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Introduction

Welcome to the School of Mathematics! In this handbook you will find a large quantity of information that will help you to have a productive and enjoyable time during your research. It is best to read the handbook through and then keep it safe for future reference during your degree. A copy is always available online on the School of Mathematics website for you to refer to.

This book is designed to be read in conjunction with the EPS Graduate Resource book which contains important information about your programme of study (available on line and at your faculty induction in September). Student commencing mid-year should arrange to collect a copy from the Faculty Graduate School. Sackville Street Building, Room C4.

Key Dates for 2013-14

First Semester: 16 September 2013 – 26 January 2014

First Semester Examinations: 13 January 2014 – 24 January 2014


Easter Break: 4 April 2014 – 28 April 2014

Semester 2 Examinations: 15 May 2014 – 4 June 2014

Referred Examinations: 18 August – 29 August 2014

For MSc courses:

Week 6 of Semester 1 is designated as a reading week.

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

Annual Reports: Due in month 11 of each year of study. For students starting in September this will be 1 August 2014

Date of last possible submission for students commencing September 2013 is September 2017

Magic Term Dates

First Semester: 7 October 2013 – 14 December 2013


Spring semester Magic Examinations: 13 April 2014 – 27 April 2014

APTS Weeks

Week 1: Cambridge 16 December 2013 – 20 December 2013

Week 2: Warwick 7 April 2014 – 11 April 2014

Week 3: Leeds 4 August 2014 – 8 August 2014

Week 4: Oxford 1 September 2014 – 5 September 2014
Registration

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

• 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/ssa/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).

• Important information for students funded through the school only (EPSRC DTG, CASE Awards, School Scholarships)

• 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 pgr-maths@manchester.ac.uk immediately if you have any problems with your funding from the School.

• 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 ONTO 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 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' 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 during opening hours to complete the appropriate paperwork.
• **Sponsorships letters**

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

• **Swipe card**

You will be required to collect your University swipe card (student card) 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.

• **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/

• **School Registration**

http://www.maths.man.ac.uk/postgraduate/pgstudies/pg-first-registration.html

Your welcome pack and a hard copy of your crucial guide will be available for you to collect from the School from the 16th September. New starters at all admissions points 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.

During your first week or at the Faculty Induction you will need to collect a copy of your Graduate Resource Folder from the Graduate School in the Faculty of Engineering and Physical Sciences, Research Students will normally be allocated a space in a workroom with a desk and computer within the School of Mathematics for the duration of their programme. Room details will be given to when you come to collect your Welcome Pack. You should also enrol on the Graduate Education 'Introduction to Research' workshop which will take place at regular intervals throughout the year. Further details are available from the Graduate Education website

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

• **Overseas (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/international/supportservices/advice/

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/ 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.internalsociety.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/.
• Tier 4 Audit for International Students

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.

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 (e.g. registration card collection, monitored attendance at seminars, attendance at examination). You will be send an e-mail notifying you of audit points and be given documentary confirmation that you have been that you have been included in the census at each audit point.

• 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/
  * email (disability@manchester.ac.uk)
  * telephone (0161 275 7512/8518)
  * or just drop into the DSO office located on the 2nd Floor of University Place, Block 2. (Building 37 on the campus map) 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 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.

• 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.

Every research student in the Faculty of Engineering & Physical Sciences at the University of Manchester is issued with a Graduate Resource Book during the Faculty Induction event in September. If you did not receive a copy of this book, you can download a PDF version or visit the Graduate Education Office, Sackville St Building, room C4 to obtain a hardcopy.

http://www.researchsupport.eeps.manchester.ac.uk/postgraduate_home/getting_started/graduate_resource_book/index.html
• **Programme Directors**

The relevant programme director has general oversight of the running of research degrees in Mathematics, but the individual who will direct your academic programme of study will be your research supervisor. The programme directors are:

- Actuarial Science & Mathematical Finance: Dr Kees Van Shaik  ext. 55853 Rm 2.142 Kees.vanSchaik@manchester.ac.uk
- Applied Mathematics & Dr Catherine Powell  ext. 63688 Rm 1.124 Catherine.Powell@manchester.ac.uk
- Numerical Analysis: Dr Yuri Bazlov  ext. 55816 Rm 2.220 Yuri.Bazlov@manchester.ac.uk
- Pure Mathematics & Mathematical Logic: Dr Alex Donev  ext. 63699 Rm 1.132 A.N.Donev@manchester.ac.uk

• **PG Office**

The Postgraduate Administrator: Anna Bigland (ext. 50176)

The Postgraduate Programmes Administrator: Dylan Mangan (ext. 55802)

e-mail: pgr-maths@manchester.ac.uk

Anna and Dylan will be able to offer support and advice on administrative matters relating to your programme. They are located in the Postgraduate Office, behind reception on the ground floor of the Alan Turing Building.

• **The Director of Postgraduate Studies in Mathematics:**

Dr Charles Walkden (ext. 55805)

• **The Head of the School of Mathematics:**

Professor Peter Duck (ext. 55831)

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

Professor Ann Webb (63917)

• **Vice-President and Dean of the Faculty of Engineering and Physical Sciences:**

Professor Colin Bailey (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.
Facilities

- **Mail**

You should collect your mail from room 1.209, 1st Floor, Alan Turing Building. Mail is delivered once a day in the morning, circulars from staff etc. and telephone messages 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.

- **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.

You will receive an email from the University IT Services with your University email address and log-in details prior to your registration. In Mathematics you will also have a school UNIX account which you may wish to link to your main university account.

The IT Services Division 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 2013-2014 “A Guide to IT Services” booklet please visit their website at:  
[http://www.itservices.manchester.ac.uk/](http://www.itservices.manchester.ac.uk/)

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.

Blackboard: We will make extensive use of eLearning environments. We expect that you are, after induction week, able to use them to access course material and communicate with your colleagues.

- **Library sites**

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.

- **University of Manchester Library**

[http://www.library.manchester.ac.uk/](http://www.library.manchester.ac.uk/)

The ID card with which you are issued when you register also acts as a library card (swipe card) to gain access to the main university library. A tour of the library and its facilities is usually organised in September and if you are a new student it is important that you attend this.

Books from the main library can be borrowed for 12 weeks. There is also a Short Loan section for the most popular books which can be kept for a limited period. Overdue books incur heavy fines and students may not be awarded a degree, diploma or certificate, unless all books borrowed from the university library have been returned and any fines paid.
• **Joule Library**

There are five self-service photocopiers and one microfiche/microfilm reader in the Joule Library, located in a room on the Main Level (E Floor). A Technician is on hand during the day if you have any questions about using the copiers.

The Joule Library provides access to 55 networked PCs with CD rewriters and to networked printing facilities.

• **Photocopying**

Photocopiers are available in the Alan Turing for teaching and research purposes only.

• **Colour Printing**

If you require colour printing please see Sue Tizini (Susan.Tizini@manchester.ac.uk) room AT 1.205

• **Telephone Calls**

Postgraduate student phones in the Alan Turing Building are for internal calls only.

• **Tea and Coffee**

There are vending machines and a snack-bar in the Alan Turing Building on the ground floor. There are tea and coffee facilities on the first floor. Coffee is available in the staff and postgraduate common room on the 1st floor Atrium Bridge from 10.30am.
Purchasing and Finance information for PG students

The university has various processes for buying and paying for travel and supplies. During your time here you may attend conferences or be asked to purchase items by your supervisor. Please refer to this information to help you to do this correctly. If you have any questions please contact david.lythgoe@manchester.ac.uk

- **PG 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/postgraduate/pgstudies/docs/2012/updates/PG%20travel%20form%20school-main%20March%202012%20(2).pdf

- **Booking Travel and/or 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 Jenny Gradwell; she can provide training for new users of the system, as well as general support and guidance. Please feel free to contact Jenny via email (jenny.gradwell@manchester.ac.uk) or phone (0161 275 4632) or by visiting Room 1.205 Alan Turing Building, if you need any support or would like to organise some training.

- **To order supplies**

If you are asked by your supervisor to buy items such as books, computer supplies, catering supplies etc, or you are helping organise a conference you will probably need to apply for access to I-Proc (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 I-Proc you will need to complete the online P2P Requisitioner eTraining details of which can be found here: http://www.its.manchester.ac.uk/trainingcourses/coursesforstaff/finance/p2p_req_etr/

Requisitions should ALWAYS be raised on I-Proc 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 I-Proc please contact the finance assistant for help.

- **Fees for helping at Open days etc**

If you have been asked to help out at an open day where you have been promised a fee in return you will need to complete a ‘Non-Staff and External Personnel – Fee Claim form PR7’ which can be found here: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8286

So that payroll can assess whether to tax you on this income please could you complete a P46 form (http://www.hmrc.gov.uk/forms/p46exemptiononline.pdf) and also attach a photocopy of some photo-id, such as a driving license or passport along with your student card, your student card alone will not suffice.

However if you have a teaching assistant contract to carry out demonstrating or Marking for some of the tutorials then you are classed as a member of staff by payroll and need to complete the ‘Staff Fees Claim Form’ which can be found here: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8285

- **Claiming back Travel expenses**

If you have been granted a PG Travel fund 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/DocuInfo.aspx?DocID=8287

Again if you have a teaching assistant contract to carry out demonstrating or Marking for some of the tutorials then you are classed as a member of staff by payroll and 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’.

- **Submitting claim forms**

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/travel is on the form, in the margin if necessary.

Once signed please hand in to Tracey Smith at Reception in the Alan Turing Building.
MPhil and PhD Programmes in Mathematical Sciences

• **Research Supervisory Team**

All research students admitted to either the MPhil or PhD programme will be assigned a research supervisor, co-supervisor and advisor at the start of your programme, and this forms your supervisory team.

Your research supervisor and co-supervisor will normally be full-time members of the academic teaching staff who are currently active in your area of research. You will also be allocated an adviser. Your adviser will be a member of staff (usually from outside your research group) whose role is to assist in monitoring your progress and generally to act as a point of contact for you to discuss academic and pastoral matters. The EPS Graduate School strongly encourages you to establish formal meetings with your adviser and research supervisor present and to keep records in eProg. More details of the role of the supervisory team is available in the Graduate Resource Book.

• **Taught Courses (100 hours requirement)**

All Mathematics PhD students are required to take, and pass 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.

You can choose to study either MAGIC, APTS or MSc (Level 6) course units. You should note that 15cr of MSc programmes equates to 33.3 hours taught hours. Subjects should be chosen to add breadth to your mathematical knowledge, and should therefore not be directly related to your PhD studies. You should discuss your choices with your supervisor.

To clarify you must take:
- 100 hours MAGIC/APTS or
- 1x 15cr MSc course + 70 hours MAGIC or 1 x15cr MSc course + 66.6 hours APTS
- 2x 15cr MSc course + 30 hours MAGIC or 2x 15cr MSc course + 33.3 hours APTS
- 3x 15cr MSc course

In addition, you will sometimes find it useful to attend advanced undergraduate lecture courses; you should consult with your research supervisor(s) concerning this.

Postgraduate Course Units
http://www.maths.manchester.ac.uk/postgraduate/pgstudies/PGT%20Course%20Units.html

MAGIC course units
http://maths-magic.ac.uk/index.php

You self-register for EPS and Magic course units. For PG taught course units, please e-mail the main PG office.

• **EPS Graduate Training Programme**

Please note that as part of the EPS Graduate Training Programme all 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 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 a successful series of training courses, information is available on eProg.
• **MSc Coursework submission and Penalties**

Coursework associated with taught course units that require hard-copy submission must be submitted to the reception desk in the Alan Turing building. Submission forms are available and you will be given a receipt by the receptionist. For full details of taught course requirements, please see the MSc Handbook.

• **MSc Deadlines for coursework and rules for late submission.**

The deadline for submission is 4pm on the day the coursework is due.

Normally each piece of coursework that has not been handed in by the deadline has the mark reduced by 20% per working day and deadline extensions are only given on the basis of mitigating circumstances.

• **MSc Examinations**

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

http://www.maths.manchester.ac.uk/postgraduate/pgstudies/

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

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

• **MSc Re-sitting Examinations**

Should you fail a unit and be granted permission to re-sit by the Examination Board, then the re-sit will normally take place at the next opportunity to sit the examination.

• **MSc Re-sitting exams abroad**

Re-sit examinations are held in Manchester.

• **MAGIC**

**First Semester:** 7 October 2013 – 14 December 2013

**Second Semester:** 20 January 2014 – 28 March 2014
All research students in Mathematics will be able to take part in the MAGIC (Mathematics Access Grid Instruction and Collaboration) initiative to enhance their doctoral training. This is an EPSRC sponsored project now involving 19 universities throughout the UK and led by the universities of Manchester and Sheffield. It started in October 2007. The aim of the project is to share postgraduate lectures in all areas of mathematics amongst the participating universities and the lectures will be accessible to all via the access grid. You can think of the access grid as a form of advanced interactive video conferencing type of facility enabling students from remote sites to participate in a lecture in a room which has special equipment to enable this type of interaction to be possible. In the longer term it will also be possible to record and review missed lectures.

You will need to meet with your supervisors and discuss with them which courses you should be taking. Ideally such a meeting should take place in registration week.

- MAGIC courses and registration

Details of all MAGIC courses may be found at the MAGIC website [http://maths-magic.ac.uk/index.php](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. Students will need to register for the courses they wish to take following consultation with their supervisor(s).

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.

**Assessment Methods.**

Each MAGIC course will provide a written examination that is marked by the lecturer who should then give a pass/fail grade for each student taking the course in addition to any more detailed mark/feedback. This summative assessment will take the form of an “open book take-home” written examination taken by students during the examination period after the semester.

An examination for a 10 (resp. 20) hour course should be set in a way that it can be completed in two (resp. three) hours by a student who has diligently followed the course. A student who has merely gained the threshold of knowledge to pass should be able to obtain a pass mark in a similar time but a student who has only engaged marginally with the course should fail the exam.

The examination will be made available via the Assessment tab during the examination period.

Students will be advised that they will not be rewarded in the examination for over-long or excessively detailed solutions.

Courses will require one or more formative assessments (eg examples sheets) during the semester, however individual feedback is only given for the examination.

**Timetable.**

The examination should be taken during a two-week examination period after the end of the semester. This period will not include major public holidays and will be publicized clearly on the Assessment tab for each course. All students will need to devise their own schedule for completing the examinations.

**Marking.**

Each marked examination script will carry a pass/fail recommendation. Outline solutions will be made available on the course web page when the marked script is uploaded.
Students submit work by uploading legible examination scripts to the course filespace. The filename of the submitted work should show clearly the student's name and the MAGIC course number. The system will record the date of upload and will allow each student to remove or replace their 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, the student should submit a copy of their work to the local PG administrator until the access problems are resolved.

The MAGIC lecturer will upload copies of marked examination scripts to the course filespace before the marking deadline.

**Re-assessment and academic misconduct.** In the event that a student fails a course, it is up to that student's institution to decide the consequences. MAGIC will not offer re-assessment. Students will therefore carry the credits for any failed MAGIC courses into their next academic year of study.

MAGIC assessment will be subject to the academic misconduct rules of the University of Manchester.

- **APTS Courses and Registration**

PhD students in Probability and Statistics are required to take, and pass 100 hours of taught course units over the course of your first two years of study. All, or part of this, can be done by taking the training provided by the Academy for PhD Training in Statistics (APTS) which is organised through the University of Warwick. APTS is a collaboration between major UK statistics research groups which organises courses for first-year PhD students in statistics and applied probability nationally. These take the form of four residential weeks of training each year and students study two intensive course modules per APTS week. The intention of APTS is to provide courses which will be attractive, useful and relevant to both the research preparation and the background education of all statistics and probability PhD students in the UK.

Further information on APTS, including details of course modules, is available at [http://www2.warwick.ac.uk/fac/sci/statistics/apts/](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 2013-14 the programme of APTS weeks is as follows:

**Mon, Dec 16, 2013**  APTS 2013/14 Week 1 - Cambridge  
Runs from Monday, December 16 to Friday, December 20.

Modules:
- Statistical Computing
- Statistical Inference

**Mon, Apr 7, 2014**  APTS 2013/14 Week 2 - Warwick  
Runs from Monday, April 07 to Friday, April 11.

Modules:
- Statistical Modelling
- Statistical Asymptotics

**Mon, Aug 4, 2014**  APTS 2013/14 Week 3 - Leeds  
Runs from Monday, August 04 to Friday, August 08.
Modules:
- Applied Stochastic Processes
- Computer Intensive Statistics

**Mon, Sep 1, 2014**
APTS 2013/14 Week 4 - Oxford
Runs from Monday, September 01 to Friday, September 05.
Modules:
- Spatial and Longitudinal Data Analysis
- Nonparametric Smoothing
Work and Attendance of Postgraduate Research Students in the School of Mathematics

Postgraduate Research students are expected to attend all meetings with their supervisor and any other arranged sessions.

Absences supported by medical or other appropriate information will not normally be counted towards the assessment of unsatisfactory attendance.

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

- First formal warning letter stating the actions the student is required to take in order to improve their attendance.
- Second formal warning letter stating that unless the student complies with the actions specified, a decision maybe taken to refuse the student permission to take examinations or assessments, with the consequence that the student may be excluded from the programme. The student will be expected to meet with the postgraduate administrator and their programme director to discuss their absence.
- Final warning letter stating unless the student takes action stated in the second warning letter within 2 weeks of receipt the student will withdrawn from the University.*
- Students who are absent from a continuous period of 30 days without permission or good reason will be assumed to have withdrawn. Students will be notified of a withdrawal date and will be withdrawn from the University.*

*Students studying under Tier 4 visa permission should note that once a withdrawal has been completed on the University’s Student System, students will be reported to the UKBA and will be required to leave the UK within 60 days of their withdrawal date.

Further information about work and attendance of students is given in Regulation XX – Work and Attendance of Students, which is available from the following website: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1895

- Attendance Requirements

Students are not permitted to be absent without prior consent. Students must always report any absence to their supervisor, other member of their supervisory team or appropriate School or Faculty graduate office. The supervisor and other members of the supervisory team must report student absence to the appropriate School or Faculty graduate office.

All grant-awarding bodies require that the school confirms periodically that a student's attendance and progress are satisfactory. School also needs to provide a report to UK Border Agency on attendance and progression of students who entered the UK under Tier 4 of the points-based system. We can only do this if your attendance meets the guidelines set out below.

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, please complete a PhD Holiday Request Form (located at www.math.manchester.ac.uk) and obtain consent from your Supervisor. Once completed, email the form to pgr-maths@manchester.ac.uk or drop it off at reception. Please note that holiday information will normally be recorded in the ‘comments section’ of your eProg record and approved leave forms will be uploaded into the documents section of eProg.

On taught courses it is expected that all lectures will be attended, although it is realised that there are sometimes unavoidable reasons for absence. It is your responsibility to make sure that the school is informed immediately in cases of absence (e.g. through illness) and to update the student system with any changes in addresses. All coursework deadlines must be strictly adhered to, except in cases of illness or other reasons agreed with the appropriate member of staff.
To satisfy the attendance requirements you must attend all specified classes and see your supervisor regularly, although these conditions can be varied by agreement between yourself and your supervisor.

Failure to meet these requirements could result in a First formal warning letter and, ultimately, if attendance does not improve, you will be deemed to have withdrawn from the programme.

Persistent unsatisfactory attendance creates difficulties for all concerned. If this occurs an attempt to resolve the problem will be made in discussions with the Director of Postgraduate Studies and the Programme Director before any formal action will be considered. You are encouraged at all times to make known to your supervisor 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.

- Plagiarism & Coursework Offences

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

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

There are four types of offences:

**Copying and Collusion:** This occurs when two or more students submit the substantially same piece of coursework in whole or part. This may be from the same electronic source (e.g. a word-processed document or a program listing) or when the same material is presented in a different way.

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

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

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

If you believe that another student has gained access to your coursework, you should inform your Programme Director or Supervisor as soon as possible.

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

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

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

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

Penalties for Submission of Improper Coursework will be applied in line with University policy. (see Appendix 1)

- **What is Turnitin?**

Turnitin is a piece of software that is used by the University to help to identify plagiarised work. It allows you to submit your work via your Blackboard course, where an originality report will be 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. 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, your tutor can ensure that it is not added to the database.

Please 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.

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/
• **Skills Development**

A programme of skills training and development is a mandatory component of the research degree. Research students must undertake a skills audit at the beginning of their degree, and annually thereafter throughout their degree to determine their 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 the student and supervisor. The supervisor will be responsible for ensuring that the student has 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 Folder and on the EPS Graduate School’s website at [http://www.researchsupport.eps.manchester.ac.uk/postgraduate_home/programme/workshop_calendar/](http://www.researchsupport.eps.manchester.ac.uk/postgraduate_home/programme/workshop_calendar/) You can access them via eProg.

The School has limited fund to support travel to conferences and workshops. For details please visit [http://www.maths.manchester.ac.uk/postgraduate/pgstudies/](http://www.maths.manchester.ac.uk/postgraduate/pgstudies/)

• **Teaching Skills and Demonstrator Training**

There may be an opportunity to help demonstrate on undergraduate courses in the School of Mathematics. Information on courses available to demonstrate will be given to you by the Maths PG Office during registration week.

If you undertake demonstrating duties, you are required to attend the Graduate Teaching Assistants/Demonstrators training course. 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 course available at [http://www.researchsupport.eps.manchester.ac.uk/postgraduate_home/programme/workshop_calendar](http://www.researchsupport.eps.manchester.ac.uk/postgraduate_home/programme/workshop_calendar)

• **Demonstration Duties**

All postgraduate demonstrators are assigned by Colin Steele, Louise Walker or the Teaching and Learning Office Staff. Students who are appointed by individual academics may not be paid for work undertaken so please check with the office before accepting a contract.

Full time PhD students in years 1, 2 and 3 and full time MPhil students in year 1 are allowed to demonstrate up to 22 hours in each semester. If a student wishes to undertake extra hours then they will need the written permission of their supervisor.

All PhD students in year 4 (or year 2 for MPhil students) will need written permission from their supervisor to undertake any demonstrating.

• **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.mims.manchester.ac.uk/events/](http://www.mims.manchester.ac.uk/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 e-mail the seminar organiser to have your name added.

One of the most valuable aspects of PhD study is that you, although at first dependent on your research supervisor, are gradually learning how to conduct original research and how to make judgements about which lines of inquiry are likely to bear fruit. By the end of the PhD programme you should be well on the way to having acquired the skills necessary to conduct independent research.
• **eProg**

eProg is the University wide progression system for postgraduate researchers. eProg provides an online platform for academic staff, administrative staff and you to record and track key progression milestones throughout the your research programme from the point of registration to examination. eProg provides access to compulsory milestones and on-line forms that you will be required to complete throughout your research programme. You will need to be familiar with how to access these and know how to complete or download any on-line forms.

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

The following people can view your student record in eProg:

• Your Supervisory team  
• The School’s Postgraduate Director  
• The School Postgraduate Administrators  
• The Faculty Graduate Office  
• The Manchester Doctoral College  

Full details are available in the Graduate Resource Book.

• **Accessing eProg**

You can access eProg through the student portal [https://www.portal.manchester.ac.uk](https://www.portal.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 to use your University central username and password.

• **MPhil Students**

If you were admitted directly onto a 1 year MPhil programme, you will need to declare your intention to submit an MPhil thesis at the end of your first year. You will be expected to submit your MPhil thesis by the end of your registration unless you have received prior approval from the University to register for the submission pending period. If you wish to be considered for transfer to a PhD programme, you will need to submit a First year progress report by the beginning of the 11th month of registration. This report will be assessed by the examining committee. The examining committee will normally comprise the student’s supervisor plus at least one other member of academic staff. 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 before the end of their 12th month of registration. Your achievements in your first year will have to be well documented because your progression into your second year will be determined by the quality of your research.

• **PhD Students**

In order to successfully complete a PhD degree, you must acquire a detailed knowledge of a current area of research in mathematics, and must build on that acquired expertise to write a thesis which makes an original contribution to the field. An important part of the training involved in the initial stages of PhD study consists in learning how to search for relevant material in the mathematical literature, and how fruitfully to piece together information from different sources.
A large part of your first year is likely to be spent on assimilating background material for the research topic. Although it is usual initially for you to be given a specific problem to tackle by your research supervisor, the nature of the problem itself will often evolve as the research proceeds, and you will often need to use the expertise of your research supervisor in suggesting possible methods for overcoming particular technical difficulties, or for pursuing a more promising line of development if the difficulties appear intractable.

- **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 60 hours of taught units (Level 6, MAGIC or a combination of the two). For the progression report milestone in year 1, students will be required to present a written report at the end of their first year. This report will be due 11 months after the student first registers as a full time student.

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 the student's 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) achievements of the student in year one including maths courses taken (towards the 100 hour 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 the supervisor. He/she should give guidance about what the report should look like.

There will be a viva organized and conducted by the supervisor and one more examiner before the end of their 12th 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 take into account the student's progress in any taught modules they have attended and indicate whether or not the student 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 the student's performance, a course of action will be suggested to address these concerns. Exceptionally the committee may require a revised student report be submitted and/or 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 student report is required, the supervisor will inform the student in writing of the revisions to be made and set a deadline for the submission of the revised report within three months of the viva date. 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 the student should be allowed to submit a revised thesis for the award of an MPhil degree.

- **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 taught units (Level 6, MAGIC, APTS or a combination thereof) since commencing your PhD studies. For the progression report milestone in year 1, students will be required to present a written report at the end of their second year. This report will be due 23 months after the student first registers as a full time student.
1) A progress report on the project. This report will normally contain a description of the theorems proved or results obtained during the second year and will give a plan for further work to be done in the third year.

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

At the end of the registration for the 2nd year you will produce an end of year 2 report and your supervisor will complete the End of the 2nd Year Assessment form on eProg. If your progress is judged to be unsatisfactory, the supervisor will produce a short written report outlining the actions to be undertaken to allow the student to submit a PhD thesis. This report will be passed to the Director of Postgraduate Studies and Postgraduate Committee who will act on its recommendations.

The exact format (and volume) can differ substantially depending on the project. This should be discussed with the supervisor. He/she should give guidance about what the report should look like.

There will be a viva organized and conducted by the supervisor and one more examiner before the end of their 12th 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 take into account the student's progress in any taught modules they have attended and indicate whether or not the student 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 the student's performance, a course of action will be suggested to address these concerns. Exceptionally the committee may require a revised student report be submitted and/or 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 the student in writing of the revisions to be made and set a deadline for the submission of the revised report within three months of the viva date. 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 the student should be allowed to submit a revised thesis for the award of an MPhil degree.

• **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.

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 beyond the completion date of the PhD degree. Students 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).

• **Internships, Projects and Contract Work**

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

The application form for permission to undertake an internship is available here:
http://www.maths.manchester.ac.uk/postgraduate/pgstudies/info/forms-policies-regulations.html

- **Interruption, Extension and Permission to Submit Late**

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/postgraduate/pgstudies/info/forms-policies-regulations.html

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.

Students should interrupt if they suffer a period of illness of more than 4 weeks. Any student who has been absent for longer than two months due to illness is required to provide confirmation from their General Practitioner on official headed documentation that they are fit to resume their studies.


The types of interruption and extension are listed below:

**Interruption**

Interruptions are for when the student is experiencing personal, health or family problems to the extent that they are unable to work on their research.

Interruptions are only available in programme (i.e. not writing up) and are granted by Faculty. Students complete the relevant application form (on the School website) and provide evidence of their case. Students who are pregnant must also apply for interruption for their maternity leave. 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.

**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. 
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 that the student was on track to complete on time. This must be completed at least 2 months before the submission date.

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 the 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 on or after September 2012 you will not be granted permission to submit late. (See Late Submission)

• Submission of a thesis

You will have had meetings with your research supervisor and adviser to discuss the progress and contents of 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/DocInfo.aspx?DocID=7420. Giving notice of submission triggers the appointment of 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.

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 the supervisor and the University. Students, who are granted permission to submit early, will still be required to pay full fees for the degree period for which they originally registered.

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

• Resubmission Fees

http://documents.manchester.ac.uk/display.aspx?DocID=7452

• Late Submission

For students who started their current postgraduate research programme before September 1st 2012, if a student does not submit their thesis before the end of the submission pending period and has not formally arranged an extension with the University, the Faculty may refuse to accept the thesis or may accept the thesis and impose the late submission fee.

For students who started their current postgraduate research programme after September 1st 2012, if a student does not submit their thesis before the end of the submission pending period and has not formally arranged an extension with the University, the Faculty will refuse to accept the thesis. In the absence of approved exceptional circumstances, an extension will not be granted and students will not be permitted to submit their thesis beyond their final submission deadline. 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.
• **Grounds for Mitigation**

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

- significant illness or injury;
- the death or critical illness of a close family member;
- family crises or major financial problems leading to acute stress;
- absence for jury service or maternity, paternity or adoption leave.

Circumstances that will *not* normally be regarded as grounds for mitigation include:

- holidays and events that were planned or could reasonably have been expected;
- assessments that are scheduled close together;
- misreading the timetable or misunderstanding the requirements for assessments;
- inadequate planning and time management;
- failure, loss or theft of a computer or printer that prevents submission of work on time: students should back up work regularly and not leave completion so late that they cannot find another computer or printer;
- consequences of paid employment;
- exam stress or panic attacks not diagnosed as illness.

For the avoidance of doubt, pregnancy is not an illness but an altered state of normality, so that unless the woman has an illness she decides how near to the birth she will work. Events may arise during pregnancy that may constitute mitigating circumstances, and these need to be judged on an individual basis. Note that U.K. legislation does not allow a woman to work in the first two weeks following the birth. Please see the University Maternity Leave Policy for more information: [http://documents.manchester.ac.uk/display.aspx?DocID=6537](http://documents.manchester.ac.uk/display.aspx?DocID=6537) and [https://portalcms.manchester.ac.uk/crucial-guide/personal-life/student-parents/student-parents/pregnancy-and-maternity/maternity-leave/](https://portalcms.manchester.ac.uk/crucial-guide/personal-life/student-parents/student-parents/pregnancy-and-maternity/maternity-leave/)

Absence from the University during the semester for any period of no more than five working days will not normally be regarded as grounds for mitigation unless the absence occurred for good cause within a two-week period immediately preceding a formal university examination or the deadline for submitting a piece of assessed course work or delivering an assessed presentation.

• **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.campus.manchester.ac.uk/sse/graduation/](http://www.campus.manchester.ac.uk/sse/graduation/)
Sickness and Absence

When you register you sign to follow University regulations. These require you to attend all classes organised for you. The only reasons for non-attendance are on health or compassionate grounds. If you miss a class you must let the member of staff who is taking the class know why. In the event of injury or illness likely to lead to your absence for any appreciable time, you must let your Programme Director know at the time. Illness must be confirmed by a medical note from your GP or other doctor wherever possible. This is particularly important if you have missed an examination or coursework test or coursework deadline as a result of illness. (Please note that some GP practices will charge for providing medical certificates.) You must always complete a School of Mathematics Special Circumstances Form and submit it to the Postgraduate Office via the Main Reception in the Alan Turing Building. These Special Circumstances Forms are obtainable from the Main Reception in the Alan Turing Building.

For other problems that cause you to miss classes, examinations or coursework, you must also complete a School of Mathematics Special Circumstances Form. Students may be given permission to submit work late if there are special circumstances but this would need to be authorised in due course by the Mitigating Circumstances Panel. You should apply for an extension before the deadline whenever possible. Applications submitted after the deadline must have a good reason for not being submitted before the deadline. Should you be unable to submit coursework by the deadline as a result of illness or any other acceptable cause, you should see the lecturer concerned and your Programme Director. You should also obtain a doctor's note (whenever possible) and complete a School of Mathematics Special Circumstances Form obtainable from the Main Reception in the Alan Turing Building.

- Ill Health

  a. It is a requirement of your registration with the University of Manchester that you register with a local general practitioner. A list of GP practices can be obtained from the Student Health Centre, any University hall of residence or a local Pharmacy. According to guidance issued by the General Medical Council it would not be regarded as good practice for a family member to be the registered GP or to offer treatment except in the case of an emergency.

  b. **You should always consult your GP (or for emergencies the Accident and Emergency Department of a hospital) if your illness is severe, if it persists or if you are in any doubt about your health.** You should also consult your GP if illness keeps you absent from the University for more than 7 days including week-ends. If you do consult a GP and they consider that you are not fit for attendance at the University, then you should obtain a note from the doctor to that effect or ask them to complete Part III of the University form ‘Certification of Student Ill Health’ copies of which are available at local GP surgeries. You should hand this certificate to your programme director, tutor or school office as appropriate at the earliest opportunity.

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

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

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

(ii). You may be unwell but are able to proceed with an assessment or examination and yet you feel that your performance will have been impaired. If you wish this to be taken into account as an extenuating circumstance, you must inform your school about this on the day of the assessment or examination and hand in to your school a completed “Certification of Student Ill Health” form. If you leave this until later it will not normally be possible to take your illness into account when assessing your performance.

(iii). If, as a consequence of your illness, you wish to seek an extension to a deadline for submitting assessed coursework, you must complete a “Certification of Student Ill Health” form and discuss it with the appropriate person in your school. The application for extension must be made BEFORE the deadline and not retrospectively.

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

Notes:

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

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

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

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

- **Questionnaires for taught courses**

  The school values feedback from students very highly. Near the end of each semester you will be asked to complete a questionnaire about each course you have taken. You will be asked to evaluate the course content and the standard of teaching. Your feedback will be acted upon. It is important that you complete the questionnaires as they will help the School ensure that the courses are of high quality.

- **Committees**

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

  The **Postgraduate Staff-Student Liaison Committee** is a subcommittee of the Board. Further information is available at https://www.maths.manchester.ac.uk/postgraduate/pgstudies/info/staff-stud-liason.html

  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.

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

- **Advice outside the School (in case of problems)**

  In the first instance, you are strongly recommended to take up all academic or personal problems with your Supervisor or Adviser 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 School.
Complaints

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/

Regulation XVIII ‘Student Complaints Procedure’ can be downloaded from: http://documents.manchester.ac.uk/display.aspx?DocID=1893

- **Accommodation Problems**

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

- **Grants and Awards Problems**

You should consult Postgraduate Office with any queries relating to payment of either tuition fees or maintenance

- **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/)
Health and Safety

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.manchester.ac.uk/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.campus.manchester.ac.uk/healthandsafety/index.htm

- 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.

- Fire Information

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.
• 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.

• 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>

• Health and Safety Staff (First Aiders)

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>E-mail Address</th>
<th>External Number</th>
<th>Mobile Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aider</td>
<td>Mrs. Francesca Moss</td>
<td><a href="mailto:Francesca.Moss@manchester.ac.uk">Francesca.Moss@manchester.ac.uk</a></td>
<td>0161 275 5899</td>
<td>-</td>
<td>Alan Turing, G.204</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>-</td>
<td>Alan Turing, G.204</td>
</tr>
<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>-</td>
<td>Alan Turing, 1.205</td>
</tr>
</tbody>
</table>

First Aid boxes 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.campus.manchester.ac.uk/healthandsafety/studentOH.htm#services

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.

Any damage to a building or other defects must be reported to the SSA immediately. If the SSA is not available, inform one of the Building Attendants.

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 PG Office (behind reception on the ground floor of the Alan Turing Building).
• Buildings

The buildings are open from 8.30am to 5.30pm weekdays. Graduate students should have card access to the building outside working hours. If this is not working then please contact the main office (pgr-maths@manchester.ac.uk). Graduate students who are working very late or at weekends are advised to notify the Security Office (ext. 52728). 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.

• Useful web addresses

The University Health and Safety Web Site can be found at:
http://www.campus.manchester.ac.uk/healthandsafety/
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.sos.eps.manchester.ac.uk/support/atoz/counselling.html

Disability Support – Help for disabled students
http://www.staffnet.manchester.ac.uk/personalsupport/disability/
**Central Services**

- **Student Services Centre**

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

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

- **Crucial Guide**

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

- **Students’ Union Advice Centre**

  The Students’ Union Advice Centre is similar to a Citizens Advice Bureau, although there is greater emphasis on those problems that particularly affect students. It can offer advice on finance and housing, for example, as well as advice on areas relating to overseas students (such as visa and immigration problems).

  The Students’ Union Advice Centre is located on the first floor of the Steve Biko Building (Students’ Union Building on the Oxford Road site). It is open from 9.30 am to 4:30 pm on Monday to Friday. Tel: 0161 275 2947. Further information can be found at the website: [http://manchesterstudentsunion.com/](http://manchesterstudentsunion.com/)

- **Disability Support Office**

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

- **Accommodation Office**

  The Accommodation Office, located on the first floor of University Place, is responsible for all Halls of Residence and University Leased Houses. It can also offer advice, including legal rights for tenants. Tel: 0161 275 2888.
  E-mail: accommodation@manchester.ac.uk
  Website: [http://www.accommodation.manchester.ac.uk](http://www.accommodation.manchester.ac.uk)

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

  Alternatively, Manchester Student Homes provides students with a free, online, Virtual Housing Bureau. Comprehensive details of thousands of properties are provided on Manchester Student Homes' website at:
http://www.manchesterstudenthomes.com

- **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/students](http://www.careers.manchester.ac.uk/students)

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/students/jobsearch/workexperience/](http://www.careers.manchester.ac.uk/students/jobsearch/workexperience/)

Contact details for some other useful student support services are listed below:

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

- **Mature Students**

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

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

- **Nightline**

This is a confidential listening and information service (run by the Students’ Union), offering a point of contact through the night in semester time.
Tel: **0161 275 2983/4**
(The number is on the back of your library card.)

- **Religious Support**

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

St. Peter’s Chaplaincy
St. Peter's House
Precinct Centre, Oxford Road.
Tel: **0161 275 2894**
E-mail: sph.reception@man.ac.uk
Website: [http://www.stpeters.org.uk/](http://www.stpeters.org.uk/)
APPENDIX 1:

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

Regulation XVII ‘Conduct and Discipline of Students’ is downloadable from:
http://www.campus.manchester.ac.uk/medialibrary/tlao/plagiarism-guidance-for-students.pdf

Definition of academic malpractice
Academic malpractice is any activity – intentional or otherwise – that is likely to undermine the integrity essential to scholarship or research. It includes plagiarism, collusion, fabrication or falsification of results, and anything else that could result in unearned or undeserved credit for those committing it. Academic malpractice can result from a deliberate act of cheating or may be committed unintentionally. Whether intended or not, all incidents of academic malpractice will be treated seriously by the University (taken from ‘Academic Malpractice: Guidelines on the Handling of Cases’ produced by the Student Support and Services Office -http://www.campus.manchester.ac.uk/medialibrary/policies/academic-malpractice.pdf)

Introduction

1. As a student you are expected to cooperate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of your own study or research. You must ensure that you are familiar with, and comply with, the University’s regulations and conventions: ignorance of the University regulations and conventions cannot be used as a defence for plagiarism or some other form of academic malpractice

2. This guidance 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 academic malpractice is regarded as a serious offence and students found to have committed it will be penalized. A range of penalties may be applied including the capping of marks, being awarded zero (with or without loss of credits), failing the whole unit, being demoted to a lower class of degree, or being excluded from the programme.

3. In addition to the advice that follows, your School will give you advice on how to avoid academic malpractice in the context of your discipline. It will also design assessments so as to help you avoid the temptation to commit academic malpractice. Finally, you should take note that work you submit may be screened electronically to check against other material on the web and in other submitted work.

Plagiarism

4. 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), 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. 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.

5. 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: if they don’t know what you are talking about, then it is not common knowledge!)

6. 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 tutor or the course unit coordinator for advice! This should ensure that you do not lay yourself open to a charge of plagiarism inadvertently, or through ignorance of what is expected. It is also important to remember that you do not absolve yourself from a charge of plagiarism simply by including a reference to a source in a bibliography that you have included with your assignment; you should always be scrupulous about indicating precisely where and to what extent you have made use of such a source.

7. 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.

8. Remember: no matter what pressure you may be under to complete an assignment, 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, and if you persuade other students to let you copy their work, they risk being disciplined as well (see below).

Collusion

9. Collusion is any agreement to hide someone else’s individual input to collaborative work with the intention of securing a mark higher than either you or another student might deserve. 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.

10. On the other hand, collaboration is a perfectly legitimate academic activity in which students are required to work in groups as part of their programme of research or in the preparation of projects and similar assignments. If you are asked to carry out such group work and to collaborate in specified activities, it will always be made clear how your individual input to the joint work is to be assessed and graded. Sometimes, for example, all members of a team may receive the same mark for a joint piece of work, whereas on other occasions team members will receive individual marks that reflect their individual input. If it is not clear on what basis your work is to be assessed, to avoid any risk of unwitting collusion you should always ask for clarification before submitting any assignment.

Fabrication or falsification of results

11. For many 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.

**Finally…**

12. If you commit any form of academic malpractice, teaching staff will not be able to assess your individual abilities objectively or accurately. Any short-term gain you might have hoped to achieve will be cancelled out by the loss of proper feedback you might have received, and in the long run such behaviour is likely to damage your overall intellectual development, to say nothing of your self esteem. You are the one who loses.
APPENDIX 2

Ownership of Intellectual Property Rights (IPR) (including copyright) in material produced by staff and students

For details of the University’s policy on this matter visit the website:

http://www.ipresource.manchester.ac.uk/understandingip/universitypolicy/policy/ip_policy.html

Code of Practice for PGDR Degrees

For details of the University’s policy on this matter visit the website:

http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/
APPENDIX 3

The University of Manchester Ordinances and Regulations

*For all students who registered since January 2005*

**Code of Practice for PGR Degrees**
http://www.mdc.man.ac.uk/resources/code-of-practice/

**Degree of Doctor of Philosophy (PhD)**

**Guidance for the PhD by Published Work**

**Policy on Circumstances Leading to Changes to Postgraduate Research Study**

**Examination of Doctoral Degrees Policy**

**Degree of Master of Philosophy (MPhil)**

**Master of Science by Research**

**Student Policies**
http://www.campus.man.ac.uk/studentnet/policies/

**The Code of Good Research Conduct**
http://www.staffnet.man.ac.uk/services/rbess/governance/

For further information visit the **EPS Graduate School** website:
http://www.researchsupport.eps.man.ac.uk/postgraduate_home/support/