytical and computational with a focus on application areas. The aim is that students will pick up a variety of skills of great use for entrance onto a PhD programme or entrance into employment within an industrial sector where knowledge of applied mathematics is of great use.

Emphasis is on engagement with industry where possible and to train students not only to do mathematics but also to gain additional transferable skills of importance in academia and industry. Notably, in the transferable skills unit, students will focus on group work, mathematical modelling problems, communication of work undertaken via written projects and oral presentations and develop their research skills.
## Level 6 course units

<table>
<thead>
<tr>
<th>Description</th>
<th>Semester</th>
<th>Requirement</th>
<th>Credit Rating</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH64041 - Applied Dynamical Systems</td>
<td>1</td>
<td>Mandatory</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH64051 - Mathematical Methods (as MAGIC022)</td>
<td>1</td>
<td>Mandatory</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH65061 - Continuum Mechanics</td>
<td>1</td>
<td>Optional</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH66101 - Numerical Linear Algebra</td>
<td>1</td>
<td>Optional</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH69111 - Scientific Computing</td>
<td>1</td>
<td>Mandatory</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH64062 - PDEs: Theory and Practice (MAGIC058)</td>
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<td>Mandatory</td>
<td>15</td>
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</tr>
<tr>
<td>MATH65122 - Transport Phenomena and Conservation Laws</td>
<td>2</td>
<td>Optional</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH65132 - Stability Theory</td>
<td>2</td>
<td>Optional</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH66052 - Approximation Theory and Finite Element Analysis</td>
<td>2</td>
<td>Optional</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH66132 - Numerical Optimization and Inverse Problems</td>
<td>2</td>
<td>Optional</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH65740 - Transferable Skills for Applied Mathematicians</td>
<td>1 and 2</td>
<td>Mandatory</td>
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</tr>
</tbody>
</table>
School of Mathematics

Applied Mathematics (1 Year) [MSc] course units (Industrial Modelling pathway)

Structure of the programme

Students can take the MSc in Applied Mathematics or alternatively can choose to take one of the structured pathways, leading to an MSc in Applied Mathematics with Numerical Analysis or an MSc in Applied Mathematics with Industrial Modelling.

Students will take 8 taught course units (120 credits) throughout semesters 1 and 2. This will give a broad training in advanced Applied Mathematics. For the MSc in Applied Mathematics there are 5 compulsory units and 3 optional units (chosen from 6 optional courses). For students taking the pathway courses, all 8 taught courses are compulsory.

Dissertations undertaken over the summer can be taken in collaboration with industry and various sponsored projects are available. Choices of dissertations will be made after the January exams. Some of the work undertaken in the transferable skills unit will then be focused on the areas of importance for the dissertation topic chosen.

Aims of the programme

The aims of the programme are to train students in a broad range of Applied Mathematical Methods and techniques both analytical and computational with a focus on application areas. The aim is that students will pick up a variety of skills of great use for entrance onto a PhD programme or entrance into employment within an industrial sector where knowledge of applied mathematics is of great use.

Emphasis is on engagement with industry where possible and to train students not only to do mathematics but also to gain additional transferable skills of importance in academia and industry. Notably, in the transferable skills unit, students will focus on group work, mathematical modelling problems, communication of work undertaken via written projects and oral presentations and develop their research skills.
# Level 6 course units

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<tr>
<th>Description</th>
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<tr>
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<td>6</td>
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<tr>
<td>MATH65740 - Transferable Skills for Applied Mathematicians</td>
<td>1 and 2</td>
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<td>6</td>
</tr>
</tbody>
</table>
School of Mathematics

Applied Mathematics (1 Year) [MSc]
course units (Numerical Analysis pathway)

Structure of the programme

Students can take the MSc in Applied Mathematics or alternatively can choose to take one of the structured pathways, leading to an MSc in Applied Mathematics with Numerical Analysis or an MSc in Applied Mathematics with Industrial Modelling.

Students will take 8 taught course units (120 credits) throughout semesters 1 and 2. This will give a broad training in advanced Applied Mathematics. For the MSc in Applied Mathematics there are 5 compulsory units and 3 optional units (chosen from 6 optional courses). For students taking the pathway courses, all 8 taught courses are compulsory.

Dissertations undertaken over the summer can be taken in collaboration with industry and various sponsored projects are available. Choices of dissertations will be made after the January exams. Some of the work undertaken in the transferable skills will then be focused on the areas of importance for the dissertation topic chosen.

Aims of the programme

The aims of the programme are to train students in a broad range of Applied Mathematical Methods and techniques both analytical and computational with a focus on application areas. The aim is that students will pick up a variety of skills of great use for entrance onto a PhD programme or entrance into employment within an industrial sector where knowledge of applied mathematics is of great use.

Emphasis is on engagement with industry where possible and to train students not only to do mathematics but also to gain additional transferable skills of importance in academia and industry. Notably, in the transferable skills unit, students will focus on group work, mathematical modelling problems, communication of work undertaken via written projects and oral presentations and develop their research skills.
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</tr>
</tbody>
</table>
School of Mathematics

Mathematical Finance (1 Year) [MSc]
course units

· Aims of the programme

The programme’s primary aim is to provide students with a knowledge and understanding of the main theoretical and applied concepts in the mathematics underlying modern finance theory. The focus of the programme is on mathematical theory and modelling, drawing from the disciplines of probability theory, scientific computing and partial differential equations to model relations between asset prices and interest rates, and to develop models for pricing, risk management and financial product development.

A further programme aim is to develop students’ power of inquiry, critical analysis and logical thinking and to apply theoretical knowledge to current issues of policy and practice. These skills will be essential in carrying out a piece of original empirical research. This research constitutes the final dissertation stage of the Masters programme. To this end, the programme offers high quality teaching informed by theoretical and empirical research and is taught by research-active staff.

Finally, the programme aims to provide a thorough training in financial mathematics to prepare students for careers in areas such as financial engineering, risk and investment management and derivative pricing. It also aims to provide many of the tools required to undertake high quality research in academic and financial institutions [MSc only]. The programme meets the requirements of the national qualifications framework for a level M (Masters) degree.

· Intended Learning Outcomes of the programme
Upon completion of the programme, students passing at the MSc level of achievement should be able to demonstrate:

1. Have advanced knowledge and systematic understanding of the main theoretical and applied concepts in mathematical finance including: hedging strategies; binomial model; risk-neutral valuation; diffusion-type models for stock prices; Black-Scholes equation, stochastic volatility models.

2. Have a comprehensive knowledge and understanding of derivatives and financial engineering.

3. Have a critical understanding of stochastic calculus and be able to apply stochastic processes in discrete and continuous financial models.

4. Be able to draw from the disciplines of probability theory, scientific computing and partial differential equations to derive relations between fundamental variables such as asset pricing, market movements and interest rates, which can be used to develop models for pricing, monitoring, risk management and product development.

5. Knowledge and expertise in the development of a research enquiry and to select the tools necessary for executing the research; the skills to pursue independent learning, to analyse and interpret quantitative and qualitative data and to present results in a form that is appropriate.

6. A critical awareness of research issues, methodologies and methods in mathematical finance, combined with a knowledge of corresponding skills in planning and managing a research project equipping students to carry out a piece of research.

Level 6 course units

<table>
<thead>
<tr>
<th>Description</th>
<th>Semester</th>
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<tr>
<td>BMAN70141 - Derivative Securities</td>
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<td>BMAN70381 - Asset Pricing Theory</td>
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<td>Description</td>
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<td>MATH67101 - Stochastic Calculus</td>
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<tr>
<td>MATH60082 - Computational Finance</td>
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<tr>
<td>MATH67112 - Brownian Motion</td>
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<td>Mandatory</td>
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<tr>
<td>MATH69102 - Stochastic Modelling in Finance</td>
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<td>Mandatory</td>
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<tr>
<td>MATH69122 - Stochastic Control with Applications to Finance</td>
<td>2</td>
<td>Mandatory</td>
<td>15</td>
<td>6</td>
</tr>
</tbody>
</table>
School of Mathematics

Pure Mathematics and Mathematical Logic (1 Year) [MSc] course units

• Aims of the Programme

The programme aims to: provide you with training in a wide range of modern developments in pure mathematics and mathematical logic; encourage a sophisticated, rigorous and critical approach to mathematics; and to prepare you to follow a career as a professional mathematician in industry and/or research.

• Structure of the Programme

Full-time students

During the first two semesters, you will undertake the taught element of the programme. This comprises of a number of taught course units and project work. Each taught course unit, including the project, is worth 15 credits (except for the double project, which is worth 30 credits). You are free to choose which courses you do, subject to the following:

• You must take 90 credits of taught course units (for the MSc and Diploma programmes) and 60 credits (for the Certificate).
• MSc and Diploma students must write a project in either the first or second semester. If you decide to write the project in the first semester, then you may (subject to approval by the project supervisor and the course director) extend it to a double project in the second semester.
It is recommended that you take 45 credits in each semester. You will have the opportunity to discuss which courses you will take when you meet your personal tutor at the beginning of each semester.

You will make the final decision as to which courses you will take for credit at exam registration.

**Part-time students**

Similar arrangements hold if you are a part-time student. The part-time programme lasts 2 years. You will be expected to study 90 credits of taught material (including a compulsory project) during the 4 semesters, subject to the same restrictions as for full-time students listed above. You will also be expected to write a 90-credit dissertation (for MSc students) or a 30-credit report (for Diploma students).

The exact arrangements will vary for each part-time student, depending on which course units you want to take and any of your other commitments. You will have spoken with the programme director either before commencing the course or during the induction week to decide on which course units you will study and when. For example, you may wish to take two course units in the first two semesters, write your project over the summer of your first year, take another course unit in semester 3, and finally write the dissertation during semester 4 and over the summer of the second year.

**The Project**

You are required to write a project during the taught component of the programme, written under the guidance of your project supervisor. A single project is worth 15 credits. If you write the project during the first semester then, if you and your project supervisor feel that it is going well and you wish to take the subject further, you may extend the project into a 30-credit project, to be written over the two semesters.

Assessment is based primarily on the written project, but a short oral exam will also take place.

More details about the project, such as advice on selecting a topic, the amount of work required, and the method of assessment are given on the project unit's website.

You can also find some informal advice at

http://www.maths.manchester.ac.uk/raag/MSc/MSc.php
(http://www.maths.manchester.ac.uk/raag/MSc/MSc.php)
Dissertations and Reports

For MSc students the dissertation involves you working closely with a member of staff, normally on a topic of current research interest, and then writing and submitting a dissertation. The dissertation may be expository or may contain original research. Normally, you will write your dissertation on a topic related to your project (in which case your project supervisor will normally become your dissertation supervisor), but it is possible to write your dissertation in another area, provided suitable supervision is available.

You should discuss your choice of dissertation topic with your personal tutor or with the programme director by the end of the second semester at the latest. You will normally commence work on your dissertation immediately after the May/June examination period, although some preliminary reading may be done during the second semester.

For Diploma students, the report involves writing a more limited account on a topic of mathematical interest. Normally you will write your report on a topic related to that in your project, and your project supervisor will normally supervise your report.

Level 6 course units

<table>
<thead>
<tr>
<th>Description</th>
<th>Semester</th>
<th>Requirement</th>
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<th>Level</th>
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<td>MATH61001 - Linear Analysis</td>
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<td>MATH61061 - Differentiable Manifolds</td>
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<tr>
<td>MATH61071 - Algebraic Topology</td>
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<td>MATH61201 - Project Semester One</td>
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<td>MATH62001 - Group Theory</td>
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<td>MATH62051 - Hyperbolic Geometry</td>
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<td>MATH62061 - Representation and Characters of Groups</td>
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<td>MATH63021 - Set Theory</td>
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<tr>
<td>MATH63051 - Model theory</td>
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<td>MATH61012 - Fourier Analysis and Lebesgue Integration</td>
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<td>MATH61022 - Analytic Number Theory</td>
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<td>MATH61082 - Riemannian Geometry</td>
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<td>MATH61202 - Project Semester Two</td>
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<td>MATH62082 - Algebraic Groups</td>
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<td>MATH62112 - Lie Algebras</td>
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<td>MATH62122 - Galois Theory</td>
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<td>MATH63042 - Godel's Theorems</td>
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<tr>
<td>MATH61000 - Double Project</td>
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</table>
School of Mathematics

Statistics (1 Year) [MSc] course units

· Aims of the programme

The M.Sc. programme in statistics offers students thorough, professional and high quality training in statistics, thus preparing them for work as statisticians in a range of areas including business, industry, education, medicine as well as government and scientific research establishments.

Through the pathway structure, the emphasis is on providing a good general coverage of the subject together with additional, more specialist instruction in certain areas. The principal strength of the programme is that training is given in the practical side of the subject at the same time as providing a thorough appreciation of the theory underpinning the methodology. The main general aims are to develop each student's understanding of statistical theory and methodology, enable them to solve substantial and realistic statistical problems and to communicate effectively the findings and results.

· Intended Learning Outcomes of the programme

On successful completion of the course students will:

· have specialized knowledge and understanding of selected statistical topics at an advanced level which take into account recent advances in the subject;
• use acquired knowledge and skills to enable them to apply and adapt statistical methodology and modelling techniques to real-life problems in both observational and designed studies and communicate the results of them clearly;

• have an appreciation of the general principles of statistical inference and their implications in data analysis;

• have acquired and shown skills in completing an extended individual study of a statistical problem and of presenting the results in a dissertation;

• have developed attitudes and confidence which will allow them to acquire new statistical knowledge and expertise throughout their future careers in statistics.

Structure of the Programme

The MSc programme in Statistics allows students to take one of three different MSc degrees, depending on their interests and career aspirations. These are the main programme in Statistics and an associated pathway in Financial Statistics. Each one is built around a common core of five modules and then students study an additional set of three specialist modules to make a total of eight in all.

Level 6 course units

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<tr>
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<tr>
<td>MATH68001 - Statistical Inference</td>
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<td>MATH68011 - Linear Models with Nonparametric Regression</td>
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<tr>
<td>MATH68061 - Multivariate Statistics</td>
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<td>MATH68091 - Statistical Computing</td>
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<tr>
<td>MATH68082 - Design and Analysis of Experiments</td>
<td>2</td>
<td>Mandatory</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH68122 - Markov Chain Monte Carlo</td>
<td>2</td>
<td>Mandatory</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH68132 - Longitudinal Data Analysis</td>
<td>2</td>
<td>Mandatory</td>
<td>15</td>
<td>6</td>
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</tbody>
</table>
School of Mathematics

Statistics (1 Year) [MSc] course units (Financial Statistics pathway)

· Aims of the programme

The M.Sc. programme in statistics offers students thorough, professional and high quality training in statistics, thus preparing them for work as statisticians in a range of areas including business, industry, education, medicine as well as government and scientific research establishments.

Through the pathway structure, the emphasis is on providing a good general coverage of the subject together with additional, more specialist instruction in certain areas. The principal strength of the programme is that training is given in the practical side of the subject at the same time as providing a thorough appreciation of the theory underpinning the methodology. The main general aims are to develop each student's understanding of statistical theory and methodology, enable them to solve substantial and realistic statistical problems and to communicate effectively the findings and results.

· Intended Learning Outcomes of the programme

On successful completion of the course students will:

· have specialized knowledge and understanding of selected statistical topics at an advanced level which take into account recent advances in the subject;
Structure of the Programme

The MSc programme in Statistics allows students to take one of three different MSc degrees, depending on their interests and career aspirations. These are the main programme in Statistics and an associated pathway in Financial Statistics. Each one is built around a common core of five modules and then students study an additional set of three specialist modules to make a total of eight in all.

Level 6 course units

<table>
<thead>
<tr>
<th>Description</th>
<th>Semester</th>
<th>Requirement</th>
<th>Credit Rating</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH68011 - Linear Models with Nonparametric Regression</td>
<td>1</td>
<td>Mandatory</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH68091 - Statistical Computing</td>
<td>1</td>
<td>Mandatory</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH68181 - Extreme Values and Financial Risk</td>
<td>1</td>
<td>Mandatory</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>MATH68191 - Statistical Modelling in Finance</td>
<td>1</td>
<td>Mandatory</td>
<td>15</td>
<td>6</td>
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<tr>
<td>Description</td>
<td>Semester</td>
<td>Requirement</td>
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<tr>
<td>MATH68032 - Time Series Analysis and Forecasting in Finance</td>
<td>2</td>
<td>Mandatory</td>
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<tr>
<td>MATH68052 - Generalised Linear Models and Survival Analysis</td>
<td>2</td>
<td>Mandatory</td>
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<tr>
<td>MATH68122 - Markov Chain Monte Carlo</td>
<td>2</td>
<td>Mandatory</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
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<td>2</td>
<td>Mandatory</td>
<td>15</td>
<td>6</td>
</tr>
</tbody>
</table>
6. The Dissertation Component

MSc students write a dissertation over the summer, supervised by their dissertation supervisor. This section describes how the dissertation component works and gives some informal guidance on how to write your dissertation.

6.1 Allocation of dissertation topics

Dissertation topics and supervisors will normally be allocated to students during the second semester, taking into the account the interests of each individual student and the number of academic staff that are available. Each MSc programme has its own process for allocating MSc dissertations and your programme director will inform you of the process for yours during the second semester.

6.2 Your dissertation supervisor

This section identifies the responsibilities of your supervisor and yourself during the period of your dissertation.

Depending on your programme, your dissertation counts for either 60 or 90 credits. Hence, it is a serious piece of work and you must have a high degree of self-motivation.

You should establish appropriate supervision arrangements with your supervisor at the start of the project. Contact your supervisor as soon as possible to arrange a first meeting when you can discuss a rough timetable. The frequency of the meetings should be dependent on the nature of the project and will be agreed with you subject to your supervisor's discretion. A normal level of supervision might be half-hourly meetings each week or hourly meetings each fortnight, but this may vary depending on your supervisor and the nature of your dissertation topic; the frequency of meetings may also change over the course of the dissertation component. Your supervisor can also be accessible at other appropriate times for advice and for responding to difficulties you may raise,
subject again to the supervisor's discretion. However, arrangements need to be fluid, as academic staff have many other things to do beside project supervision. If your supervisor expects to be absent for a significant period of time (e.g. 3 weeks or more) then he/she will normally arrange alternative temporary substitute supervision. As a matter of courtesy, you should always arrive on time for your arranged meetings. You should never fail to turn up at a meeting without good reason. If you have to cancel an appointment then you should endeavour to contact your supervisor in advance.

If you are unhappy at any stage with the supervision you are receiving then you should, in the first instance, contact your programme director; however, changing your supervisor may not always be possible.

The responsibilities of your supervisor are to:

1. Discuss the project with you and, in particular, to make sure that in general terms the project is feasible within the time available.
2. Indicate, at the beginning of the project period, if necessary, useful, relevant reading.
3. Give guidance about: the nature of the project and the standard expected, the planning of the work required, relevant existing literature, sources and requisite research techniques.
4. Maintain contact through regular meetings (the frequency of such meetings is subject to his/her discretion and should be agreed in advance; one meeting each week or one meeting every two weeks would be considered normal).
5. Be accessible at other appropriate times, for example by email or during office hours, subject to discretion.
6. Notify you when they will be absent from the School for more than a few days, and consider making alternative supervision arrangements during long (eg over 3 weeks) absences.
7. Give advice on the necessary completion dates for successive stages of the work, so that you submit your dissertation by the required deadline.
8. Answer all reasonable requests for advice, in particular regarding plagiarism and general advice on academic writing.
9. Where feasible and reasonable, make you aware when work or progress in your research is below standard. However, note that you are ultimately responsible for the standard of your dissertation.

You can normally expect your supervisor to provide a critical reading and detailed feedback on at least one substantial portion (e.g. one chapter) of your dissertation. This would normally include correction of English where necessary, but does not include full proof-reading.

Note: dissertations must attain a good standard of English. It is not the responsibility of the supervisor to ensure this. It is your responsibility to ensure that spelling and grammar are free of errors. If your written English is too poor to be routinely corrected, then your supervisor may advise you on appropriate remedial action, for example attending courses provided by the University's Language Centre.
You should not expect your supervisor to provide repeated detailed correction of your dissertation; this would give you an unfair advantage over other MSc students.

Your responsibilities are to:

1. Take the initiative in raising problems or difficulties, bearing in mind that prompt discussion and resolution of problems can prevent difficulties and disagreements at a later stage.
2. Maintain progress of your work in accordance with the stages agreed with your supervisor.
3. Maintain written records of the progress of work and discussions with your supervisor in order to facilitate the writing of a dissertation.
4. Remain in Manchester for the duration of your project work, except by prior agreement with the School (which will normally only be given in exceptional circumstances).
5. Making your supervisor aware of any circumstances likely to affect your work.
6. Being familiar with the University, Faculty and School regulations and policies that affect you, including the University's policy on the presentation of MSc dissertations and the University's policy on plagiarism.
7. Allowing adequate time for the binding of your dissertation.
8. Recognize that your dissertation is an examined piece of work which will be marked by two examiners. In many ways, therefore, the dissertation is just like any other examination that you undertake. It is you, and no one else, who must sit a conventional, written examination. Similarly, it is you alone who must write the examined dissertation.
9. Understand that your supervisor can give help and advice on how to carry out the research but has to strike a balance on the amount of help he/she can offer. If your supervisor gives too much help, the dissertation reflects (to an unacceptable extent) his/her work and abilities instead of your own.

In other words, it is your sole responsibility to demonstrate that you can write a dissertation of satisfactory standard. This is a responsibility that you cannot and should not share with any other person - be it another student, your supervisor, or anyone else.

6.3 Submitting your dissertation

The deadline for submitting your dissertation is 9 September 2016 by 4pm.

You must submit your dissertation electronically via Blackboard.

Guidance on the presentation of your dissertation is available here: http://documents.manchester.ac.uk/DoculInfo.aspx?DocID=2863
It is strongly recommended that you use the University's LaTeX style file muthesis.cls and the template .tex file, thesis.tex available from https://www.maths.manchester.ac.uk/intranet/it-support/useful-files/.

6.4 Plagiarism and academic malpractice

It is vitally important that you understand what plagiarism is and that you correctly cite other people's work that you have used in your dissertation. Your dissertation supervisor can offer more advice on this. You should also see the guidance below on how to correctly reference and cite other works. You should also read the section on academic malpractice.

6.5 Guidance on writing your dissertation

6.5.1 General guidance

This section contains some guidance on what may be expected of a satisfactory dissertation; you should, however, always consult your dissertation supervisor if you are unsure about what is expected of you. The length of the dissertation may vary depending on your programme and on your dissertation topic. A typical dissertation will normally be between 45 and 75 pages (possibly with the addition of tables and appendices), based upon a 12-point font size and 1.5 line spacing.

There is a LaTeX style file available on the School's website that produces dissertations in the correct format (see above). As a general rule, the inclusion of computer code is not encouraged unless it is central to the aim of the dissertation. If you are writing your dissertation in LaTeX and need to include pictures or diagrams, it is perfectly acceptable to draw them (neatly) by hand. You can scan hand-drawn pictures in as .jpg files and then include them in the electronic copy of your dissertation by using the command \includegraphics[width=10cm]{filename.jpg} in the preamble of your dissertation and in the main body.

Past experience suggests that the best dissertations are written up as the project progresses. This allows supervisors to comment on early drafts, which can lead to improvements. Also many students don't seem to realise just how time consuming writing up can be! Past experience also suggests that taking too much time off leads to a poor dissertation. We suggest you take your longest holiday break in September after submission.

Past experience also suggests that poor dissertations can often be the result of:
Dissertations should normally contain:

- a cover page which gives the title of the project, a statement, the name of the student, the name of the student's department/school and the year of submission;
- an abstract;
- a detailed list of contents at the start;
- an introduction to the project and the dissertation;
- proper structure in the main body of the text including section numbering;
- conclusions;
- a full and detailed list of references (bibliography);
- acknowledgement of all persons who have contributed to the development of the project.

Some questions that the examiners will be asking are:

- Does the introduction say clearly what the dissertation is about?
- How well have you explained the area of work and summarised the relevant literature?
- Does the dissertation show evidence of learning beyond the material of the taught courses and options?
- If the dissertation is mainly a survey, is it complete and up to date, and have you shown clearly by summarising and comparing the literature in your own words, that you have mastered the subject?
- If the dissertation involves numerical work, is it described clearly enough for someone else to reproduce the calculations, if required, and do the conclusions demonstrate that you understand what has been done?
- Does the dissertation have a logical structure?
- Are books and journal articles adequately referenced? Note that a complete bibliography is important for a good dissertation and should not be ignored.
- Where the results of numerical and other work are being discussed is this just a statement of what the results are or does the text contain real interpretation of the results. For example, does the text explain why the results are as they are?

It is not necessary, and in fact would be quite uncommon, for a dissertation to contain truly original work that would be classified as research. What matters is that it shows your own understanding of the chosen subject (not your supervisor's!). Remember, it is your work that is being examined and not the supervisor's.

Style and layout are up to you, subject to the constraints on structure detailed above. However, it is a good idea to look through a few journal articles or suitable books and note the elements of good style. Your dissertation supervisor can also advise you on good mathematical style.
The final version of the dissertation should be free of typing and spelling mistakes. Modern word processing packages can check spelling and identify poor grammar. Examiners may tolerate, at their discretion, a small number of errors. However, a large number of spelling mistakes and errors in grammar may be cited by examiners as a reason for failing your dissertation.

The thesis should contain all the necessary diagrams, formulae, tables, charts and bibliography. These items must be clearly presented with appropriate identifying information (titles, equation numbers, labels etc). Sources of data must be given in full detail.

6.5.2 Referencing

References should be entered in an appropriate format (see below for examples). Candidates must check to make sure that no references are missing from the bibliography. As with spelling/typing mistakes and poor use of English grammar, omission of references can cause the award of the degree to be deferred or refused.

There are many different acceptable referencing styles. Professional journals and scholarly books provide examples of different acceptable styles and your supervisor can also provide guidance on referencing style.

References to publications in the text or footnotes, other than to newspapers, magazines, or popular periodicals, should be as follows:

'Smith (1992) reports that ...', 'Chan et al. (1995) content analyse ...', '(see Fama and French, 1994)' or 'Smith [1] reports that...', 'Chan et al. [2]...', '(see Farma and French [FF1]).'

Note that "et al." can be used where there are more than two authors and you are referring to the article for a second or further time. Note also that if the passage that contains the citation is already in parenthesis, we normally omit the parenthesis around the year of the reference. Finally, when you are referring to a very specific point in an article that is incidental to its main contribution, or when you include a quotation from an article, you should give the specific page reference to where this can be found in the original article. For example, “... Beaver (1996, p. 45) refers to ...” or “by Robinson [R, Theorem 6.3]”. You should not list references separately in footnotes. If the footnote itself includes text that contains a reference, you then follow the same procedures as in the main text.
You must make sure that all references appearing in your main text (and footnotes) are listed in the list of references at the end of the main text. The reference list must be in alphabetical order of the first author's surname.

Here are some examples of how to correctly provide references.

For books or monographs:

Author(s), Year (in brackets), Title (underlined), Edition (in brackets), City of publication, Publisher


For contributions to collective works:


For periodicals:

Author(s), Year (in brackets), Title (between apostrophes), Journal name (underlined), Volume number, issue number, Page numbers

Example:


For references on the web:


Where the reference list contains more than one source from the same author(s) for the same year they should be distinguished by 2000a, 2000b, etc.

References to newspapers, magazines, and popular periodicals:
These should not appear in the reference list, but should be referred to in the text or footnotes as follows, ‘The Financial Times (20 June 2001) reported that ...’,

‘Observers also criticized the extent of Gent's control over Vodafone (Economist, May 2000).’

There are many other acceptable styles of listing references.
7. Assessment

7.1 Coursework

Many course units have a coursework element, which counts towards the assessment of the course unit. Typically, the coursework counts for about 20% of the total marks available for the course unit, but some course units are assessed entirely by coursework while others are assessed entirely by examination. The coursework can take various forms and details will be provided by the lecturer or given on the course unit's webpage.

7.1.1 Coursework submission

Coursework that requires hard-copy submission must be submitted to the Teaching and Learning Office Main Reception in the Alan Turing building. Submission forms are available and you will be given a receipt by the receptionist. The deadline for submission is 4pm on the day the work is due.

7.1.2 Penalties for late submission

The mark awarded will reduce by 10 marks per day for 5 days (assuming a 0-100 marking scale), after which a mark of zero will be awarded. See also Section 7.4 on mitigating circumstances.

7.1.3 Mitigating circumstances

Students may be given permission to submit work late if there are Mitigating Circumstances but this would need to be authorised in due course by the Mitigating Circumstances Panel. You should apply for an extension by submitting a School of Mathematics Mitigating Circumstances Form and you should apply before the deadline whenever possible. Applications submitted after the deadline must have a good reason for not being submitted before the deadline. Should you be unable to submit coursework (or project work) as a result of illness or any other acceptable cause, you should see the lecturer or supervisor concerned and your Programme Director. You should also obtain a
doctor’s note (whenever possible) and complete a School of Mathematics Mitigating Circumstances Form, available online from http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/student-support/
(http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/student-support/). Your case will then be considered by the appropriate Mitigating Circumstances Panel, which will decide what action to take (if any).

7.1.4 Return of coursework

Your coursework will normally be returned within 10 working days via reception or in lectures.

7.1.5 Coursework offences

See section on academic malpractice.

7.2 Examinations

Details about examinations and links to all examination regulations are given at the following website:

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/
(http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/)

7.2.1 Examination of School of Mathematics course units

First Semester course units are normally examined in January, while 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 course units. They will also
give you examples of typical examination questions. Examination papers from previous years are
available via the University website:

http://documents.manchester.ac.uk/pastpapers.aspx
(http://documents.manchester.ac.uk/pastpapers.aspx)

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 and this will be stated on the rubric.

7.2.2 Exam timetables

The examination timetables are posted well in advance of the examination periods on the website:

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/
(http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/)

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

https://my.manchester.ac.uk. Then select the My Course tab followed by the My Exams portlet.

Queries about the examination timetable should be addressed to the Student Services Centre.

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

7.2.3 Conduct during examinations
7.2.4 Calculators in examinations

The University policy on calculators in examinations can be found here:
http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectiond-theprocessofassessment/useofcalculatorsinexaminations/.

7.2.5 Use of dictionaries in examinations

Language translation dictionaries may not normally be used. Students with disabilities are allowed to use electronic dictionaries or similar aids if they have a letter from the Disability Support Office to certify that they may use a specified aid; this letter must be taken to all examinations to certify that they may use the aid concerned.

The University policy on the use of dictionaries in examinations can be found here:
http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectiond-theprocessofassessment/useofdictionariesinexaminations/.

7.2.6 Arrangements for extra time or other special arrangements

Arrangements for students who need extra time in examinations are normally made centrally by the University's Examinations Office. However, for injuries or illnesses which occur immediately before or during one of the examination periods, arrangements for students to have extra time for their examinations, or a scribe or a reader, will be made by the School's Disability Coordinator, Stephanie Keegan (stephanie.keegan@manchester.ac.uk). If you have the misfortune to find yourself in this position, please give the Disability Coordinator as much notice as you possibly can.
Students who need to take their examinations in a special room or who need extra time for their examinations, or who need the help of a scribe or a reader because of a long-term or on-going disability are strongly advised to see the School's Disability Coordinator as soon as possible. Students with a short-term disability (for example, resulting from an injury or illness that occurs during the year) should see the School's Disability Coordinator as soon as possible after the disability occurs. If the DSO makes recommendations for special arrangements for examinations, then the same arrangements can be put in place for coursework tests. Students with a disability who need extra time (or a scribe, or a reader) for coursework tests should see the School's Disability Coordinator and she will make the arrangements. Please give the Disability Coordinator as much notice as possible for each test, so that she has plenty of time to make the arrangements. Extra time for coursework tests is not given automatically and it is not arranged by the DSO, so if you require disability support provision you do need to make the arrangements personally with the School's Disability Coordinator.
School of Mathematics

8. Progression

8.1 Examination boards

There are normally three assessment periods in each year: January, May/June, August/September (for resit exams). After each assessment period there is an Examination Board. The final MSc exam board is normally held in the last week of October.

8.1.1 Criteria for assessing students' work

The following criteria will be used in assessing taught elements, including examination papers and coursework, of the Masters programme.

70+  (Distinction) Work of excellent quality showing evidence of independent work, independent reading, originality, high accuracy, critical appraisal, and very good presentation, a wide and thorough understanding of the syllabus, ability to apply the theory and methods learnt to solve unfamiliar problems.

60-69  (Merit) Work of high quality showing evidence of understanding on a broad range of topics, good accuracy, good structure and presentation with clear aims/objectives and relevant conclusions, a good knowledge of the syllabus, some originality, limited ability to tackle unseen problems.

50   (Pass) Work demonstrating a clear ability to acquire and apply knowledge in a coherent, if uncritical fashion. Some understanding and ability to do routine familiar problems, evidence of good understanding of the main ideas in the course units, little originality, reasonable accuracy, good presentational skills with a reasonably clear structure and aims/objectives, attempts to draw conclusions.
40-49 (potentially compensable for Masters) Ability to do routine work, basic understanding of the important course material, no originality limited accuracy, adequate presentational skills, with clear but limited objectives, does not always reach a conclusion.

30-39 (Fail). Work shows some understanding of the main elements of the programme material and some knowledge of the relevant literature. Shows a limited level of accuracy with little analysis of data or attempt to discuss its significance.

<30 (Fail) Work which does not meet one or more of the pass criteria.

8.2 Progression and award of degrees


Below is a brief informal summary to the main points on what you need to do to pass the programme. In case of conflict, the Regulations take precedence over this informal summary.

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 Masters' 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.

8.3 The MSc programme

The MSc programme comprises a taught component and a dissertation component.

8.3.1 The taught component
To pass the taught component of the MSc you need to be awarded a sufficient number of credits (90 credits for the MSc in Pure Mathematics and Mathematical Logic, 120 credits for all other MSc programmes).

If you pass a course unit with a mark above the MSc pass mark of 50 then you will be awarded the credits for that course unit.

If you fail one or more course units then you can still be awarded the credits for these course units, provided that you have not failed more than 30 credits of course units and these marks are in the 'compensation zone' (40-49) in these course units. (Thus if you have two marks between 40-49 and all other marks above 50 then you will pass the taught component of the MSc.)

If you fail a course unit with a mark below 40 then you will need to be referred (resit) in this course unit. If you fail more than 30 credits of course units with a mark below 50 then you will need to be referred in these course units (although compensation can still be applied to up to 30 credits in the compensation zone). If you have failed more than half the taught credits (45 credits for Pure and Logic, 60 credits for all other MScs) then you will not be allowed to be referred and you will be considered against the criteria for a Postgraduate Diploma.

The Examination Board decides the course units in which the student will be referred. Referral exams normally take place at the next opportunity to sit the exam (this would normally be in August/September for course units failed in January or May/June).

To be awarded the credits in a referred exam, you must score a mark above 50. However, the mark recorded on your transcript will be capped at 40 (if the original mark is below 40) or at the original mark (if the original mark is between 40-49). Compensation is allowed for referrals provided that you have not already used up your quota of compensation.

8.3.2 Referral and Deferral exams

Should you be granted a referral in a failed course unit or a deferral in a course unit due to mitigating circumstances by the Examination Board then the referral will normally take place at the next opportunity to sit the exam. For course units taken in January or May/June, this will normally be August/September.

Referred/deferred exams are held in Manchester. The University does not allow examinations to be held away from Manchester.

Information on referral fees are in the Crucial Guide
8.3.3 The dissertation component

The pass mark for the dissertation is 50.

If you fail your dissertation at the first attempt then you will normally be given the opportunity to submit a revised version of the dissertation. You will normally be given up to six months in which to make the requested revisions or undertake additional work. You will be provided with feedback from your examiners and guidance on the revisions required to bring the work to the appropriate standard for the Masters award. If your resubmitted dissertation passes, then the mark recorded on your transcript will be capped at 40 (if the original dissertation was marked below 40) or at the original mark (if the original dissertation was marked between 40-49).

8.3.4 Pass criteria for the MSc programme

To pass the MSc programme you need to

- pass the taught component
- pass the dissertation component.

You will normally be awarded, subject to the approval of the Examination Board, an MSc with Merit if you

- pass the taught component
- pass the dissertation component with a mark of 50% or more
- have a weighted average of the taught component and dissertation component above 60.

You will normally be awarded, subject to the approval of the Examination Board, an MSc with Distinction if you

- achieve an average in the taught component of 70 or more and with no mark below 50 in any course unit
- pass the dissertation component with a mark of 70 or more.

If you have been referred in any course units or had to resubmit the dissertation then you will not be eligible for a distinction.
8.4 The Postgraduate Diploma programme

To pass the Diploma you need 120 credits.

If you pass a course unit with a mark above the Diploma pass mark of 40 then you will be awarded the credits for that course unit.

If you fail one or more course units then you can still be awarded the credits for these course units, provided that you have not failed more than 30 credits of course units and have marks in the `compensation zone' (30-39) in these course units. (Thus if you have two marks between 30-39 and all other marks above 40 then you will pass the taught component of the Diploma.)

If you fail a course unit with a mark below 30 then you will need to be referred (resit) in this course unit. If you fail more than 30 credits of course units with a mark below 40 then you will need to be referred in these course units (although compensation can still be applied to up to 30 credits of failed course units in the compensation zone). If you have failed more than half the taught credits (45 credits for Pure and Logic, 60 credits for all other programmes) then you will not be allowed to be referred and you will be considered against the criteria for a Postgraduate Certificate.

To be awarded the credits in a referred exam, you must score a mark above 40. However, the mark recorded on your transcript will be capped at 30 (if the original mark is below 30) or at the original mark (if the original mark is between 30-39). Compensation is allowed for referrals provided that you have not already used up your quota of compensation.

Should you be granted a referral in a failed course unit or a deferral in a course unit due to mitigating circumstances by the Examination Board then the referral will normally take place at the next opportunity to sit the exam. For course units taken in January or May/June, this will normally be August/September.

Referred/deferred exams are held in Manchester. The University does not allow examinations to be held away from Manchester.

Information on referral fees are in the Crucial Guide

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/resits/ (http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/resits/).
To pass the Diploma programme you need to

- pass the taught component
- for the Postgraduate Diploma in Pure Mathematics and Mathematical Logic only, achieve a pass mark in the Diploma Report.

8.5 The Postgraduate Certificate programme

To pass the Certificate you need 60 credits.

If you pass a course unit with a mark above the Certificate pass mark of 40 then you will be awarded the credits for that course unit.

If you fail one 15 credit course units then you can still be awarded the credits for this course unit provided that you have marks in the `compensation zone' (30-39) in these course units.

If you fail a course unit with a mark below 30 then you will need to be referred (resit) in this course unit. If you fail more than 15 credits of course units with a mark below 40 then you will need to be referred in these course units (although compensation for marks over 30 can still be applied to 15 credits). If you have failed more than half the taught credits (30 credits) then you will not be awarded a degree.

To be awarded the credits in a referred exam, or a deferral in a course unit due to mitigating circumstances you must score a mark above 40. However, the mark recorded on your transcript will be capped at 30 (the capped mark is applied to the course unit, not just the failed element). Compensation is allowed for referrals provided that you have not already used up your quota of compensation.

Should you be granted a referral in a failed course unit by the Examination Board then the referral will normally take place at the next opportunity to sit the exam. For course units taken in January or May/June, this will normally be August/September.

Referral/deferred exams are held in Manchester. The University does not allow examinations to be held away from Manchester.

Information on referral fees are in the Crucial Guide

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/resits/
8.6 Disclosure of results

Your examination results will be available on My Manchester as soon as possible after the meeting of the relevant Board of Examiners. Detailed information and advice on your progress and examination performance should always be obtained from your Academic Advisor or Programme Director. Please note that examination results cannot be given out by e-mail or by telephone.

Examination Boards usually take place in the last week of February, the last week of June and the last week of October. Results will normally be made available to you within a week of the Examination Board.

If, after graduating, you have need for an official list of such marks, you can obtain an online Academic Transcript or order a paper copy of an academic transcript by visiting the website:

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/award-confirmation/

8.7 Prizes

8.7.1 NAG prizes

The Numerical Algorithms Group (NAG) fund two prizes at the University of Manchester.

1. NAG Prize in Numerical Analysis

This will be awarded to the student on the MSc in Applied Mathematics who has the best performance in the exams (January and May/June) for the numerical analysis options, as determined by the programme committee.

2. NAG Prize in Mathematical Finance

This will be awarded to the student on the MSc in Mathematical Finance who has the best performance in the January exams, as determined by the programme committee.
8.7.2 Thales Prize in Applied Mathematics

Thales sponsor a prize for the best performance in the MSc in Applied Mathematics programme.

'Best performance' normally means the highest average credit-weighted mark. Each prize is normally awarded to a single person, but in the case of a tie then the prize can be split equally amongst more than one person.

8.7.3 Royal Statistical Society Prize in Statistics

This will be awarded to the student on the MSc in Statistics who has the best performance overall in the taught and dissertation components of the programme. The prize is one year's free membership of the Royal Statistical Society (with associated benefits) at the grade of Graduate Statistician.

8.8 Graduation

Graduation ceremonies are held twice a year, in July and December. Following confirmation of your degree you will receive information concerning the graduation ceremony and you should indicate at this stage, whether you wish to attend the ceremony or graduate in absentia. Once you have received confirmation that you have been awarded the degree, this signals that you are eligible to attend the ceremony to receive your certificate. Further details of the graduation ceremony can be found on the Student Services Centre website: http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/graduation/.

8.9 Appeals

Students may appeal against the decision of an Examination Board.

Appeals can normally be made on the basis of perceived procedural irregularities. Please note that appeals on the basis of academic judgement are not allowed.
Students are strongly advised to hold informal discussions with the School of Mathematics about their case for appeal, and the appeal procedures, prior to submission of an appeal.

Full information about the formal appeal procedures is given in Regulation XIX (Academic Appeals). This is downloadable from the website: http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/academic-appeals/ However, you should note that the purpose of this Regulation is to safeguard the interests of all students. It may be used only when there are adequate grounds for doing so (as specified in the Regulation) and may not be used simply because a student is dissatisfied with the outcome of his or her assessment or other decision concerning their academic position or progress. See also Section 15.

8.10 Examination script feedback sessions

The School allows students to see their marked Mathematics examination scripts. Scripts can only be viewed by appointment and the viewing opportunity will last about 10 minutes. You will receive further information by email before each viewing period.

The School does not re-mark examination scripts. Students can ask the School to check that all parts of their script have been marked, their marks have been added up correctly and their course work marks have been included correctly. All such requests from students are collated and passed to the Director of Postgraduate Studies, who arranges for the scripts to be checked and the results communicated to the students.
School of Mathematics

9. Mitigating Circumstances

http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/student-support/

The School Examination Boards have 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 Boards 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 academic advisor of any personal difficulties affecting you or your studies; you should also complete a School of Mathematics Mitigating Circumstances Form, available on-line
http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/student-support/.

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:

<p>| First Semester Mitigating Circumstances Deadline: | 5 February 2016 |
| Second Semester Mitigating Circumstances Deadline: | 17 June 2016 |</p>
<table>
<thead>
<tr>
<th>Referred/Deferred Examination Mitigating Circumstances Deadline:</th>
<th>9 September 2016</th>
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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.
10. Sickness and absence

When you register you sign an agreement to follow University regulations. These require you to attend all classes organised for you. The only reasons for nonattendance are on health or compassionate grounds. If you miss a class you must let the member of staff who is taking the class know why. In the event of injury or illness likely to lead to your absence for any appreciable time, you must let your Programme Director know at the time. Illness must be confirmed by a medical note from your G.P. or other doctor wherever possible. This is particularly important if you have missed an examination or coursework test or coursework deadline as a result of illness. (Please note that some G.P. practices will charge for medical certificates.) You must always complete a self-certification form (available from reception) and, if necessary, a Mitigating Circumstances form (available online).

For other problems that cause you to miss classes, examinations or coursework, you must also complete a School of Mathematics Mitigating Circumstances Form. Students may be given permission to submit work late if there are Mitigating Circumstances but this would need to be authorised in due course by the Mitigating Circumstances Panel. You should apply for an extension before the deadline whenever possible. Applications submitted after the deadline must have a good reason for not being submitted before the deadline. Should you be unable to submit coursework by the deadline as a result of illness or any other acceptable cause, you should see the lecturer concerned and your Programme Director. You should also obtain a doctor’s note (whenever possible) and complete a School of Mathematics Mitigating Circumstances Form available online from http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/student-support/.

10.1 Ill Health

a. It is a requirement of your registration with the University of Manchester that you register with a local general practitioner. A list of GP practices can be obtained from the Student Health Centre, any University hall of residence or a local Pharmacy. According to guidance issued by the General Medical Council it would not be regarded as good practice for a family member to be the registered GP or to offer treatment except in the case of an emergency.
b. You should always consult your GP (or, for emergencies, the Accident and Emergency Department of a hospital) if your illness is severe, if it persists or if you are in any doubt about your health. You should also consult your GP if illness keeps you absent from the University for more than 7 days including week-ends. If you do consult a GP and they consider that you are not fit for attendance at the University, then you should obtain a note from the doctor to that effect or ask them to complete Part III of the University form ‘Certification of Student Ill Health’ copies of which are available at local GP surgeries. You should hand this certificate to your academic advisor, programme director, or the Teaching and Learning Office as appropriate at the earliest opportunity.

c. If your condition is not sufficiently serious to cause you to seek medical help, then the University will not require you to supply a doctor's medical certificate unless you are absent from the University due to illness for more than 7 days (in which case see b. above). You must however contact your school as soon as possible and self-certify your illness (that is complete and sign the “Certification of Student Ill Health” form to state that you have been ill) as soon as you are able to attend your school. You should do this if your illness means you are absent from the University for any period up to 7 days (see d.(i)) or if you are able to attend the University but your illness is affecting your studies (see d. ii and iii).

d. The following sub-paragraphs explain what you should do if your illness affects your attendance at compulsory classes or if you consider that your performance in your studies/examinations has been impaired.

(i). If you are unwell and feel unable to attend the University to take a compulsory class, assessment or examination then you must seek advice by contacting your school immediately, in person, through a friend or family member, by telephone or by email. This is to ensure that you understand the implications of being absent and the consequences for your academic progress, which might be quite serious. You must do this as soon as possible so that all options can be considered and certainly no later than the day of your compulsory class, assessment or examination. If you do not do this then you will normally be considered to have been absent from the class without good reason, or to have taken the assessment or examination in which case you will be given a mark of zero. You must also complete and hand in a “Certification of Student Ill Health” form on your return.

(ii). You may be unwell but are able to proceed with an assessment or examination and yet you feel that your performance will have been impaired. If you wish this to be taken into account as an extenuating circumstance, you must inform your school about this on the day of the assessment or examination and hand in to your school a completed “Certification of Student Ill Health” form. If you leave this until later it will not normally be possible to take your illness into account when assessing your performance.
(iii). If, as a consequence of your illness, you wish to seek an extension to a deadline for submitting assessed coursework, you must complete a “Certification of Student Ill Health” form and discuss it with the appropriate person in your school. The application for extension must be made BEFORE the deadline and not retrospectively.

(iv). You may be under occasional and on-going medical attention which affects your studies. If so, you should obtain a letter from your physician which should be given to your school before the end of the January, May/June or August/September examination period, as appropriate, if you wish your condition to be taken into account as an extenuating circumstance.

Notes:

i. Certification of Student Ill Health forms are available in all schools and halls of residence.

ii. Your school will give you guidance on the effect of any absence from your studies or if you consider your illness has affected your studies. If you have repeated episodes of ill health which is affecting your studies, your school may refer you to the Student Health Centre.

iii. If you are found to have been deceitful or dishonest in completing the Certification of Student Ill Health form you could be liable to disciplinary action under the University's General Regulation XX: Conduct and Discipline of Students.

iv. The use of the “Certification of Student Ill Health” forms by GPs as described above has been agreed by the Manchester Local Medical Committee. A GP may make a charge for completing the form.
School of Mathematics

11. Work and Attendance of undergraduate and postgraduate taught Students in the School of Mathematics

Introduction

Taught students of the School of Mathematics are normally expected to attend ALL lectures, feedback tutorials, feedback supervisions, workshops, seminars, computing laboratories and project/dissertation supervision, coursework assessments and advisor meetings held in connection with the programme on which they are studying.

Recording Attendance

The recording and monitoring of student attendance is a University requirement as stated in Regulation XX (http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1895).

The School of Mathematics will use the following attendance points:

1) For undergraduate students in their first and second year of studies, attendance monitoring will take place during ALL feedback supervisions and feedback tutorials.

2) For undergraduate students in their third or fourth year of studies and postgraduate taught students, attendance will be monitored at random weekly lectures.

Students with unsatisfactory attendance will receive warnings in weeks 3, 5 and 9 of the semester.
3) All taught students of the School of Mathematics are expected to sit **ALL** examinations and coursework tests for their degree programme and to submit **ALL** coursework assignments by the deadline specified.

4) All taught students in the School of Mathematics are expected to attend **ALL** Academic Advisor Meetings.

Attendance at examinations, coursework assignments and academic advisor meetings will be recorded and students who are absent without good reason will receive warning correspondence.

Any absences which are supported by an appropriate Mitigating Circumstances Form and supporting evidence will not normally be counted towards the assessment of unsatisfactory attendance. (see your undergraduate or **postgraduate** programme handbook [http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/programme-handbooks/postgraduatetaughthandbook2015-16/](http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/programme-handbooks/postgraduatetaughthandbook2015-16/) for further information - LINK).

The School will use attendance and coursework data to compile statistics and will inform progression decisions. This data will also be available in requests for special permissions (eg repeat of year/interruption requests) and in decisions on allowing students to take resits (referred examinations).

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

- First informal warning stating the actions the student is required to take in order to improve their attendance.

- Formal warning stating that unless the student complies with the actions specified, a decision may be taken to refuse the student permission to take examinations or assessments, with the consequence that the student may be excluded from the programme. This will be followed by a compulsory interview by their Academic Advisor or Senior Advisor. Failure to attend this meeting may lead to immediate withdrawal from the University.

- Final warning stating unless the student takes action 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 from a continuous period of 30 days or miss an entire end-of-semester set of examinations without informing the School of any mitigating circumstances will be assumed to have withdrawn. Students will be notified of a withdrawal date and will be withdrawn from the University.*

• Students who achieve a weighted average of 35% for undergraduates and 45% for postgraduates or less in their first semester examinations will be required to attend a compulsory interview with a senior member of Academic staff.

*Students studying under a 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.

See also Sickness and Absence
12 Student Representation and Feedback

12.1 Week 3 feedback and Unit Surveys

The School values feedback from students very highly. You will complete a short questionnaire in Week 3 of semester and another, more detailed, questionnaire in Week 11 for each course unit that you are taking. You will be asked to evaluate the course content and the standard of teaching and your feedback will feed into the School's Teaching Committee and quality assurance processes. It is important that you complete the questionnaires as they will help the School ensure that the courses are of high quality.

12.2 Staff-Student Liaison Committee

The main forum in the School is the School Board. It meets four times per year. Postgraduate students have elected representatives on the Board.

The Postgraduate Staff-Student Liaison Committee is a subcommittee of the School Board. It deals with matters relating to both taught and research graduate students in the School, rectifying where possible any defects in organisation or other arrangements made for students; identifying problems not immediately soluble and passing these, with recommendations for action to the relevant person or committee. Students can raise problems or grievances and ask advice or liaise with staff.

There is normally one representative from each MSc programme on the committee. Representatives are elected early in the academic year.

The opinion of postgraduate students is sought on other matters of relevance, such as computing facilities and their use.
12.3 PTES

The Postgraduate Taught Experience Survey (PTES) runs every year and is a national survey of all taught postgraduate students in the majority of UK universities. The results of PTES are used to inform the School, Faculty and University on matters relating to PGT provision.

12.4 Advice outside the formal channels

The majority of problems that you may experience as a postgraduate research student can often be most easily and quickly resolved informally. In the first instance, you are strongly recommended to take up all academic or personal problems with your academic advisor, your Programme Director, the Director of Postgraduate Studies, or the Teaching and Learning Office.
13. How to change your degree programme or status

Occasionally, students realise that they have made a mistake in their choices of degree programme and wish to transfer to a different degree programme or withdraw from their studies, or maybe interrupt their studies during the period of their degrees.

In the first instance, you must contact your Academic Advisor before making your decision. They may be able to find alternative solutions to your problems or make suggestions to the difficulties you are experiencing.

13.1 Transfer between degree programmes

If you are considering a change of degree programme, you must consult your Academic Advisor as soon as possible. Also, advice about changing degree programmes can be found at the website:

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/course-change/ (http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/course-change/)

If you still decide on proceeding with a transfer, you need to complete a Transfer of Degree Programme Form and return it to the Teaching and Learning Office. The Transfer of Degree Programme Form is available at:

http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/general-information/forms-policies-regulations/ (http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/general-information/forms-policies-regulations/)

13.2 Interruption (or suspension) of studies
If you are thinking of interrupting or suspending your studies, to recover from medical problems, to resolve personal issues, or to undertake an internship or sabbatical position, then you must discuss your plans with your Academic Advisor as soon as possible. Also, advice about interruption of studies (taking a break from your degree programme) can be found at the website:

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/interruption/ (http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/interruption/)

If you still decide to go ahead, you need to complete the Interruption and/or Repeat of Studies Form and return it to the Teaching and Learning Office. The Interruption and/or Repeat of Studies Form is available at:

http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/general-information/forms-policies-regulations/ (http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/general-information/forms-policies-regulations/)

13.3 Repeat of studies

Students are NOT normally allowed to repeat a year or a semester of their degree programme unless they can make a strong case based on mitigating circumstances. Note: Students are NOT normally allowed to repeat the year without attendance (that is, take the examinations the following year, without attending lectures and classes).

If you feel that you have a strong case, you must discuss it with your Academic Advisor as soon as possible. Students are expected to pay the fees for the repeat year or repeat semester. If you still decide to go ahead, you need to complete the Interruption and/or Repeat of Studies Form and return it to the Teaching and Learning Office.

The Interruption and/or Repeat of Studies Form is available at:
http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/general-information/forms-policies-regulations/ (http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/general-information/forms-policies-regulations/)

13.4 Withdrawing from your degree programme

http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-student...
If you are thinking of leaving (withdrawing from) your degree programme you must consult your Academic Advisor. Also, advice about withdrawing from your degree programme can be found at the website: http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/withdrawal/ (http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/withdrawal/)

If you do decide to withdraw you need to complete the **Student Withdrawal Form** as soon as you can. The **Student Withdrawal Form** is available at:

http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/general-information/forms-policies-regulations/ (http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/general-information/forms-policies-regulations/)

### 13.5 Tuition Fees for Students who Withdraw or Interrupt

Home/EU and International students responsible for the payment of their own tuition fees will be charged on a daily basis should they withdraw or suspend their studies.

Further information may be found at the website:

http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/tuition-fees/refunds/ -
School of Mathematics

14. Academic malpractice

14.1 Coursework offences

You should also read Regulation XVII ‘Conduct and Discipline of Students’ downloadable from:

http://documents.manchester.ac.uk/display.aspx?DocID=6530
(http://documents.manchester.ac.uk/display.aspx?DocID=6530)


The School and the University take plagiarism very seriously and you must ensure that you understand what plagiarism is and that you understand the penalties involved. The School and University will take action in all cases where coursework 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.

There are four types of offences:

**Copying and Collusion**: This 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.

These issues are very important. 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 Programme Director as soon as possible.

It is vitally important that when you discuss coursework with others you do so in very general terms and are not so specific that it leads to the same piece of coursework being submitted. The school will use whatever means it sees fit to test coursework for breaches of this regulation. This may include the use of software such as Turnitin that checks submissions against each other. The school reserves the right to insist on electronic submission in specified formats.

**Copying from another source/plagiarism:** This case occurs when you submit work from another source as if it were your own work. The other work may be copied from textbooks, academic papers, Internet resources, and the submission of other students in previous years. You should be very careful that you correctly reference the work of others. Failure to adequately reference the work of others will be deemed to be a breach of this regulation.

**Repeated Submission:** You may submit an item of coursework for assessment on only one occasion (apart from in exceptional circumstances – see below). Where you submit the same piece of coursework for multiple assessments, it will be deemed that you have copied from another source.

**Fabrication of results:** This occurs when you claim results that you have not actually obtained.
14.2 Plagiarism

Plagiarism is presenting the ideas, work 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 or has been published under your name elsewhere), 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). Obviously, the most blatant example of plagiarism would be to copy another student’s work or to copy work from a textbook, website, or research paper. Hence it is essential to make clear in your assignments the distinction between:

- the ideas and work of other people that you may have quite legitimately exploited and developed, and
- the ideas or material that you have personally contributed.

To assist you, here are a few important do’s and don’ts:

Do get lots of background information on subjects you are writing about to help you form your own view of the subject. The information could be from electronic journals, technical reports, unpublished dissertations, etc. Make a note of the source of every piece of information at the time you record it, even if it is just one sentence.

Don’t construct a piece of work by cutting and pasting or copying material written by other people or by you for any other purpose, into something you are submitting as your own work. Sometimes you may need to quote someone else’s exact form of words in order to analyse or criticize them, in which case the quotation must be enclosed in quotation marks to show that it is a direct quote, and it must have the source properly acknowledged at that point. Any omissions from a quotation must be indicated by an ellipsis (…) and any additions for clarity must be enclosed in square brackets, e.g. “[These] results suggest... that the hypothesis is correct.” It may also be appropriate to reproduce a diagram from someone else’s work, but again the source must be explicitly and fully acknowledged there. However, constructing large chunks of documents from a string of quotes, even if they are acknowledged, is another form of plagiarism.

Do attribute all ideas to their original authors. Written ‘ideas’ are the product that authors produce. You would not appreciate it if other people passed off your ideas as their own, and that is what plagiarism rules are intended to prevent. A good rule of thumb is that each idea or statement that
you write should be attributed to a source unless it is your personal idea or it is common knowledge. (If you are unsure if something is common knowledge, ask other students in the same or similar research group: if they don't know what you are talking about, then it is not common knowledge! You could also consult your dissertation supervisor.

As you can see, it is most important that you understand what is expected of you when you prepare and produce assignments and that you always observe proper academic conventions for referencing and acknowledgement, whether working by yourself or as part of a team. In practice, there are a number of acceptable styles of referencing depending, for example, on the particular discipline you are studying, so if you are not certain what is appropriate, ask your supervisor! This should ensure that you do not lay yourself open to a charge of plagiarism inadvertently, or through ignorance of what is expected. It is also important to remember that you do not absolve yourself from a charge of plagiarism simply by including a reference to a source in a bibliography that you have included with your report or thesis; you should always be scrupulous about indicating precisely where and to what extent you have made use of such a source.

So far, plagiarism has been described as using the words or work of someone else (without proper attribution), but it could also include a close paraphrase of their words, or a minimally adapted version of a computer program, a diagram, a graph, an illustration, etc taken from a variety of sources without proper acknowledgement. These could be lectures, printed material, the Internet or other electronic/AV sources.

Remember: no matter what pressure you may be under, you should never succumb to the temptation to take a ‘short cut’ and use someone else’s material inappropriately. No amount of mitigating circumstances will get you off the hook. In addition, if you persuade other students to you copy their work, they risk being disciplined as well.

14.3 Turnitin

Turnitin is a piece of software that is used by the University to help to identify plagiarised work. Your MSc dissertation and any coursework submitted electronically will be put through Turnitin and a report generated. This report will highlight text in your submission that matches text from one more of the following:

- other students at the University of Manchester
- students at other institutions
- academic publications
- internet sources
These reports are examined as a standard part of the assessment process. If the extent to which your report matches existing texts is sufficiently high then it will be closely examined by the Teaching & Learning Office, your PhD programme director and/or the Director of Postgraduate Studies; if it is decided that there is a case to answer then the formal disciplinary proceedings will start.

Submissions to Turnitin are made anonymously. When your work is submitted to Turnitin it will normally be added to an international database of student papers. Other students’ work will then be compared to your work from that point onwards. If your submission is confidential, the Teaching and Learning Office can ensure that it is not added to the database.

Note: the file size must be less than 20MB, the maximum length of the paper less than 400 pages, and the file types allowed are MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text. Unless Powerpoint slides are saved as PDF then they cannot be submitted via Turnitin.
School of Mathematics

15 Complaints and appeals

The University of Manchester recognises that students may have legitimate reasons for complaining about their course, the facilities or services provided, or other students or staff. It is hoped that most complaints can be resolved by a student taking up the matter directly with the staff concerned, or with the Head of School. However, it is recognised that this is not always possible and the University's Student Complaint Procedure is designed to provide students with a fair procedure for resolving complaints that cannot be dealt with by informal means. Further information about the formal complaints procedure is given in Regulation XVIII, which is downloadable from the website:

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/complaints/ (http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/complaints/).

Regulation XVIII ‘Student Complaints Procedure’ can be downloaded from:


15.1 Grants and awards problems

You should consult the School’s Teaching & Learning Office for any queries relating to the payment of either tuition fees or maintenance.

15.2 Accommodation problems

You should consult the Accommodation Office, First Floor, University Place, Oxford Road, ext. 52888, http://www.accommodation.manchester.ac.uk/ (http://www.accommodation.manchester.ac.uk/) with any enquiries relating to your student accommodation.
15.3 Equal Opportunities, Sexual Harassment

Students having problems in these areas should contact the Student Support and Services, John Owens Building, ext. 52071; http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/ (http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/)

15.4 Academic Appeals

Academic appeals A formal academic appeal is a process which may be used by students who wish to appeal against a decision of a board of examiners, or a progress committee, or a graduate committee or equivalent body which affects their academic status or progress in the University. Formal academic appeals are considered at Faculty level: the University encourages students to try to settle any issues with their School in the first instance, so you should only proceed to a formal academic appeal if this process has concluded unsatisfactorily.

If you are thinking of making an appeal against an academic decision about your work you should begin by reading the University's policy for academic appeals in full. This can be found at: Regulation XIX: Academic Appeals http://documents.manchester.ac.uk/display.aspx?DocID=1872 (http://documents.manchester.ac.uk/display.aspx?DocID=1872).

You cannot appeal just because you disagree with the result you have been given. An appeal which questions an academic judgement is not permitted. If you would like to understand your result by finding out where you went wrong then make an appointment with the relevant academic in your School.

15.4.1 Making a formal appeal

The appeal form must be submitted to your Faculty Office (not your School) within 20 working days of notification of the result or decision against which you are appealing. In the case of refusal to allow a student permission to take an examination on the grounds of unsatisfactory work and attendance, the appeal must be submitted within 10 working days of notification of the decision to allow sufficient time for the appeal to be considered. You need to make the appeal in writing using the Academic Appeal Form http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1878 (http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1878). You can seek advice on appeals from the Student Union Advice Centre. You can call in to the office on the 1st floor of the Steve Biko Building, Oxford Road, or telephone 0161 275 2952.
Once you have been through the full process within the University, if you remain dissatisfied, you may be entitled to take your appeal or complaint to the Office of the Independent Adjudicator. - See more at: http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/academic-appeals/#sthash.51ek4HGr.dpuf (http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/academic-appeals/#sthash.51ek4HGr.dpuf).
16. Centrally provided services

Student Services Centre

The Student Services Centre (SSC) is the main point of contact for most of the administrative tasks you need to carry out during your time here as a student, including registration, assessment and payment of tuition fees, issue of swipe cards, examinations information and timetabling, student loan and grant enquiries, financial assistance, issue of official documents (such as academic transcripts, certificates, confirmation of award letters, Council Tax exemption certificates), and enquiries about graduation. The SSC is located on Burlington Street. The Student Services Centre is open five days a week from 10 am to 4 pm. The contact details for the Student Services Centre are:

Tel: 0161 275 5000. E-mail: ssc@manchester.ac.uk

Crucial Guide

The Crucial Guide contains essential advice, information and guidance for students at the University of Manchester. It covers academic life (including disability support, advice for international students and examination timetables), financial life (including tuition fees, student loans and scholarship information), city life, personal life (including advice on how to manage ill health and cope with personal and academic problems) and university life. The Crucial Guide Live can be found at the website: http://www.studentnet.manchester.ac.uk/crucial-guide/ (http://www.studentnet.manchester.ac.uk/crucial-guide/).

Students’ Union Advice Centre

The Students’ Union Advice Centre is similar to a Citizens Advice Bureau, although there is greater emphasis on those problems that particularly affect students. It can offer advice on finance and housing, for example, as well as advice on areas relating to overseas students (such as visa and immigration problems).
The Students’ Union Advice Centre is located on the first floor of the Steve Biko Building (Students’ Union Building on the Oxford Road site). It is open from 9.30 am to 4:30 pm on Monday to Friday. **Tel: 0161 275 2947.** Further information can be found at the website: [http://manchesterstudentsunion.com/](http://manchesterstudentsunion.com/).

**Disability Support Office**

Students wishing to be considered for disability support provision in relation to their studies should contact the University's Disability Support Office (DSO). The DSO can organise a wide range of individual practical support and can assist you to access external resources like the Disabled Students Allowance. The DSO is situated on the second floor of University Place, Block 2. **Tel: 0161 275 7512/8518.** The e-mail address is dso@manchester.ac.uk. Further information can be found at the following website: [http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/support/disabled-students/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/support/disabled-students/).

**Accommodation Office**

The Accommodation Office, located on the first floor of University Place, is responsible for all Halls of Residence and University Leased Houses. It can also offer advice, including legal rights for tenants.

**Tel: 0161 275 2888.**

**E-mail:** accommodation@manchester.ac.uk; **Website:** [http://www.accommodation.manchester.ac.uk](http://www.accommodation.manchester.ac.uk)

Manchester Student Homes is an Accommodation Bureau. It assists students with private sector accommodation. You can view property details by visiting Manchester Student Homes, which is located in Unit 1-3, Ladybarn House, Moseley Road, Fallowfield, Manchester M14 6ND (Tel: 0161 275 7680).

Alternatively, Manchester Student Homes provides students with a free, online, Virtual Housing Bureau. Comprehensive details of thousands of properties are provided on Manchester Student Homes’ website at:

[http://www.manchesterstudenthomes.com](http://www.manchesterstudenthomes.com)
Careers Service

The Careers Service is located in Crawford House on Booth Street East (Tel: 0161 275 2828). The Careers Service gives careers guidance and provides details of jobs available for graduates. Comprehensive careers and employer information can be found at the website: 
http://www.careers.manchester.ac.uk/

The Careers Service can also provide advice on finding work experience, as well as details of relevant work experience schemes and sources of vacancies. As well as providing extra funding, work experience will help you develop the personal work-related skills critical to your career success, test your ability and knowledge in a real work setting, demonstrate your skills to potential future employers and add valuable experience to your CV. Further information about work experience can be found at the website:
http://www.careers.manchester.ac.uk/experience/

The careers service offer many services including Interview preparation:

- Students may book a career guidance appointment to discuss interview technique, concerns, feedback from previous interviews and practice some basic questions at any time. Subject to availability but not restricted in number.
- Duty advice – Most days a limited number of 15-minute appointments are available for booking on the day. These are often used for last-minute interview preparation.
- Students can get brief interview assistance from the careers information team in the Atrium at any time, by phone or in person.
- Interview workshops and employer-led lectures delivered via our programme of events throughout the year.
- Detailed interview section of the website, including downloadable guides and videos, plus interview resources in the Atrium.
- Employer-led practice or mock interviews – a 1:1 pre-booked session with an employer who will run through some basic interview questions to help students prepare and practice technique. Subject to employer interest in delivery.

Childcare

There are two nurseries associated with the University. Their contact details are:

Dryden Street Nursery, Chorlton on Medlock, Manchester M13 9AU
Mature Students

The **Burlington Society** is the University society for mature and postgraduate students. It is based in the Burlington Rooms, next to the John Rylands University Library.

The Students' Union also has a dedicated Mature Students and Postgraduate Students Adviser, whom you can approach about any concerns or issues. Further information for mature students may be found at the website: [http://www.burlington.manchester.ac.uk/](http://www.burlington.manchester.ac.uk/)

Nightline

This is a confidential listening and information service (run by the Students' Union), offering a point of contact through the night in semester time.

Tel: 0161 275 2983/4

(The number is also on the back of your University card.)

Religious Support

Details of services, facilities and all places of worship (Christian and non-Christian) adjacent to the
University are available at:

St. Peter's Chaplaincy

St. Peter's House

Precinct Centre, Oxford Road.

Tel: 0161 275 2894

E-mail: sph.reception@man.ac.uk : Website: http://www.stpeters.org.uk/ (http://www.stpeters.org.uk/)
17. Useful links

My Manchester

http://my.manchester.ac.uk

Staff Contact Details

http://www.maths.manchester.ac.uk/info/staff-list.html

Regulations: Degree of Master, Postgraduate Diploma and Postgraduate Certificate


Regulation XX - Work and Attendance of Students

http://documents.manchester.ac.uk/display.aspx?DocID=1895

IT Services

http://www.itservices.manchester.ac.uk/

Eduroam

http://www.itservices.manchester.ac.uk/wireless/eduroam

University of Manchester Library

http://www.library.manchester.ac.uk
Presentation of Taught Masters Dissertations


LaTeX Dissertation Template

https://www.maths.manchester.ac.uk/intranet/it-support/useful-files/
(https://www.maths.manchester.ac.uk/intranet/it-support/useful-files/).

Mitigating Circumstances

http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/student-support/ (http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/student-support/)

Examination Timetables

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/ (http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/)

Exam Conduct


University policy on calculators in examinations


Use of dictionaries in examinations

http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-stude...
Referral Fees

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/resits/
(http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/resits/).

Guidance to Students on Plagiarism and other forms of Academic Malpractice.

http://documents.manchester.ac.uk/display.aspx?DocID=2870

International Support

http://www.manchester.ac.uk/study/international/why-manchester/student-support/
(http://www.manchester.ac.uk/study/international/why-manchester/student-support/).

English language support classes

http://www.langcent.manchester.ac.uk/english/academicsupport/
(http://www.langcent.manchester.ac.uk/english/academicsupport/).

International Advice Team

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration
(http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration).

Syllabus and online materials

http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students
(http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/).

School of Mathematics Research Seminars

http://www.maths.manchester.ac.uk/our-research/events/seminars
(http://www.maths.manchester.ac.uk/our-research/events/seminars/).
Transcripts

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/award-confirmation/
(http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/award-confirmation/)

Graduation

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/graduation/
(http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/graduation/).

Appeals

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/academic-appeals/
(http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/academic-appeals/).

Work and Attendance of students

(http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1895)

School of Mathematics and Special Permissions Forms

http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/general-information/forms-policies-regulations/
(http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/general-information/forms-policies-regulations/)

Tuition Fee Refunds

http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/tuition-fees/refunds/ -

Regulation XVII ‘Conduct and Discipline of Students’

http://documents.manchester.ac.uk/display.aspx?DocID=6530
(http://documents.manchester.ac.uk/display.aspx?DocID=6530)

and

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/conduct-and-discipline
(http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/conduct-and-discipline)
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http://www.ipresource.manchester.ac.uk/understandingip/universitypolicy/policy/ip_policy.html

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