School of Mathematics

Postgraduate research handbook 2015-16

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http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-student...
School of Mathematics

WELCOME AND INTRODUCTION WEEK: 21 September 2015 - 25 September 2015

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<th>From:</th>
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<tr>
<td>Registration:</td>
<td>1 September 2015</td>
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<tr>
<td>Welcome to the School Party:</td>
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SEMESTER 1:

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<th>From:</th>
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<tr>
<td>Tier 4 Census Dates:</td>
<td>28 September 2015</td>
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<tr>
<td>Tier 4 Census Dates:</td>
<td>18 January 2016</td>
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SEMESTER 2:

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<tr>
<th>Easter Closure:</th>
<th>25 March 2016</th>
<th>28 March 2016</th>
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<tr>
<td>Tier 4 Census Dates:</td>
<td>19 May 2016</td>
<td>8 June 2016</td>
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SUMMER:

| Tier 4 Census Dates: | 15 July 2016 | 29 July 2016 |

Annual Reports: Due by the end of month 9 of each year of study. For students starting in September this will be 30 June 2016 with the viva report due by 31 July 2016

Date of last possible submission for students commencing 21 September 2015 is 27 September 2019 for the electronic and 30 September 2019 for the hard copy.

MAGIC TERM DATES:
<table>
<thead>
<tr>
<th>First Semester:</th>
<th>5 October 2015</th>
<th>11 December 2016</th>
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<tr>
<td>Spring Semester Magic Examinations:</td>
<td>18 April 2016</td>
<td>29 April 2016</td>
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**APTS WEEKS:**

<table>
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<tr>
<th>Week 1: Cambridge:</th>
<th>14 December 2015</th>
<th>18 December 2015</th>
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<tr>
<td>Week 2: Nottingham:</td>
<td>11 April 2016</td>
<td>15 April 2016</td>
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<td>Week 3: Lancaster:</td>
<td>4 July 2016</td>
<td>8 July 2016</td>
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<tr>
<td>Week 4: Glasgow:</td>
<td>22 August 2016</td>
<td>26 August 2016</td>
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**MSc WEEKS:**
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<tr>
<td></td>
<td>31 January 2016</td>
<td>6 November 2016</td>
<td>29 January 2016</td>
<td></td>
<td>10 June 2016</td>
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<td>8 June 2016</td>
<td>2 September 2016</td>
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Week 6 of Semester 1 is designated as a reading week. Normally there are no MSc lectures but there may be coursework or in class tests.

Week 12 of Semester 2 is designated as a revision week, when classes are held as normal but will normally be devoted to revision.
School of Mathematics

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 100 postgraduate research 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. Studying for a PhD in Mathematics is a major commitment: sometimes you will find it difficult, but the rewards of making original contributions to research make it all worthwhile. We hope to make your time here both productive and enjoyable!

1.1 How to read this handbook

This handbook contains most of the information that you will need to study on the PhD programme within the School of Mathematics. For a briefer, informal, guide you should read the ‘A very rough guide for PhD students in mathematics’ document available at:
http://www.maths.manchester.ac.uk/media/eps/schoolofmathematics/study/postgraduate/guide
You should also consult the ‘EPS Graduate Resource book’
http://www.researchsupport.eps.manchester.ac.uk/postgraduate_home/getting_started/graduate
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, ‘postgraduate research students’ or ‘students’ means both PhD and MPhil students.

1.2 Points of contact

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

http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-student...
1.2.1 PGR Programme Directors

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Name</th>
<th>Extension</th>
<th>Room</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Actuarial Science &amp; Mathematical Finance</td>
<td>Dr Kees Van Schaik</td>
<td>55853</td>
<td>2.142</td>
<td><a href="mailto:Kees.vanSchaik@manchester.ac.uk">Kees.vanSchaik@manchester.ac.uk</a></td>
</tr>
<tr>
<td>Applied Mathematics &amp; Numerical Analysis</td>
<td>Dr Catherine Powell</td>
<td>63688</td>
<td>1.124</td>
<td><a href="mailto:Catherine.Powell@manchester.ac.uk">Catherine.Powell@manchester.ac.uk</a></td>
</tr>
<tr>
<td>Pure Mathematics &amp; Mathematical Logic:</td>
<td>Dr Yuri Bazlov</td>
<td>55816</td>
<td>2.220</td>
<td><a href="mailto:Yuri.Bazlov@manchester.ac.uk">Yuri.Bazlov@manchester.ac.uk</a></td>
</tr>
<tr>
<td>Probability &amp; Statistics:</td>
<td>Dr Alex Donev</td>
<td>63699</td>
<td>1.132</td>
<td><a href="mailto:A.N.Donev@manchester.ac.uk">A.N.Donev@manchester.ac.uk</a></td>
</tr>
</tbody>
</table>

1.2.2 The Teaching & Learning Office

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

1.2.3 The Director of Postgraduate Studies in Mathematics

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

http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-stude...  26/07/2016
1.2.4 The Head of the School of Mathematics

Professor Peter Duck (ext. 55831).

1.2.5 The Associate Dean of Graduate Education in the Faculty of Engineering and Physical Sciences:

Professor Ann Webb (ext. 63917).

1.2.6 The Vice-President and Dean of the Faculty of Engineering and Physical Sciences

Professor Martin Schroeder (ext. 69111).

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/people/staff/](http://www.maths.manchester.ac.uk/people/staff/).
2. The PhD and MPhil Programmes

2.1 Your supervisory team

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

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

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

The EPS Graduate School strongly encourages you to establish formal meetings with all members of your supervisory team and to keep records of these meetings on eProg (see section 2.2). More details of the roles of the supervisory team can be found in the Graduate Resource book.

2.2 eProg

eProg is an online system by which you and your supervisor can monitor your progress through your PhD through a series of progression milestones. eProg also provides access to online forms that you will be required to complete throughout your programme. You need to be familiar with how eProg works and how to access and complete these forms. Full details of eProg are given in the Graduate Resource book.
You should make sure that eProg records honest assessments of your progress as this will be used as evidence should you need to apply for an interruption or extension (see section 7). For international students, eProg is also used to monitor your attendance to ensure that you are complying with the terms of your Tier 4 visa.

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

eProg is also used for the examination of your thesis. Before you can submit your thesis you will need to complete the `Notice of intention to submit' form on eProg. This triggers the process for appointing the examiners. When you are ready to submit your thesis you then upload it onto eScholar. You must also hand in 2 hardcopies to the Faculty Graduate Office.

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

eProg also hosts an extensive skills training catalogue where you can view and book training activities hosted across the University. See section 2.5).

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

### 2.2.1 Accessing eProg

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

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

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

2.4 EPS Graduate training programmes

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

http://www.researchsupport.eps.manchester.ac.uk/postgraduate_home/programme/workshop_calendar/

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

2.5 Research skills

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

The full list of training opportunities, including those offered by the Graduate Development Scheme is presented in your Graduate Resource Book and on the EPS Graduate School's website at http://www.researchsupport.eps.manchester.ac.uk/postgraduate_home/programme/workshop_calendar/
You can access them via eProg.

2.6 Research seminars

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

There are also a number of other seminar series running in the School. Each group runs an informal seminar series (The Pure Postgraduate Seminar, The Informal Applied Seminar, and a Postgraduate Probability Seminar). You should attend the series relevant to your research project. As well as allowing students to learn about mathematical topics related to their own area, the informal seminars give the opportunity for postgraduate students to practice giving talks about their research in a supportive environment.

Each year a committee of postgraduate research students organise the MRSC – the Mathematics Research Student Conference – normally in late September/early October. This is a one-day conference where postgraduate research students can present their research to other students in the School. See http://www.maths.manchester.ac.uk/~pgconf/.

2.7 Work and attendance

The School’s work and attendance policy is here http://www.maths.manchester.ac.uk/media/eps/schoolofmathematics/study/postgraduate/inform-and-Attendance-of-Postgraduate-Research-Students-in-the-School-of-Mathematics.pdf. You are expected to have read and to be familiar with this policy.
2.7.1 Attendance requirements

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

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

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

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

Failure to meet the attendance requirements could result in a Formal Warning Letter and, ultimately, if attendance does not improve, you will be deemed to have withdrawn from the programme.

Persistent unsatisfactory attendance creates difficulties for all concerned. If this occurs an attempt to resolve the problem will be made in discussions with the Director of Postgraduate Studies and the Programme Director before any formal action will be considered. You are encouraged at all times to make known to your supervisor, advisor or the Programme Director any difficulties with the course, or personal problems you may have. Confidentiality will be ensured and you can be sure of a sympathetic response and practical help or advice.
International students are also subject to the requirements of the Home Office and persistent absence, failure to appear for the Tier 4 audit or unauthorised absence for 60 days must be reported to UK Government which could have serious implications for your visa and your ability to continue your studies with us.

2.7.2 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 seminars, attendance at examination). You will be sent an e-mail notifying you of audit points and be given documentary confirmation that you have been included in the census at each audit point.

2.7.3 2015-16 Census Dates:

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

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

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

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

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

2.10 Personal Webpages

You may create your own profile on the University site [http://web-services.eps.manchester.ac.uk/support/staff-profiles/](http://web-services.eps.manchester.ac.uk/support/staff-profiles/). You may also find it useful for your future career to have a [Linkedin](https://uk.linkedin.com/) profile.

2.11 Intellectual property

You should discuss with your supervisor any issues concerning the intellectual property of your research. The University's policy is here: [http://www.ipresource.manchester.ac.uk/understandingip/universitypolicy/policy/ip_policy.html](http://www.ipresource.manchester.ac.uk/understandingip/universitypolicy/policy/ip_policy.html).

2.12 Travelling to conferences

2.12.1 Postgraduate travel funding

For information on applying for financial support to attend conferences or similar activities please speak to your supervisor and read the guidance on this subject here: [http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-stude...](http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-stude...)
2.12.2 Booking travel and accommodation

Egencia is the University’s Travel Management System, and should be used whenever you need to book air or rail travel, or accommodation (e.g. when attending conferences). The School’s designated Egencia ‘champion’ is Sue Tizini. She can provide training for new users of the system, as well as general support and guidance. Please feel free to contact Sue via email (Susan.Tizini@manchester.ac.uk) or phone (0161 -2755881) or by visiting Room 1.205 Alan Turing Building, if you need any support or would like to organise some training.

2.12.3 Claiming back expenses

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

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

2.13 Ordering supplies

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

https://app.manchester.ac.uk/training/profile.aspx?unitid=5312&parentId=4
Requisitions should ALWAYS be raised on IProc BEFORE you order the goods from the supplier, you should not request goods or an invoice until you have raised a requisition, then a purchase order can be created by the finance assistant, the purchase order number must be quoted on the supplier's invoice. If you cannot find the supplier you wish to use on IProc please contact the finance assistant for help at finance@cs.man.ac.uk.

2.14 Internships, projects and contract work

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

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

2.15 Holidays and leave of absence

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

If you wish to take any holidays or leave of absence, please complete a PhD Holiday and Leave of Absence Request Form (located at www.maths.manchester.ac.uk) and obtain consent from your Supervisor. Once completed, email the form to mathematics@manchester.ac.uk or drop it off at reception. Please note that holiday information will normally be recorded in the ‘comments section’ of your eProg record and approved leave forms will be uploaded into the documents section of eProg.
3. Registration

You will need to register at the start of your programme and at the beginning of each subsequent year of your programme.

Full details about registration can be found at http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration.

3.1 Academic and financial registration

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

3.2 Students funded through the School of Mathematics (EPSRC DTA, CASE Awards, School scholarships)
3.2.1 Tuition Fees

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.

3.2.2 Maintenance Allowance

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

If you don't provide your bank account details on time, your first maintenance payment may be paid by cheque which would be available for collection after you have completed your on-line registration from the Student Services Centre, Burlington Street.

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.

3.3 Sponsorship letters

You should send a copy of any sponsorship letter to sponsorletters@manchester.ac.uk preferably a month in advance of registration.
3.4 University card

You will be required to collect your University card from the student services centre after completing your online registration. International students (i.e., non-EEA passport holders) will need to have their passport and their UK identity card, if it has been issued, available for copying when they attend the Student Services Centre to collect their swipe card. International students who do not have these documents with them will not be issued with a swipe card.

3.5 Tuition fees

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

3.6 School registration for new students

Details can be found here:

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

Your welcome pack and a hard copy of your crucial guide will be available for you to collect from the School from the 21 September. New students should report to the reception desk of the Alan Turing Building on arrival. International students should also bring the original documents mentioned in your CAS, plus your English language certification and translations where appropriate.

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

A Faculty induction event also takes place on Friday 25 September 2015.
You should also enrol on the Faculty Graduate Education 'Introduction to Research' workshop which will take place at regular intervals throughout the year. Further details are available from the Graduate Education (http://www.graduateeducation.eps.manchester.ac.uk/) website http://www.researchsupport.eps.manchester.ac.uk/postgraduate_home/programme/workshop_calendar.

3.7 Support for international students

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

For non-native English speakers, we recommend strongly attendance at the university in-sessional English language support classes. Please see http://www.langcent.manchester.ac.uk/english/academicsupport/ (http://www.langcent.manchester.ac.uk/english/academicsupport/) for further information.

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

3.8 Students with additional support needs

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

* 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/)
* email (disability@manchester.ac.uk)
* telephone (0161 275 7512/ 8518)
* by visiting the DSO office located on the 2nd Floor of University Place, Block 2. (Building 37 on the campus map (http://www.manchester.ac.uk/visitors/travel/maps/numerical/#listnumerical) where you can speak in confidence to a Disability Adviser about your needs.

If you are a student with support needs and have not yet informed the DSO, then please contact them in the first instance. In addition to this, each Faculty and School has a Disability Coordinator, who liaises with the DSO to organise support in the School. Stephanie Keegan in the Teaching and Learning Office is the disability coordinator for the School of Mathematics.

The DSO can also organise screening tests for students who think that they might have dyslexia.

3.9 The Graduate Resource Book

The Graduate Resource Book has been designed as a tool for you to help consider and plan the optimal path to completing your research degree successfully, achieve your personal goals and improve your employability in your chosen career. This will be used in conjunction with the eProg system during your degree – you will use the eProg system to record details of meetings with your supervisor and monitor your progression during your degree. Further information will be available in your Graduate Resource Book at

http://www.researchsupport.eps.manchester.ac.uk/postgraduate_home/getting_started/graduate_r
4. Facilities for postgraduate research students

4.1 Postgraduate research student offices

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

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

4.2 Access to the building

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

Postgraduate research students can access the building outside working hours using their University card. If your card is not working then please contact the Teaching & Learning Office (mathematics@manchester.ac.uk). Research students who are working very late or at weekends are advised to notify the Security Office (ext. 52728).

Out-of-hours access is a privilege and not a right. You must not allow people who are not registered research students in mathematics access to the building. You must use any facilities in the building (such as the kitchen and Atrium Bridge Common room) responsibly. If out-of-hours access is found to be abused then it will be withdrawn.
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.

4.3 Computing facilities

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

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

The School of Mathematics also maintains its own Unix-based network providing access to various specialist mathematical packages. There is an introductory class on this during the first week of Semester 1, and all students are strongly recommended to attend.

If you are using your own device then you can connect to the internet via WiFi. There are two WiFi networks available across the University campus: the University of Manchester network and Eduroam. It is recommended that you use the Eduroam network. You can register for Eduroam here: http://www.itservices.manchester.ac.uk/wireless/eduroam

IT Services provides most of the campus IT services for staff and students of the University of Manchester. For information on how to get started, help and support 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/.

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

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

4.5 My.Manchester.ac.uk

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

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

4.6 Printing and photocopying

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

Photocopiers are available in the Alan Turing for teaching and research purposes only. You will need to request a password from IT Services. http://www.itservices.manchester.ac.uk/help/.

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

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

4.8 Telephone calls

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

4.9 The Atrium Bridge common room

Postgraduate research students can use the Atrium Bridge Common Room and kitchen on the 1st floor of the Alan Turing Building.

Coffee is available (free of charge) from 10:30am. The postgraduate students organise a rota to make coffee each morning. Milk is delivered to the School each day and is only to be used for tea and coffee.

Research students and academic staff are responsible for keeping the kitchen in the common room clean and tidy. If you use any cutlery you should either wash it or place it in the dishwasher. You should wipe down surfaces in the kitchen if you have spilled anything. If you use the microwave then you should make sure that it is clean inside after use. Small items of food can be left in the fridges during the day provided that your name is clearly marked on them. You should keep the fridges clean.

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5. The Taught Component

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

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

MAGIC stands for `Mathematics Access Grid: Instruction and Collaboration’. It is a network of mathematics departments across the UK. MAGIC serves to share postgraduate level courses in all areas of mathematics and taught via access grid technology (you can think of this as an advanced form of video conferencing). Each MAGIC course counts for either 10 hours or 20 hours of the taught component. The website for MAGIC is http://maths-magic.ac.uk/index.php. Further details about MAGIC are given in section 5.2.

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

The School runs a number of MSc programmes. The taught course units that comprise these MScs can be taken as part of the taught component. Each 15-credit MSc course unit is worth 33.3 hours towards the taught component. Further details of the course units offered are given here
http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/course-units-offered/ See also section 5.3.

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

Only courses that have been pre-approved by the School can form part of the taught component.

Sensible rounding of hours applies, so that if you take and pass 96.6 hours of taught component material then this will be rounded to 100 hours. To clarify you must take:

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

### 5.1 Registration for taught courses

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

### 5.2 MAGIC

Details of MAGIC can be found at http://maths-magic.ac.uk/index.php.
The dates for the MAGIC semesters are:


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

5.2.1 MAGIC courses and registration

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

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

5.2.2 Assessment of MAGIC courses

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

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

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

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

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

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

5.3 APTS

Information on APTS, including details of course modules, is available at http://www2.warwick.ac.uk/fac/sci/statistics/apts/.

If you are interested in attending one or more APTS weeks then you should discuss this with your supervisor in the first instance. Funding from the School is often available for students to help with the fees, subsistence and travel costs associated with attending an APTS week, but your supervisor will have to formally apply for this. The School will register students to attend designated APTS weeks at the start of the academic year in September/October.

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

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

In the academic year 2015-16 the programme of APTS weeks is as follows:
http://www2.warwick.ac.uk/fac/sci/statistics/apts/programme/ (http://www2.warwick.ac.uk/fac/sci/statistics/apts/programme/).

5.4 MSc and Graduate-level course units

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

The timetable for the MSc course units are here:
http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/timetables/ (http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/timetables/).

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

Information on course material is available on the School Website
http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/course-units-offered/course-units-by-level/?level=6 (http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/course-units-offered/course-units-by-level/?level=6) and via Blackboard https://app.manchester.ac.uk/Default.aspx (https://app.manchester.ac.uk/Default.aspx).

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

5.4.2 MSc examinations

First Semester course units are normally examined in January, and Second Semester course units and full-year course units are normally examined in May/June. Full information about the length of each examination paper, the number of questions on each paper and the number of questions you are expected to answer will be given to you by the lecturers in charge of the course units. They will also give you examples of typical examination questions. Examination papers from previous years are available via the School's website:

http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/examfeedbackandpastexaminationpapers/#d.en.236707

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

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

http://www.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 the Student Portal. You can log in to the Student Portal from the website: https://my.manchester.ac.uk

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

The Postgraduate Research Examination Board (see section 5.7) has the responsibility to implement the University's policies and regulations in a manner which is fair to students, taking into account all known circumstances. Each student is responsible for informing the Examination Board of any facts that he/she wishes to be considered. These facts may, for example, be concerned with personal difficulties or ill health (whenever possible obtain a medical certificate for ill health). You should always inform your supervisor or Programme Director of any personal difficulties affecting you or your studies; you should also complete a 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:

| First Semester Mitigating Circumstances Deadline: | 5 February 2016 |
| Second Semester Mitigating Circumstances Deadline: | 17 June 2016 |
| Referred/Deferred Examination Mitigating Circumstances Deadline: | 9 September 2016 |
Only new information that has become available subsequent to the meeting of the Examination Board may be used in appeals, other than where exceptional circumstances gave the student good reason to withhold information.

### 5.6 Academic malpractice in the taught component

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

See also: [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/).

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

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

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

- You do not leave work on printers.
- You do not give passwords to other students.
- You do not allow other students to use your home computer without taking adequate precautions.
- You do not show your coursework to other students.

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

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

### 5.7 PGR Examination Boards and progression through the taught component

There are normally three assessment periods in each year: January, May/June and August/September. The PGR Examination Board meets after each assessment period to discuss and decide on progression of PGR students.
If a student has either failed one or more course units of the taught component or if a sufficient number of hours have not been completed then the PGR Examination Board will normally require the student to resit some course units or to take an alternative course unit in the following year. Note that students must pass 60 hours of the taught component in their first year and must pass 100 hours of the taught component by the end of their second year.

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

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

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

6. Progression and examination

6.1 PhD Progression: First Year Progress Report and Progression to 2nd Year

In order to progress to the second year of study all milestones on eProg must be complete and up to date. You must also have successfully completed at least 60 hours of the taught component. For the progression report milestone in year 1, you will be required to present a written report during your first year. This report will be due 9 months after you first register as a full time student (pro rata for part-time students).

The purpose of the first year report is:

to assess the student’s goals, progress and plans for the remainder of the programme

to determine and record the progression path of the student at the end of the first year of research.

The report should cover:

1) a progress report on the project. This report will contain a discussion of the scientific background to your project, describe the work carried out during the 1st year and present a plan for the progress of the project during the second and third year;

2) your achievements in year one including courses taken towards the 100 hour taught component requirement, other training taken, any other activities (e.g. teaching, conferences attended, talks given etc.)

The exact format (and volume) can differ substantially depending on the project. This should be discussed with your supervisor. Your supervisor should give you guidance about what your report...
should look like. There will be a viva organized and conducted by an independent assessor and the supervisor before the end of their 10th month of registration. The committee will provide a brief written assessment of this report and the student will be examined viva voce on the contents of the report.

The committee's report will also take into account the your in any taught modules you have attended and indicate whether or not you should be allowed to progress to the second year. The report will give the evidence to support its recommendation. In the case of concerns about some aspect of your performance, a course of action will be suggested to address these concerns. The committee may require a revised report be submitted and an additional examination by an agreed date. The committee's report will be passed to the Director of Postgraduate Studies and Postgraduate Committee who will act on its recommendations. If a revised report is required, the supervisor will inform you in writing of the revisions to be made and your deadline for the submission of the revised report will be the end of month 12. Failure to pass this revised report will lead to immediate termination from the PhD programme

In the event of a recommendation not to allow a student to progress to 2nd year; the examining committee will indicate whether you should be allowed to submit a revised thesis for the award of an MPhil degree.

6.2 PhD Progression: End of 2nd Year Assessment and Progression to 3rd Year

In order to progress to the second year of study all milestones on eProg must be complete and up to date. You must also have successfully completed the required 100 hours of the taught component. For the progression report milestone in year 2, you will be required to present a written report at the end of their second year. This report will be due 21 months after you first register as a full time student (pro rata for part-time students)

The report should cover:

1) progress report on the project. This report will normally contain a description of the theorems proved or results obtained during your second year and will give a plan for further work to be done in the third year;

2) achievements in year two including courses taken towards the 100 hour taught course requirement, other training taken, any other activities (e.g. teaching, conferences attended, talks given etc.).

Your supervisor and an independent assessor will conduct an oral examination on your report.
The exact format (and volume) can differ substantially depending on the project. This should be discussed with your supervisor. Your supervisor should give guidance about what the report should look like.

There will be an oral examination organised and conducted by your supervisor and one more examiner before the end of your 22nd month of registration. The committee will provide a brief written assessment of this report and you will be examined on the contents of the report.

The committee's report will take into account your progress in the taught component and indicate whether or not you should be allowed to progress to the second year. The report will give the evidence to support its recommendation. In the case of concerns about some aspect of your performance, a course of action will be suggested to address these concerns. The committee may require a revised student report be submitted and an additional examination by an agreed date. The committee's report will be passed to the Director of Postgraduate Studies and the School's Postgraduate Committee who will act on its recommendations. If a revised student report is required, the supervisor will inform you in writing of the revisions to be made and the deadline for the submission of the revised report will be the end of month 24. Failure to pass this revised report will lead to immediate termination from the PhD programme.

In the event of a recommendation not to allow a student to progress to 3rd year, the examining committee will indicate whether you should be allowed to submit a revised thesis for the award of an MPhil degree (subject to Faculty approval).

6.3 PhD Progression: End of 3rd Year Assessment and Submission Pending

PhD students are normally expected to submit their thesis by the end of their period of registration (usually 3, 3.5 or 4 years for full-time students), unless they have received prior approval from the University to register for the submission pending period (not available to students on a 4 year programme). Again compulsory milestones exist on eProg and you must have a complete record in order to progress to year 4 or into writing up. If a fourth year of study is required then you should normally provide a draft of your thesis as your end of third year report. This report will be due 34 months from the start of your programme. An oral examination conducted by the supervisor and one more examiner and will write a report on the examination. The committee's report will be passed to the Director of Postgraduate Studies and the School's Postgraduate Committee who will act on its recommendations. If a revised report is required, the supervisor will inform you in writing of the revisions to be made and the deadline for the submission of the revised report will be the...
end of month 36. Failure to pass this revised report will lead to immediate termination from the PhD programme; you may then apply to Faculty for permission to submit a revised thesis for the award of an MPhil.

PhD students may register for the submission pending period at the discretion of the University to allow additional time for preparation of the thesis for up to one year (but not beyond 4 years since the start of the programme) beyond the completion date of the PhD programme. You are advised to check any conditions imposed by the Faculty on extensions to the degree and on any restrictions applied by funding bodies. A fee will be payable for any such submission pending registration that is granted by the University.

Extensions to the submission pending period may be sought only in exceptional circumstances (see grounds for mitigation).

<table>
<thead>
<tr>
<th>Start Month</th>
<th>Report Due</th>
<th>Oral Examination Due</th>
<th>Remedial Work Due (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>30 June</td>
<td>31 July</td>
<td>30 September</td>
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<td>January</td>
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<tr>
<td>July</td>
<td>31 March</td>
<td>30 April</td>
<td>31 June</td>
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</tbody>
</table>

6.4 Submission and examination of your PhD thesis

You must submit your thesis within four years (allowing for any interruptions that you may have been granted). You should consult:

http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-stude...
6.4.1 Writing your thesis

Your supervisor can give you advice on how to write your thesis.

Guidance on the formatting and presentation of your thesis can be found here http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7420 (http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7420). You are very strongly encouraged to write your thesis in LaTeX. A training course on LaTeX runs in Welcome Week in September and in Week 6 of Semester 1. There is also a Faculty Graduate Training Course on LaTeX.

A LaTeX style file that is compliant with the University's regulations on the presentation of theses
6.4.2 Submission of your thesis

When you are ready to submit your thesis you need to complete a ‘Notice of Submission Form’ not less than six weeks before submission. This form is available in eProg in the Examination Summary section. You will also need to read Regulations for the Presentation of Theses and Dissertations available at http://documents.manchester.ac.uk/DoculInfo.aspx?DocID=7420. Giving notice of submission triggers the process of appointing the examiners, who are then expecting the thesis to arrive on time.

If a thesis is not submitted before the end of the PhD programme or submission pending period, you will not be able submit your thesis without exceptional circumstances.

You must submit and electronic copy of your thesis no less than 3 days before your final submission deadline. You must submit two hardcopies to the Faculty Graduate Office by the deadline. The electronic and hardcopies must be identical.

If you wish to submit a thesis more than 3 months before the end of your PhD programme (or 6 months if part time) you will require a permission of your supervisor and the University. If you are granted permission to submit early then you will still be required to pay full fees for the degree period for which you originally registered.

Further information about submitting early is available in your EPS Graduate Resource Folder or from the school PG office.

6.4.3 Late submission

If you do not submit your thesis before the end of your submission pending period and have not formally arranged an extension with the University, the Faculty will refuse to accept your thesis, you will not be permitted to submit it and you will not get a PhD.

In the absence of approved exceptional circumstances, an extension will not be granted and you will not be permitted to submit your thesis beyond your final submission deadline. Your final submission deadline is given on eProg.
Students may refer to Regulation XIX (academic appeals) where there are adequate grounds for appealing against a decision affecting their academic status or progress in the University.

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

6.4.4 Examination of your PhD thesis

Your examiners will usually comprise either (i) an internal examiner (a member of academic staff from Manchester who has expertise in your research area) and an external examiner (a member of academic staff from another university or another suitably-qualified and research-active expert), or (ii) two external examiners and an internal independent chair. The internal examiner or independent chair will arrange the date and time of your oral examination. (The oral examination is often called a `viva'; in this handbook, the term `oral examination' is used.)

In the oral examination you will be examined orally on the content of your thesis and its wider context. After the examination the examiners will make a recommendation to the Faculty PGR Degrees Panel on the outcome of the exam. The examiners may communicate what their recommendation is to you, but it should be clear that this is unofficial and the final decision is made by Faculty.

The outcomes are:

A(i): recommend the award PhD and no corrections are necessary.
A(ii): recommend the award PhD subject to minor corrections being completed.
B(i): refer: the thesis is satisfactory in substance but defective in presentation; allow resubmission without the need for a further oral examination.
B(ii): refer: the thesis is satisfactory in substance but defective in presentation; allow resubmission and require a further oral examination.
B(iii): refer: the thesis requires further research to be done; allow resubmission and require a further oral examination.
C(i): award MPhil on the basis of the thesis presented.
C(ii): award MPhil on the basis of the thesis presented, subject to minor corrections being completed.
C(iii): the candidate be invited to revise and resubmit the thesis for the degree of MPhil within one year. A candidate will be permitted to resubmit on only one occasion. A fresh examination of the thesis will be required and may include a further oral examination.
C(iv): no award be made to the candidate and no resubmission be permitted.
A(ii) is the most common outcome. Normally minor corrections required under A(ii) must be completed within 4 weeks of the result being communicated to you by the Faculty PGR Degrees Panel.

Students with outcomes B(i)-B(ii) or C(iii) normally have up to six months to resubmit their thesis. Students with outcome B(iii) will normally be given up to one year. A resubmission fee is charged. See [http://documents.manchester.ac.uk/display.aspx?DocID=7452](http://documents.manchester.ac.uk/display.aspx?DocID=7452).


### 6.5 Submission and examination of MPhil theses

The MPhil programme is a one-year programme. MPhil students must complete the `Nomination of examiners` form on eProg before they submit their thesis.

You must submit your thesis within one year (allowing for any interruptions that you may have been granted). You should consult:

**The University of Manchester Postgraduate Research degree regulations**
[http://www.staffnet.manchester.ac.uk/services/rbess/graduate/ordinancesandregulations/](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/ordinancesandregulations/)

**The University of Manchester Code of Practice for Postgraduate Research Degrees**
[http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/)

**The University of Manchester Student Complaints Procedure**

**The University of Manchester Guidance for Students on plagiarism and academic malpractice**

**The University of Manchester Research governance, ethics support and guidance**
[http://www.staffnet.manchester.ac.uk/services/rbess/governance/](http://www.staffnet.manchester.ac.uk/services/rbess/governance/)
6.5.1 Writing and submitting your thesis


You are very strongly encouraged to write your thesis in LaTeX. A training course on LaTeX runs in Welcome Week in September and in Week 6 of Semester 1. There is also a Faculty Graduate Training Course on LaTeX.

A LaTeX style file that is compliant with the University's regulations on the presentation of theses can be found here [http://intranet.maths.manchester.ac.uk/it-support/useful-files/](http://intranet.maths.manchester.ac.uk/it-support/useful-files/)

MPhil students can apply to the School to go into Submission Pending at the end of their first year. This gives you an additional 12 months to write your thesis. You can apply for submission pending by contacting Anna Bigland in the Teaching and Learning Office ([mathematics@manchester.ac.uk](mailto:mathematics@manchester.ac.uk)).

When you are ready to submit your thesis you need to complete a 'Notice of Submission Form' not less than six weeks before submission. This form is available in eProg in the Examination Summary section. You will also need to read Regulations for the Presentation of Theses and Dissertations available at [http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7420](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7420). Giving notice of submission triggers the process of appointing the examiners, who are then expecting the thesis to arrive on time.
6.5.2 Examination of your MPhil thesis

Your examiners will usually comprise either (i) an internal examiner (a member of academic staff from Manchester who has expertise in your research area) and an external examiner (a member of academic staff from another university or another suitably-qualified and research-active expert), or (ii) two external examiners and an internal independent chair.

If, having read the thesis, the examiners are in agreement that the award of MPhil should be made, then no oral examination is necessary.

If the examiners deem that an oral examination is necessary then the internal examiner or independent chair will arrange the date and time of the exam.

In the oral examination you will be examined orally on the content of your thesis and its wider context. After the examination the examiners will make a recommendation to the Faculty PGR Degrees Panel on the outcome of the exam. The examiners may communicate what their recommendation is to you, but it should be clear that this is unofficial and the final decision is made by Faculty.

The outcomes are:

A(i): recommend the award MPhil and no corrections are necessary
A(ii): recommend the award MPhil subject to minor corrections being completed
B(i): refer: the thesis is satisfactory in substance but defective in presentation; allow resubmission without the need for a further oral examination
B(ii): refer: the thesis is satisfactory in substance but defective in presentation; allow resubmission and require a further oral examination
B(iii): refer: the thesis requires further research to be done; allow resubmission and require a further oral examination
C: no award be made to the candidate and no resubmission be permitted.

Students with outcomes B(i)-B(iii) or C normally have up to one 6 months to resubmit their thesis. A resubmission fee is charged. See http://documents.manchester.ac.uk/display.aspx?DocID=7452 (http://documents.manchester.ac.uk/display.aspx?DocID=7452)
Complete details of the examinations process can be found here: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7445.

6.5.3 MPhil students transferring directly into the 2\textsuperscript{nd} year of the PhD programme

Some students are initially registered on the MPhil programme but decided to apply to transfer directly into the 2\textsuperscript{nd} year of the PhD programme without submitting an MPhil thesis.

If you wish to be considered for transfer to a PhD programme, you will need to submit a First year progress report by the end of the 9\textsuperscript{th} month of registration. This report will be assessed by the examining committee. The examining committee will normally comprise the your supervisor plus at least one other member of academic staff. The Committee will provide a brief written assessment of this report and you will be examined viva voce on the contents of the report before the end of your 10th month of registration. If you pass you will be transferred to the second year of the PhD, if you fail, then you may still be given permission to resubmit your report as an MPhil thesis.

6.6 Graduation

Graduation ceremonies are held twice a year, in July and December. Following submission of your thesis 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/ (http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/graduation/)
7. Interruptions and extensions

7.1 Interruptions and extensions

Any student experiencing mitigating circumstances may be permitted to interrupt their degree by prior approval of the Faculty Postgraduate Research Degrees panel. Any application for interruption of studies should wherever possible be made before the beginning of the proposed period of interruption, with the support of the supervisory team. **Students and supervisors should note that retrospective applications for interruptions will only be considered in the most exceptional circumstances.** The application forms for interruption and extension are available from the School website:

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

Many organisations which sponsor students do not allow interruptions or extensions to the sponsored degree, and students should check with their sponsor before considering this option.

The total period/s of interruption must not normally exceed 12 months during the full period of the degree, and any further interruptions beyond 12 months will only be permitted under the most exceptional circumstances.

Students who request to interrupt for longer than 12 months may be asked to withdraw from the degree and reapply at a future date. During the period of interruption, students’ registration status is put on hold and no tuition fees are payable. The degree is suspended and both the standard period of research and the thesis submission date are extended by a corresponding period.

You should interrupt if you suffer a period of illness of more than 4 weeks. If you have been absent for longer than two months due to illness then you are required to provide confirmation from your General Practitioner or similar on official headed documentation that you are fit to resume their studies.

The types of interruption and extension are listed below:

### 7.1.1 Interruption

Interruptions are for when you are experiencing personal, health or family problems to the extent that you are unable to work on your research.

Interruptions are only available in programme (i.e. not writing up) and are granted by Faculty. You should complete the relevant application form (on the School website) and provide evidence of your case. This should be completed as soon as the problem arises. Retrospective interruptions are not normally permitted. Interruptions can only be granted on events since the last eProg monitoring point.

If you take maternity, paternity or adoption leave then you should also apply for an interruption (see section 7.2).

### 7.1.2 Extension to programme

This is used where students require extra lab/research time and is for significant unforeseen delays (which can include severe equipment failure). Bad time management or poor planning are not acceptable reasons for any extension. This should be completed at least 2 months before the end of programme. Extensions can only be granted on events since the last monitoring point.

### 7.1.3 Extension to submission pending

This is where students develop severe problems in their writing up period. Again it can only include evidence since the last monitoring point as that was proof that the student was on track to complete on time. This must be completed at least 2 months before the submission date.
7.1.4 Permission to submit late

This is NOT an extension. It is permission for a student to submit their thesis even if there are no suitable grounds for extension and is permitted at the discretion of faculty. Students will be expected to pay a £500 fine for late submission. In the case of international students this can lead to a termination of their visa as their programme has not been completed successfully. It should be noted that not all applications to submit late are successful and it is possible that you could be refused permission and would therefore fail the PhD. **If you commenced your programme on or after September 2012 you will not be granted permission to submit late.**

7.2 Maternity, Paternity and Adoption Leave

8. Demonstrating and teaching within the School

8.1 Demonstrating and teaching

Postgraduate research students have the opportunity to take part in various undergraduate teaching related activities. Such activities include: marking coursework, helping a lecturer with the support classes for a lecture course, or running small group supervisions for first year undergraduates. You are encouraged to take part in such activities as they can provide useful skills that can enhance your curriculum vitae. However, you should ensure that you are not taking on so many teaching and demonstrating duties that it affects the progress on your research project.

The School puts limits on the amount of teaching and demonstrating work that you can do. Students in their first, second and third year of the PhD, or full-time students in their first year of their MPhil, can do 22 hours of demonstrating in each semester without the permission of your supervisor. It it possible to do more than this, if you wish, but you will need your supervisor’s permission. PhD students in their fourth year, and MPhil students in Year 2, need their supervisor’s permission to do any teaching activities.

All postgraduate demonstrators are assigned by the Teaching & Learning Office, or by Colin Steele (Director of Service Course Teaching) or the Director of Teaching. Demonstrating or marking duties allocated by individual academics will not normally be paid so please check with the Teaching and Learning Office before accepting a contract. Demonstrating allocations are made several weeks prior to the commencement of the semester, information regarding allocations will be sent to students by email from the Teaching and Learning Office.

8.2 Teaching and demonstrating training

If you wish to undertake demonstrating duties, then you are required to attend the Graduate Teaching Assistants/Demonstrators training course, FEPSS8200 Graduate Teaching Assistant Training. You can book a place on this course via eProg. This is a one day course which is
organised by the Training Development Unit. This initial course is then followed by a half-day subject-specific training session, provided by the School of Mathematics. Please visit the Graduate School’s website for further information on training courses available at

http://www.researchsupport.eps.manchester.ac.uk/postgraduate_home/programme/workshop_calendar

8.3 Payment for demonstrating and teaching duties

If you have a teaching assistant contract to carry out demonstrating or marking duties then you are classed as a member of staff by the University's Payroll department and you need to complete the online staff expense claim form. This can be found here:

https://www.portal.manchester.ac.uk/tab/home

Click on the drop down menu ‘My Services’ and select ‘Expenses claim’.

Once you have completed your Fee or Expense claim please ensure that your supervisor’s signature or the signature of the person who requested that you do the work is on the form, in the margin if necessary. Once signed please hand in to Tracey Smith at Reception in the Alan Turing Building.

8.4 Open days and visit days

You may also have the opportunity to help at open days, outreach events with local schools and other visit days. If you have been promised a fee for this work then you will need to complete a ‘Non-Staff and External Personnel – Fee Claim form PR7’ which can be found here:


So that payroll can assess whether to tax you on this income you must complete a P46 form (http://www.hmrc.gov.uk/forms/p46exemptonline.pdf) and also attach a photocopy of some photo-id, such as a driving license or passport along with your University card; note that your University card alone will not suffice.
9. Student representation and feedback

9.1 Staff-Student Liaison Committee

The main forum in the School is the School Board. It normally 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 are normally two representatives (one first year, and one from years 2—4) from each of the main research groups (Pure, Applied, Probability/Statistics) in the School. Student representatives are normally elected in September of each academic year and serve for one year.

Student representatives also serve on other committees within the School and Faculty, for example the School’s Postgraduate Committee, the School Health and Safety Committee and the Faculty Staff-Student Liaison Committee.

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

9.2 Postgraduate Research Experience Survey
The Postgraduate Research Experience Survey (PRES) runs every two years and is a national survey of all research students in the majority of UK universities. The results of PRES are used to inform the School, Faculty and University on matters relating to PGR provision.

9.3 Course unit surveys

Students taking taught course units as part of the taught component will be asked for feedback on their course units. For MAGIC courses, you will complete a short questionnaire towards the end of the MAGIC semester. Information from the MAGIC course unit questionnaires feed back to the MAGIC Programme Committee. For MSc course units, you will complete a short questionnaire in Week 3 of semester and another, more detailed, questionnaire in Week 11. The results of these surveys feed into the School’s Teaching Committee and quality assurance processes.

9.4 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 Supervisor or Advisor or with your Programme Director for your group or the Director of Postgraduate Studies. You may also seek help outside the School from the Postgraduate Administrator or the Faculty Graduate Office.
School of Mathematics

10. Centrally provided services

10.1 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

10.2 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/).

10.3 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/).

### 10.4 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/).

### 10.5 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)
10.6 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/

10.7 Childcare

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

Dryden Street Nursery, Chorlton-on-Medlock, Manchester M13 9AU.
Tel: 0161 272 7121: E-mail:admin.drydenstreetnursery@btconnect.com

Echoes Nursery, Echo Street (off Granby Row), Manchester M60 1QD.
Tel: 0161 306 4979: E-mail:network.nurseries@lineone.net

Further information for student-parents may be found at the website:

http://www.studentnet.manchester.ac.uk/crucial-guide/personal-life/student-parents/

10.8 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/)

10.9 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.)

10.10 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/)
School of Mathematics

11. Health and safety

11.1 Personal health

Primary medical care of students is provided by the National Health Service through individual registration of students with a local general practice of their choice.

The **Student Counselling Service** provides confidential, individual counselling for all work related difficulties, exam anxiety, stress and other personal problems. The service is located on the Fifth Floor of Crawford House, and can be contacted by dialling **0161 275 2864**. The e-mail address is counsel.service@manchester.ac.uk. Further information can be found at the following website: http://www.staffnet.manchester.ac.uk/personalsupport/counselling.

You should ensure that you are acquainted with the various Safety Regulations and, in particular, the correct procedure in the event of a fire. The School's Health and Safety Policy is available via the School intranet: https://www.maths.manchester.ac.uk/intranet. You should ensure that you read and understand this document.

The University's Health and Safety web address is: http://www.healthandsafety.manchester.ac.uk.

11.2 Fire safety

Fire is a ubiquitous hazard that affects everybody in the University. In general, the risk of a fire starting in an office environment where there is a no smoking policy is very low. However, everyone should make every effort to prevent it from occurring, for example, by reporting electrical defects, accumulations of combustible materials, or evidence of covert smoking.
The School procedure in the event of a fire or other emergency is that everybody is to leave the building promptly using the stairs and the nearest exit, and assemble at the assembly area, which is next to the University Place. Following an evacuation, do not re-enter the building unless instructed it is safe to do so by Fire Service personnel or university security staff.

The alarm system is tested every Monday afternoon at 13.50. There is no need to evacuate the building on these occasions, although reports of alarms that are too faint, or where the meaning of the alarm is not clear, should be made immediately to the School Safety Adviser (SSA), Mr Tony McDonald.

Anybody who has difficulties responding in an emergency evacuation situation should discuss this with the SSA.

If the fire alarm sounds continuously, then the building must be evacuated immediately by the nearest exit. Lifts must not be used. The fire alarm system will cause all lifts to travel to the ground floor where the doors will open to allow any occupants to exit. The doors will then close and will remain in that state until overridden by the fire brigade, or until the system is reset.

Pulsed sounders mean there is no need to evacuate, but be prepared to evacuate should the sounders change to continuous. (Pulsed sounders are not a signal to evacuate, but serve as an indication of a fire alarm in the adjacent building.)

Anybody who would have difficulty leaving the building via the staircases during an evacuation should make their way to one of the landing areas in the stairwells, where there are marked refuge areas. An intercom station is located there that communicates with a station situated in the reception area. This will enable the location to be established and assistance provided to exit the building. Please inform the SSA if you may need this type of assistance.

11.3 Disabled toilet alarms

All alarms are activated by a red pull-cord switch. This sounds a local alarm as well as illuminating a red light outside the cubicle. An alarm will also sound on a control panel in the reception area.

The alarm can be reset locally by pressing the RESET button in the cubicle.
11.4 First aid

If you need to use the First Aid services listed below, please use the nearest one to where you are.

<table>
<thead>
<tr>
<th>Location</th>
<th>Arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxford Road end of campus</td>
<td>From local first aiders (see table below).</td>
</tr>
<tr>
<td>In an emergency and outside working hours</td>
<td>Contact Security (telephone 69966)</td>
</tr>
</tbody>
</table>

The local first aiders in the School are:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>E-mailAddress</th>
<th>ExternalNumber</th>
<th>InternalNumber</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aider</td>
<td>Mr. Sebastian Rees</td>
<td><a href="mailto:Sebastian.Rees@manchester.ac.uk">Sebastian.Rees@manchester.ac.uk</a></td>
<td>0161 275 5812</td>
<td>55812</td>
<td>Alan Turing, 1.205</td>
</tr>
<tr>
<td>First Aider</td>
<td>Miss Karen Morris</td>
<td><a href="mailto:Karen.Morris-2@manchester.ac.uk">Karen.Morris-2@manchester.ac.uk</a></td>
<td>0161 275 5797</td>
<td>55797</td>
<td>Alan Turing, G.204</td>
</tr>
<tr>
<td>First Aider</td>
<td>Mrs. Francesca Moss</td>
<td>Francesca.Moss @ manchester.ac.uk</td>
<td>0161 275 5899</td>
<td>55899</td>
<td>Alan Turing, G.204</td>
</tr>
</tbody>
</table>

First Aid boxes and an AED (Automated external defibrillator) are situated at the Alan Turing Building Attendants’ Lodge.
Additional Occupational Health Services for Staff and Students are located at 182-184 Waterloo Place, near the University Precinct Centre, Telephone 0161 275 2858. (First Aid is not provided here.) [http://www.studentnet.manchester.ac.uk/occupational-health/](http://www.studentnet.manchester.ac.uk/occupational-health/)

If an ambulance is required, it can be summoned by dialling 9 999 from any telephone. Make sure you inform the Building Attendants so that they can direct the medical personnel to the incident.

It should be noted that all university work places are designated as non-smoking and it is illegal to smoke within University buildings and enclosed space.

Some students have disabilities which would hinder their escape from a building in case of emergency, while others may have hearing difficulties which impair their ability to notice emergency alarms. The School makes prior arrangements for the safety in emergency situations of any of its students with a disability and it is important that students know precisely what they should do, and with whose help in an emergency such as a fire evacuation. Students with disabilities should introduce themselves to the School Disability Coordinator (Stephanie Keegan Room G.204, Alan Turing Building) as soon as possible after arrival, and in any case within the first week, and confirm the arrangements that have been made for their safety.

If you have an accident when you are on University premises then you must inform Mr Tony McDonald or the staff in the Teaching & Learning Office (behind reception on the ground floor of the Alan Turing Building).

### 11.5 Building defects

Any damage to the building or in the building's locale must reported to the School Safety Advisor (SSA), Tony McDonald. [Tony.Mcdonald@manchester.ac.uk](mailto:Tony.Mcdonald@manchester.ac.uk); 0161-275-6118 If the SSA is not available then you should inform one of the Building Attendants.

### 11.6 Useful websites

The University Health and Safety Web Site can be found at:
http://www.healthandsafety.manchester.ac.uk/ (http://www.healthandsafety.manchester.ac.uk/)
Here you will find useful information about Health and Safety within the University, along with the University's Health and Safety Policy

Counselling for help and advice on personal matters:
http://www.studentnet.manchester.ac.uk/counselling/ (http://www.studentnet.manchester.ac.uk/counselling/)

Disability Support – Help for disabled students http://www.dso.manchester.ac.uk/ (http://www.dso.manchester.ac.uk/)
School of Mathematics

12. Academic malpractice

Academic malpractice, which includes but is not limited to plagiarism, collusion, fabrication or falsification of results and research misconduct are very serious offences. If you are found guilty of a charge of academic malpractice then you can expect very serious consequences up to and including expulsion from the University without the award of your degree.

The guidance below is designed to help you understand what we regard as academic malpractice and hence to help you to avoid committing it. You should read it carefully, because some because students may have been used to different conventions in their prior educational experience or through general ignorance of what is expected of them. Ignorance of what constitutes academic malpractice is not a defence. If you are in any doubt about what constitutes academic malpractice, how to appropriately cite the work of other people, etc, then you should speak to your supervisor.

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)


12.1 Plagiarism

12.1.1 What is 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 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!
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.

12.1.2 Turnitin

Turnitin is a piece of software that is used by the University to help to identify plagiarised work. Your end of year reports, some elements of coursework for the taught component, and a random selection of submitted PhD and MPhil thesis, will be put through Turnitin and a report generated. This report will highlight text in your submission that matches text from one or 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 supervisory team, 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.

12.2 Collusion

Collusion is any agreement to hide someone else’s individual input to collaborative work. Where proved, it will be subject to penalties similar to those for plagiarism. Similarly, it is also collusion to allow someone to copy your work when you know that they intend to submit it as though it were their own and that will lay both you and the other student open to a charge of academic malpractice.

On the other hand, collaboration is a perfectly legitimate academic activity in which students and researchers are required to work together. For published research, this often leads to joint papers which have multiple authors. Joint papers or research done in collaboration with others is acceptable in your PhD thesis, but you should always check with your supervisor as to how this work should be credited.

12.3 Fabrication or falsification of results

For some students, a major part of their studies involves laboratory or other forms of practical work, and they often find themselves undertaking such activity without close academic supervision. If you are in this situation, you are expected to behave in a responsible manner, as in other aspects of your academic life, and to show proper integrity in the reporting of results or other data. Hence you should ensure that you always document clearly and fully any research programme or survey that you undertake, whether working by yourself or as part of a group. Results or data that you or your group submit must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should you seek to present results or data that were not properly obtained and documented as part of your practical learning experience. Otherwise, you lay yourself open to the charge of fabrication or falsification of results.
12.4 Research conduct

All research undertaken by a postgraduate research student must be considered to be part of your PhD programme even if it is not subsequently included in your final thesis and must be undertaken in accordance with The Code of Good Research Conduct

http://www.rbess.manchester.ac.uk/governance/Conduct/
13. 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:


### 13.1 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.

### 13.2 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.
13.3 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/)

13.4 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.

13.4.1 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).
14. Ordinances and regulations relevant to postgraduate research students

Code of Practice for PGR Degrees

http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/
(http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/)

Degree of Doctor of Philosophy (PhD)

(http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=20673)

Guidance for the PhD by Published Work

(http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=20672)

Policy on Circumstances Leading to Changes to Postgraduate Research Study

(http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8162)

Examination of Doctoral Degrees Policy

(http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7445)

Degree of Master of Philosophy (MPhil)

http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-stude...
Master of Science by Research

(http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=15731)

Student Policies

http://www.campus.manchester.ac.uk/studentnet/policies/
(http://www.campus.manchester.ac.uk/studentnet/policies/)

The Code of Good Research Conduct

http://www.staffnet.manchester.ac.uk/services/rbess/governance/
(http://www.staffnet.manchester.ac.uk/services/rbess/governance/)

For further information visit the EPS Graduate School website:

http://www.researchsupport.eps.manchester.ac.uk/postgraduate_home/support/
(http://www.researchsupport.eps.manchester.ac.uk/postgraduate_home/support/)