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Introduction

Welcome to the School of Mathematics!

The purpose of this section of the handbook is to collect together useful information about the school and the University for graduate students in mathematics. The handbook contains important practical information with which the School of Mathematics will assume that you are familiar. Although every effort is made to ensure that this information will be accurate, changes do occur over time. Updates will be added to the School of Mathematics website or emailed to your university email address where appropriate.

The following members of the University have particular responsibilities in respect of graduate students and you are encouraged to consult them if you need further information or have any problems you want to discuss at any time during the year.

Key Dates for 2012-13

First Semester: 17 September 2011 – 14 December 2012
First Semester Project Submission Date (where applicable): 14 January 2013
Easter Break 22 March 2013- 15 April 2013
Second Semester Project Submission Date (where applicable): 16 May 2013
Semester 2 Examinations: 16-May 2013– 05-June 2013
Referred Examinations: 19August 2013 - 30-August 2013
MSc Dissertation Submission Date: 6 September 2013

Week 6 of Semester 1 is designated as a reading week. There will be no classes, but you will be expected to work on coursework and prepare for any in-class tests. Some course units, notably those without coursework, will have assigned reading.

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

In your studies you are expected to refer to text-books and other reference books and read beyond the material which have been explicitly covered in the lectures in order to obtain a deeper appreciation of the subject.
Registration

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

Registration can be completed online and will be available from 3rd September 2012 until 30th September 2012. You will receive an email from the University containing details of registration. Online registration will now be accessed in a different way to previous years. The online registration system can be accessed through the Student Portal using your central username and password. You can complete registration from any PC with an internet connection and may carry out registration including tuition fee payment online. If you prefer to pay your tuition fees over the telephone, please contact the Registration Helpline on +44 (0) 161 306 5544. If you are not able to complete your financial registration online, you will be able do so in the Main Library from 1st-12th September or in the Whitworth Hall from 13th September. 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). Details of the registration process can be found online at http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration/registration-process/.

• 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.

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

• 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/.

• Induction week

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

In the School of Mathematics at the beginning of the academic year, there is an introduction to the School, to university facilities, to staff and your fellow students, and courses on the use of various computer packages, the list of courses relevant for you is in your pack.

In addition to School activities, the University and the Students' Union have a range of introductory events, including the Societies Fair, where you may choose from an enormous list of activities, from Fencing to Mountaineering, from Dance to Films, Chess to Bellringing, from Political and Religious Groups, to Charities and Hobbies.

• Overseas 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 international students, we recommend attendance at the university in-sessional English language support classes. Please see [http://www.langcent.manchester.ac.uk/english/academicsupport/](http://www.langcent.manchester.ac.uk/english/academicsupport/) for further information. Students from outside the UK may wish to take part in the activities of the International Society, including their Welcome Service. See the website at [http://www.internationalsociety.org.uk](http://www.internationalsociety.org.uk). Other help for overseas students is available from the University's International Advice Team [http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/)

- **Tier 4 Audit for International Students**

  The audit is a requirement of the UKBA 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 UKBA 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 UKBA of your authorised absence if contacted by immigration.

  Your audit may take the form of a face to face meeting with administrative or academic staff, or it could take another form (eg registration card collection, monitored attendance at seminars, attendance at examination). You will be 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.

  The census dates for 2012-13 will be:

  - 1st-15th October (if your programme starts in September and you have completed student registration in September then you will not need to attend this census date)
  - 17th - 31st January
  - 16th - 30th April
  - 17th - 31st July.

  Please see [http://www.maths.manchester.ac.uk/postgraduate/pgstudies/docs/2012-13/Student%20Handbook%20text%20re%20Census%20Aug%202012x.pdf](http://www.maths.manchester.ac.uk/postgraduate/pgstudies/docs/2012-13/Student%20Handbook%20text%20re%20Census%20Aug%202012x.pdf)
Facilities

- **Mail and 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 2012-2013 “A Guide to IT Services” booklet please visit their website at:  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.

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.

- **Library**

- **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.

- **The 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 (JRL). A tour of the JRL 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 4 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.

• **School Workroom**

Taught postgraduate students have access to computers and hot-desking facilities in the Brian Hartley Room, 1.211.

• **Photocopying**

Photocopiers are available in all of the library buildings.

• **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.

• **On Completion of Your Programme**

When you leave the School of Mathematics on completion of your programme of study, out of consideration for other students please remove all your property from the building. Any unclaimed property, which is left behind will be assumed to be unneeded and may be disposed of after two weeks. The school has no provision for storage, and your cooperation in maintaining a tidy environment will be much appreciated.
Programme Management

Each programme is run on a day-to-day basis by your Programme Director and Associate Directors. The Postgraduate Committee oversees management of the MSc programmes. Its principal function is to determine and monitor the academic content of the programme, to admit and examine students and to monitor student progress and to decide on policy and planning.

Student involvement in programme management is possible in three ways: through election of representatives to carry your concerns to the SSLC (Staff-Student Liaison Committee) which meets three times a year, typically in October, February and June; via feedback meetings with the Programme Directors, and through Course Evaluation Questionnaires, which are consulted and acted on.

Staff-Student Liaison Committee meetings between the students and the relevant staff take place once per Semester where you may bring forward comments and suggestions, and raise complaints about the programmes.

We encourage you to raise problems immediately as the programme management may not be aware of difficulties. Queries or comments about individual course units should be addressed in the first instance to course unit lecturers.

The Programme Directors operate an open door policy for genuine problems of either an academic or personal nature.

External examiners are appointed to monitor the standards of our teaching and assessment. During the year they review coursework and examination papers and provide critical advice of these which we are obliged to take into account. Following the second semester examinations, they attend the University and scrutinise the written papers and coursework of students, submitting a report to the University on our conduct of the whole student assessment. They also examine the Masters dissertations and moderate marking.

- **Your Programme Director**

The programme director is responsible for the overall running of your programme of studies.

Actuarial Science: Dr Kees Van Schaik ext: 55853 Rm 2.142 kees.vanschaik@manchester.ac.uk
Applied Mathematics: Dr Will Parnell, ext. 55908 Rm2.238 william.parnell@manchester.ac.uk
Mathematical Finance: Prof Goran Peskir ext. 63215 Rm 2.240 goran.peskir@manchester.ac.uk
Pure Mathematics & Mathematical Logic: Dr. Marcus Tressl ext. 63672 Rm 2.118 marcus.tressl@manchester.ac.uk
Statistics: Dr. Peter Foster ext. 55915 Rm 2.229 peter.foster@manchester.ac.uk

- **Your Academic Advisor**

Your academic advisor is there to take a direct interest in your academic progress and general welfare. Your progress will be followed through informal meetings and records of your marks. Normally your academic advisor is the programme director.

Lecturers are responsible for each of the taught course units. They will give lectures, run examples classes, and will be responsible for setting and processing your coursework and examinations.

- **The Supervisor of your dissertation/report**

Your supervisor is responsible for your progress on your dissertation (for M.Sc. students) or report (for Diploma students). Supervisors will be allocated in Semester 2.
• **PG Office**

The Postgraduate Administrator: Anna Bigland (ext. 50176)
The Postgraduate Programmes Administrator: Joanne Pearson (ext. 55802)
Anna and Joanne 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:**

Dr Ann Webb (63917)

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

Professor Colin Bailey (ext. 69111)

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

A list of staff members in the School of Mathematics, with their room numbers, phone numbers and email addresses is given in Appendix 1.
Student Representation and Feedback

• Questionnaires

The School values feedback from students very highly. Near the end of each semester and in week 3 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. You will also receive a questionnaire about the quality of supervision.

• Committees

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

The Postgraduate Staff-Student Liaison Committee is a subcommittee of the Board which has postgraduate representative. Further information is available at https://www.maths.manchester.ac.uk/postgraduate/pgstudies/info/staff-stud-liaison.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 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 following sources:

• Academic Matters

Central Academic Advisory Service offers a confidential service of information and consultation for students who wish to discuss any matters that may be affecting their academic progress (ext. 53033) http://www.studentnet.manchester.ac.uk/crucial-guide/sgs/
Your Programme Of Study

- **Attendance Requirements**

http://www.campus.manchester.ac.uk/medialibrary/policies/workattendancestudents.pdf

All grant-awarding bodies require, for continuation of the grant, that the school confirms periodically that a student's attendance and progress are satisfactory. The 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. The school policy is that M.Sc. students are entitled to about five weeks' holiday during the year, including public holidays. **You must** agree acceptable times for holidays with your supervisor and Programme Director.

On taught M.Sc. 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 inform the Postgraduate Office, of 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 an **early warning letter** and, ultimately, if attendance does not improve, a letter of refusal, banning you from examinations and hence, effectively, from completing the programme. If you are an international student subject to a Tier 4 student visa we will also inform UKBA.

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.

See also Modes of Study.

- **Course Unit Selection**

http://www.studentnet.manchester.ac.uk/selfservice/course-unit-selection/

Course unit selection will be available as a self service facility for students from 17th September. Before registering for courses, you must first check with your Programme Director for approval. The self service course unit selection will close two weeks after the start of teaching for the first semester courses and for full-year courses. It will remain open for second semester courses until the cut-off point two weeks after the start of the second semester.

- **Coursework Offences**

http://www.studentnet.manchester.ac.uk/crucial-guide/sgs/referencing-and-plagiarism/

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

There are four types of offences:

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

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

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

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

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

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

**Copying from another source:** 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.

- **Coursework submission and Penalties**

Coursework that requires 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.

- **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 awarded by 20% per working day and deadline extensions are only given on the basis of mitigating circumstances. In the case of the dissertation normally the student will automatically be given a mark of 0 and the late submission will be treated as a resubmission and capped at 50%.

- **Notes on Coursework Deadlines for Part-Time Students**

In relation to coursework deadlines, if you are a part-time student you may be able to negotiate with the programme director a deadline that is longer than the given date. This should be done IN ADVANCE of the deadline.

- **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.

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.

See also Sickness and Absence.

• 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://documents.manchester.ac.uk/pastpapers.aspx

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

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.

• Retaking Examinations

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

• Referrals for Overseas students

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

Supervision of Dissertations

• Dissertation Supervisors

Supervisors for students taking a taught MSc or Diploma will normally be allocated during the second semester, taking into account the interests of each individual student. Normally students will start some work on some preliminary reading for their M.Sc. dissertation or Diploma report prior to the Easter break, but the bulk of the work is done in the period following the second semester written examinations.

It is important to structure this time carefully, in particular to allow sufficient time for writing up the dissertation.

• Writing the Dissertation

Formal requirements for the dissertation can be found in the document "Guidance for the Presentation of Taught Masters Dissertations"

Some more general advice is given below:

Background: The dissertation should be understandable to other students on the MSc and should assume the reader is familiar with the core courses of the MSc.

Style: There is a wide variety of possibilities for the topic and the style will reflect this. Projects of a theoretical nature will tend to be shorter than those with lots of computational experiments. The supervisor will advise on the appropriate style.

Listing of computer code: It is recommended that appendices are used to show any significant computer programming that has been undertaken.

Colour: The dissertation may include colour figures, where appropriate.

Referencing: Full and detailed references should be given.


Typesetting the Dissertation:
A LATEX class muthesis.cls is available for typesetting theses. A skeleton LATEX file that demonstrates how to use this class can be found in https://www.maths.manchester.ac.uk/intranet/it-support/useful-files/

• Submission of Dissertations

You should aim to submit your thesis by the end of the registration period for your programme of study, and no later than the final submission deadline. This deadline is currently 4pm on Friday 6th September 2013

Students are required to submit 2 copies of their soft bound paper thesis to the main Mathematics Reception and to upload a .pdf of their thesis to Turnitin. It is equally important to do both by the advertised deadline.

Guidance on presentation of dissertations is available from http://www.campus.manchester.ac.uk/medialibrary/researchoffice/graduateeducation/g-pres-diss-pgt.pdf
It is strongly recommended that you use the University’s LaTeX style file muthesis.cls and the template .tex file, thesis.tex available from https://www.maths.manchester.ac.uk/intranet/it-support/useful-files/.

- Resubmission Fees

Information on referral fees are in the Crucial Guide
http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/resits/
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 G.P. or other doctor wherever possible. This is particularly important if you have missed an examination or coursework test or coursework deadline as a result of illness. (Please note that some G.P. practices will only provide medical certificates at a charge.) 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.
Progression and Award of degrees

Postgraduate Taught degrees at the University of Manchester are based on the National Framework for Higher Education Qualifications (FHEQ). This framework requires students to achieve credit at masters’ level in order to get an award. For a standard postgraduate taught Masters programme this will normally mean passing 180 credits. A standard postgraduate diploma will normally have 120 credits and a postgraduate certificate 60 credits. The way in which you study these credits will be defined later in the programme handbook and the programme specification.

The University sets standards relating to your performance on every unit but also on your progression through the programme. Your programme and course unit specifications will set out the requirements for passing the credit on individual units.

The pass mark at MSc level is normally 50%

What happens if I fail some units?

First of all don’t panic, but the first thing to do is sit down with your academic adviser or Programme Director who will take you through your options. The regulations allow you further attempts of up to half the taught credits, for a standard masters programme as defined by your programme specification, so you can still get back on track. In addition you may also resubmit your Dissertation on one further occasion, subject to the Examination Board’s decision.

This is known as ‘referred assessment’ and these reassessments will normally take place in the same academic year as the original assessment. The Examination Board will then make decisions on your progress and advise you accordingly of the decisions and next steps. Referred assessment at Masters level will be capped at 40% and this is the mark that will be shown on a transcript of results as a 40R. (the capped mark is applied to the unit level mark, not just the failed element). It is this mark that will be used to calculate your final degree classification.

If you pass most of your units and only ‘just’ fail some of them, there may be a possibility of the examination board compensating this failed credit. This means if your mark was between 40-49% at Masters level the examination board is able to compensate up to a maximum of 30 credits. Your transcript of results will show the actual mark achieved (e.g. 47C).

If you are on a postgraduate diploma or certificate programme then the overall pass mark will normally be 40%. The same logic for managing reassessment will be applied on these programmes but the mark will be capped at 30R and compensation can be applied for marks between 30-39%. You can be referred in up to half the taught credits on a postgraduate diploma or certificate programme and compensated in up to 30 credits on a postgraduate diploma programme and 15 credits on a the postgraduate certificate programme.

Some programmes, particularly those which are externally accredited or linked to professional practice may set a higher pass rate than stated in the regulations. These programme exemptions will be clearly detailed in your handbook.

What happens if I fail my resits?

Upon taking the referred assessment, if you fail again the Examination Board will make a decision with regards to your progress. The possible options available may, in exceptional circumstances, include repeating the unit or being awarded an exit award once you’ve exhausted all the opportunities to retrieve failed assessment. Referrals may also be compensated; so if you manage to achieve a mark at referral of between 40-49% at Masters level, this may be compensated providing you haven’t already used your quota compensatable credit. If a mark in a referral is compensatable, then this mark will be capped at 40 and this is the mark (40R) that will show on your transcript of results and be used to calculate your final degree classification.
Again if you are on a postgraduate diploma or certificate programme then the pass mark and compensation mark range will be adjusted according to the lower pass rate.

**What happens if I fail my dissertation?**

If you fail your dissertations at the first attempt you will be given the opportunity to resubmit a revised version of the dissertation. You will normally be given up to six months in which to make the requested revisions or undertaken additional work. You will be provided with feedback from your examiners and guidance on the revisions required to bring the work to the appropriate standard for the Masters award.

How is my degree calculated?

To be considered for a Masters Degree you must have achieved 180 credits at the appropriate level. Don't worry if you have had a referral or compensation as these still count towards your credit total for a Pass or Merit. If, however, you have undertaken any referred assessment or been compensated you will not be eligible for a Distinction.

A merit is normally awarded if the average mark, based on the weighted programme as a whole is above 60%.

A distinction is normally awarded if both the average mark in the taught component and the dissertation mark is over 70% and no referrals were taken.

If you are completing a postgraduate diploma or certificate programme then these degrees are only awarded as a pass.

**When and how are decisions made about my results and my progress?**

There are normally three available assessment opportunities: January, May/June and August/September within each academic year. It is expected that all your attempts at referral assessment will take place in the same academic year in which the assessment was first taken. After each assessment period there is an ‘Examination Board’.

Members of the Examination Board normally include your unit tutors, programme directors and overseen by an external examiner from another university. It is the job of the Examination Board to review all the results anonymously and make decisions on the award of credit and who can resit exams / assessment or gain compensation. It is also the role of the Examination Board to decide who cannot continue and will leave the University with an exit award. Some students will narrowly miss the threshold for a degree classification and so we look at their pattern of marks (Mark Distribution) and may look at their examined work (Mark Review).

What do I do if I disagree with the Examination Board’s decision?

The University has clear and fair procedures which set out the course of action should you wish to appeal against an Examination Board decision or make a complaint. There are a number of grounds on which an appeal may be made, however an appeal which questions the academic or professional judgement of those charged with assessing your academic performance or professional competence will not be permitted. The relevant regulations and forms can be found at:

- Regulation XIX Academic Appeals

In the first instance, we would urge you to contact your Programme Director who will be able to talk you through the decision making process.

The normal pass mark for an MSc course is 50% (for PG Certificate and Diploma this is 40%). The ordinances and regulations for the programmes are attached and you should ensure that you read and understand them, particularly the rules for compensation, referrals and progression.
The MSc programme

The pass mark for the MSc programme is normally 50%. The overall mark in the taught component is calculated as the average of the numerical marks awarded for each course unit weighted by the credits for that unit.

To pass the MSc programme, you must normally:

- Achieve 180cr at Masters Level.
- Have failed no more than 50% of your taught courses and received a mark of 40% or more in those failed credits.
- Achieved a pass in the dissertation component.

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

- Achieve an overall mark of 60% or more
- Achieved a pass in the dissertation component.

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

- Achieve an overall mark of 70% or more in the taught component, with no mark below 50% in any course unit,
- Achieve a mark of 70% or more on the dissertation component,

Students who have been referred any course units will not be eligible for a distinction.

The Diploma

The pass mark for the Diploma is normally 40%.

To pass the programme, you must normally:

- Achieve 120cr at Postgraduate Level
- Have failed no more than 50% of your programme and have received a mark of 30% or more in those failed credits,
- Achieve a mark pass in the report component (if required)

The Certificate

The pass mark for the certificate is normally 40%.

You will normally be awarded a certificate if you:

- Achieve 60cr at Postgraduate Level
- Have failed no more than 30 credits and have received a mark of 30% or more in those failed credits.

Examiner’s Boards

The Examiners' Boards have the responsibility to operate the guidelines in a manner which is fair to students, taking into account all known circumstances. Each student is responsible for informing the Boards of any facts that he/she wishes to be considered. These facts may, for example, be concerned with personal difficulties or ill health (whenever possible obtain a medical certificate for ill health). You should always inform your Programme Director. You should also complete a School of Mathematics Special Circumstances Form, obtainable from the Main Reception in the Alan Turing Building.
Remember that if you want the Examiners' Boards to take medical or other special circumstances into account, it is important that you provide independent documentary evidence to support your case, whenever possible.

The deadlines for submitting information about mitigating circumstances to the Examiners’ Boards are:

- First Semester Examinations: **FRIDAY, 1 FEBRUARY 2013.**
- Second Semester Examinations: **FRIDAY, 7 JUNE 2013.**
- Dissertation Submission: **FRIDAY 6 SEPTEMBER 2013.**

However, you should submit information about mitigating circumstances as soon as the problem arises, rather than waiting for the deadline. You submit this information by completing a School of Mathematics Special Circumstances Form and submitting it to the Postgraduate Office (Room G.202/G.204, Alan Turing Building), via the Main Reception in the Alan Turing Building, along with supporting independent documentary evidence (such as a letter from your G.P.) whenever possible.

Only new information that has become available subsequent to the meeting of the Examiners’ Board may be used in appeals, other than where exceptional circumstances gave the student good reason to withhold information.

- **Criteria for assessing students’ work**

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

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

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

- **50** (Pass) Work demonstrating a clear ability to acquire and apply knowledge in a coherent, if uncritical fashion. Some understanding and ability to do routine familiar problems, evidence of good understanding of the main ideas in the course units, little originality, reasonable accuracy, good presentational skills with a reasonably clear structure and aims/objectives, attempts to draw conclusions.

- **40-49** (potentially compensatable for Masters) Ability to do routine work, basic understanding of the important course material, no originality limited accuracy, adequate presentational skills, with clear but limited objectives, does not always reach a conclusion.

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

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

- **Appeals**

Students may appeal against the decision of an Examiners' Board.
Appeals can normally be made on the basis of perceived procedural irregularities. Please note that appeals on the basis of academic judgement are not allowed.

Students are strongly advised to hold informal discussions with the School of Mathematics about their case for appeal, and the appeal procedures, prior to submission of an appeal.

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

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

Full information about the formal appeal procedures is given in Regulation XIX (Academic Appeals), which is downloadable from the website: http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/academic-appeals/

However, you should note that the purpose of this Regulation is to safeguard the interests of all students. It may be used only when there are adequate grounds for doing so (as specified in the Regulation) and may not be used simply because a student is dissatisfied with the outcome of his or her assessment or other decision concerning their academic position or progress.
Modes of Study

- Course Units and Credits

Each course unit (or lecture course) is worth a certain number of credits (usually 15, sometimes 30). To obtain the MSc Degree, students normally need to take course units worth 180 credits in total (120 for the diploma). This includes the dissertation which is worth either 90, 75 or 60 credits depending upon the programme.

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

- Lectures

The main method of teaching used by the School of Mathematics is the formal lecture. Lectures usually start on the hour and are of 50 minutes duration. In a lecture, the lecturer presents the subject orally and usually writes notes or gives a power-point presentation or makes use of the overhead projector. You will need to listen, think and take notes.

Your ability to take concise notes is dependent on your ability to listen. Listening needs to be more analytical than is often realised. You need to think at the same time as you listen, so that you develop the ability to recognise what is likely to be important and what is not.

You must make sure that you write down at least everything that the lecturer writes on the board. However, what the lecturer is saying is heard only once; you do not have much time to decide what part of it to write down. A balance must be achieved between taking no notes of the spoken word and trying to make a word-for-word transcript.

When you don't understand the lecturer, don't panic. Keep taking notes and seek help as soon as possible from the lecturer, your tutor or supervisor, and other students. Don't be afraid to ask questions during or at the end of the lecture. Usually other students don't understand either and will admire your courage. Like everybody else, lecturers occasionally make mistakes, so do point these out as soon as you spot them. Remember, too, that you can only master concepts if you keep working at them, by reading textbooks and doing problems. Aim to make a set of neatly set out, coherent notes during the lecture. Some people prefer to make rough notes during the lecture and rewrite them afterwards but very few can keep this up for long.

Moreover, the time after the lecture can be spent more profitably. Notes should be well spaced so that you can read them through and amplify them as a result of further work. You will need to use your notes for revision later in the year, so it is well worth spending a little time after each lecture making sure that your notes are legible and that you can understand them. It is very important that you have a complete set of notes for each course unit.

When reading and amplifying your lecture notes, you should identify the key material (for example, concepts, theorems, applications of theorems, counter examples, techniques), be clear about their role and the way they are used. Look for examples in your notes, textbooks, examples sheets and past examination papers, and add these references to your notes. The syllabus (course unit description) will often clarify the structure of the course unit. If you are having difficulty with the lecture content, do go to see your lecturer. Do this as soon as possible. Otherwise you will fall behind and will have several poorly understood lectures to sort out. It will be easier for your lecturer to help if you can be precise about your difficulty. Take your notes with you and mark the relevant places, with a concise note of your exact difficulty. Sometimes a change of topic in lectures will give you a fresh start, but don't put off sorting out your difficulties.
If you need help from a lecturer (perhaps because you are having difficulty with the lecture content), try to seek help in an examples class, whenever possible. Otherwise, you should speak to the lecturer at the end of a lecture, or contact him or her by e-mail or telephone to arrange a meeting.

If you find that a course unit causes considerable difficulties not only to you but also to many other students, then you should first approach the lecturer concerned (either individually or collectively) and discuss the problem with him/her. If the problem persists then you should approach your Programme Director, who will discuss the problem with the lecturer concerned and other members of staff.

In lectures, students are asked to behave with courtesy and consideration for other students and for the lecturer. Please do not chat to your neighbour during lectures, as this will disturb the concentration of other students and may even distract the lecturer. Students who disrupt lectures persistently will be reported to the Head of School.

Syllabuses (course unit descriptions) for all Mathematics course units may be found at the website:
http://www.maths.manchester.ac.uk/postgraduate
(Click on course units.)

The syllabus page for each course unit contains a link to the online course material. The nature of the online course material varies from course unit to course unit, but it may include lecture notes, examples sheets and solutions, and past examination papers. Online course material can also be obtained via the Blackboard Learning System. Blackboard is a web-based system that complements and builds upon traditional learning methods used at the University of Manchester. By using the Blackboard system, you can view course materials and learning resources. The software also provides tools for communicating with your lecturer or other students about the course unit, using discussions, chat or e-mail. You can find more information about Blackboard at the website:
http://www.studentnet.manchester.ac.uk/blackboard/

**Examples Classes**

Each course unit normally has a number of examples classes associated with it. Feedback tutorials are usually of 50 minutes duration and start on the hour. Lecturers hand out examples sheets to students on a regular basis. In a feedback tutorial, the lecturer goes round the class, helping students individually with any problems they may be having with the questions on the examples sheets or with the lecture material. The lecturer may also work through some of the questions on the blackboard.

It is important that you attempt as many questions as possible from the examples sheet before the examples class. This will enable you to find out what your difficulties are, so that you can make optimum use of the time in the feedback tutorial to ask questions and get help. Discussions with peers will also be helpful in such matters.

Make sure you take all relevant notes, paper and pen to the feedback tutorial. Don't be afraid to ask questions, no matter how trivial they may seem. When model solutions to questions on the examples sheets are provided by the lecturer, do make use of them. Compare your solutions with those given. Sometimes you may learn more from a model solution to a problem for which you have found a correct solution than you will from solutions to problems which have baffled you.

**Students are expected to attend all lectures and examples classes.**

**Graduate Courses, Seminars**

Graduate students are **expected** to attend all the seminars of their research groups which take place regularly. It is appreciated that seminars may not appear relevant to one's work, or in many cases they may be hard to follow, but nevertheless seminars provide a useful focus of research activity and give staff/students an opportunity to learn about work being done in other areas. Details of seminars and graduate courses on offer
will be circulated separately and are available from the School of Mathematics’ website at http://www.mims.manchester.ac.uk/events/seminars/index.html

- **Coursework**

Some Mathematics course units have a coursework element, which counts towards the assessment of the course unit. Typically, the coursework counts for about 20% of the total marks available for the course unit, but some course units are assessed entirely by coursework while others are assessed entirely by examination. The coursework can take various forms. It can consist of a short test during the Semester, it may take the form of an assessed computer practical or a project or you may be asked to work through a question sheet in your own time and hand in your solutions. Full details will be provided by the lecturers for the course units.

Handing in work is most important, whether for assessed or unassessed coursework. It is the only way you will find out whether your ideas are right, whether you have understood the problem correctly and whether your solutions are correct (even if the final answers look right). You should also pay close attention to comments on your work.

When coursework or project work is asked for by a given date, this must be adhered to. **For the School of Mathematics, unless there are mitigating circumstances, students will normally lose 20% of the marks awarded to them for the coursework (or project work) for each weekday late that the work was submitted. Thus, work submitted one week late will receive no marks.** 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 by submitting a School of Mathematics Special Circumstances Form and you should apply before the deadline whenever possible. Applications submitted after the deadline must have a good reason for not being submitted before the deadline. Should you be unable to submit coursework (or project work) as a result of illness or any other acceptable cause, you should see the lecturer or supervisor concerned and your Programme Director. You should also obtain a doctor's note (whenever possible) and complete a School of Mathematics Special Circumstances Form, obtainable from the Main Reception in the Alan Turing Building.

Sometimes the lecturers will ask you to hand in your coursework to the School’s Teaching and Learning Office (Room G.202/G.204, Alan Turing Building) via the Main Reception in the Alan Turing Building. Before handing in your work, you should complete a Coursework Cover Sheet (available from the Main Reception) and attach it to your coursework. You should make sure that all pages of your coursework are fastened together securely with a staple. You will be given a receipt which you should keep safely, in case you are asked to produce it later.

If you miss a coursework test, then you must 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. Your case will then be considered by the appropriate Mitigating Circumstances Panel, which will decide what action to take (if any).

- **Private Study**

As a rough guide you should be spending approximately twice the number of instruction hours in private study, mainly working through the examples sheets and reading your lecture notes and the recommended text books. You may study for several hours at a time, or make use of short periods of time. It is easy to fritter away twenty-minute or half-hour periods but over a week they can amount to several hours lost, so try not to waste those valuable twenty-minute periods. The odd hours between lectures and feedback tutorials are particularly valuable, as resources (such as members of staff, the library and other students) are available for consultation.
• Revision Techniques

Your study plan for the year should include time for revising for the formal examinations, which are held at the end of each Semester. Revision is not a substitute for steady, hard work while course units are in progress. The revision period before examinations is a time for refamiliarising yourself with ideas which may have been crowded out by more recent work, rather than trying to understand new work. The best way to memorise mathematics is by familiarity through regular use. Some formulae, however, will be hard to remember and these you should be able to derive where necessary from more basic principles. Learn the basic steps in proofs, rather than try to commit the entire proof to memory.

You should allow yourself plenty of time to read through all your lecture notes and look back through (and, where necessary, complete) the examples sheets. Mathematics is best revised (as well as learned) by doing it. Try to answer questions from past examination papers.

Practise doing examination questions under self-imposed examination conditions without the aid of your notes. Difficulties which you encounter when trying to do problems and examination questions will force you back to your lecture notes and textbooks for information on the topic you are revising. Make a list of the points you do not understand and the problems you cannot do and arrange to see the appropriate lecturer to go through your difficulties.

Try to avoid working all through the night before an examination, because you might then tire in the examination room. You are likely to do better in the examination if you are feeling wide awake. During your revision, remember to have some variety in your studies.

Intersperse reading your lecture notes with working through problems from examples sheets and questions from past examination papers. Do not forget to make time for some relaxation during the revision period.

• Examination Technique

It is very important that you organise well the time you spend in the examination room. Before you start writing, you should read the instructions at the start of the paper and then read the whole paper carefully, before deciding which questions you are going to answer first. Try to answer the questions posed and avoid including in your answers things that are not relevant to the question that has been set. Attempt to answer the exact number of questions requested. It is usually easier to get the first 40% of the marks on any question rather than the last 20%. If you are short of time and have not attempted the number of questions specified in the rubric, it is better to spend the remaining time starting to answer another question rather than attempting to make a good answer better.

If you get stuck on a question, don't panic. You may find that you can't do one part of a question but, by assuming the result, you can continue with the rest. You may be able to complete the missing part later. If you are completely stuck, move on to the next question you intend to do. You can always go back later if you have time to spare or a fresh idea occurs to you. Sometimes, when you are working on one question, ideas will occur to you for solving another. Jot them down immediately for future reference so that you do not forget them.

You should aim to allow yourself time to read through your answers before the end of the examination. Never leave early. You may see something that you missed first time, or get a useful new idea. On the other hand, if you are running out of time on your last question but know how you would have continued; give a brief description of your intended method.

[Much of the material is taken from the booklet ‘Study Skills for Mathematics’ edited by Pam Bishop and Laurence Nicholas and published by Sheffield Hallam University Press.]
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.manchester.ac.uk/undergraduate/studentlife/studentsupport/)
MSc Actuarial Science

The MSc in Actuarial Science provides a strong grounding in the mathematics of actuarial science and addresses both the current and future needs of the industry. Accredited by the Institute and Faculty of Actuaries, the programme offers exemptions to the Professions Core Technical exams CT3, CT4, CT6 and CT8 contingent on satisfactory performance in the programme. This entails that the average mark of the 8 compulsory courses is at least 65% and no mark is less than 50%, in which case all four exemptions will be awarded. In all other cases it will be decided on an individual basis which exemptions (if any at all) will be awarded. The programme is suited for those with a good first degree in mathematics or a degree with substantial mathematical content.

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

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

- **Structure of the Programme**

Students chose 120cr of courses across 2 semesters (Full Time) or across 4 semesters (Part Time) from the following lists:

You must select the following courses:

**Mandatory:**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH67001</td>
<td>Martingales with Applications to Finance (15cr)</td>
</tr>
<tr>
<td>MATH68011</td>
<td>Linear Models and Non-Parametric Regression (15cr)</td>
</tr>
<tr>
<td>MATH69511</td>
<td>Actuarial Models (15cr)</td>
</tr>
<tr>
<td>MATH69531</td>
<td>General Insurance (15cr)</td>
</tr>
</tbody>
</table>

Exam Dates: 14th - 25th January 2013

<table>
<thead>
<tr>
<th>Semester 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH68032</td>
<td>Time Series Analysis and Forecasting in Finance (15cr)</td>
</tr>
<tr>
<td>MATH68052</td>
<td>Generalized Linear Models and Survival Analysis (15cr)</td>
</tr>
<tr>
<td>MATH69102</td>
<td>Stochastic Modelling in Finance (15cr)</td>
</tr>
<tr>
<td>MATH69542</td>
<td>Risk Theory (15cr)</td>
</tr>
</tbody>
</table>

Exam Dates: 16th May - 5th June 2013

You must also be registered for your dissertation:

| MATH 60000 | MSc Dissertation (60cr) due 6th September 2013 |

and you must undertake the compulsory Induction course via Blackboard. MATH70000

You will have a total of 180cr for the MSc. Should you wish to audit extra courses, then please speak to your Programme Director.
MSc in Applied Mathematics

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

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

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

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

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

MSc in Applied Mathematics

Students chose 120cr of courses across 2 semesters (Full Time) or across 4 semesters (Part Time) from the following lists:

You must select the following courses:

Mandatory:

Semester 1
MATH64041 Applied Dynamical Systems (15cr)
MATH69111 Scientific Computing (15cr)
MATH64051 Mathematical Methods (as MAGIC022) (15cr)

Exam Dates: 14th - 25th January 2013

Semester 2
MATH64062 PDEs: Theory and Practice (as MAGIC056) (15cr)

Exam Dates: 16th May - 5th June 2013

Both Semesters:
MATH65740 Transferable Skills for Applied Mathematicians (15cr)

Optional courses:

Semester 1
MATH66101  Numerical Linear Algebra (15cr)
MATH65061  Continuum Mechanics (15cr)

Exam Dates: 14th - 25th January 2013

**Semester 2**
MATH66132  Numerical Optimization and Inverse Problems (15cr)
MATH66052  Approximation Theory and Finite Element Analysis (15cr)
MATH65122  Transport phenomena and Conservation laws (15cr)
MATH65132  Stability Theory (15cr)

Exam Dates: 16th May - 5th June 2013

You must also be registered for your dissertation:
MATH 60000  MSc Dissertation (60cr) due 6th September 2013

and you must undertake the compulsory Induction course via Blackboard.  MATH70000

You will have a total of 180cr for the MSc.  Should you wish to audit extra courses, then please speak to your Programme Director.

**MSc in Applied Mathematics with Industrial Modelling**

Students chose 120cr of courses across 2 semesters (Full Time) or across 4 semesters (Part Time) from the following lists:

You must select the following courses:

**Mandatory:**

**Semester 1**
MATH64041  Applied Dynamical Systems (15cr)
MATH 69111  Scientific Computing (15cr)
MATH64051  Mathematical Methods (15cr)
MATH65061  Continuum Mechanics (15cr)

Exam Dates: 14th - 25th January 2013

**Semester 2**
MATH64062  PDEs: Theory and practice (15cr)
MATH65122  Transport Phenomena and Conservation Laws (15cr)
MATH65132  Stability Theory (15cr)

Exam Dates: 16th May - 5th June 2013

**Both Semesters:**
MATH65740  Transferable Skills for Applied Mathematicians (15cr)

You must also be registered for your dissertation:
2012-13 School of Mathematics Postgraduate Taught Programmes Handbook

MATH 60000 MSc Dissertation (60cr) due 6th September 2013

and you must undertake the compulsory Induction course via Blackboard. MATH70000

You will have a total of 180cr for the MSc. Should you wish to audit extra courses, then please speak to your Programme Director.

MSc in Applied Mathematics with Numerical Analysis

Students chose 120cr of courses across 2 semesters (Full Time) or across 4 semesters (Part Time) from the following lists:

You must select the following courses:

Mandatory:

Semester 1
MATH64041 Applied Dynamical Systems (15cr)
MATH69111 Scientific Computing (15cr)
MATH64051 Mathematical Methods (15cr)
MATH 66101 Numerical Linear Algebra (15cr)

Exam Dates: 14th - 25th January 2013

Semester 2
MATH64062 PDEs: Theory and practice (15cr)
MATH66132 Numerical Optimization and Inverse Problems (15cr)
MATH66052 Approximation theory and Finite Element Analysis (15cr)

Exam Dates: 16th May - 5th June 2013

Both Semesters:
MATH65740 Transferable Skills for Applied Mathematicians (15cr)

You must also be registered for your dissertation:

MATH 60000 MSc Dissertation (60cr) due 6th September 2013

and you must undertake the compulsory Induction course via Blackboard. MATH70000

You will have a total of 180cr for the MSc. Should you wish to audit extra courses, then please speak to your Programme Director.
• Aims of the programme

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

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

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

• Intended Learning Outcomes of the programme

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

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

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

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

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

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

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

• Structure of the Programme

Students chose 120cr of courses across 2 semesters from the following lists:
You must select the following courses:

Mandatory:

Semester 1
- MATH67001  Martingales with Applications to Finance (15cr)
- MATH67101  Stochastic Calculus (15cr)
- BMAN70141  Derivative Securities (15cr)
- BMAN70381  Foundations of Finance Theory (15cr)

Exam Dates: 14th - 25th January 2013

Semester 2
- MATH60082  Computational Finance (15cr)
- MATH67112  Brownian Motion (15cr)
- MATH69102  Stochastic Modelling in Finance (15cr)
- BMAN71122  Financial Econometrics (15cr)

Exam Dates: 16th May - 5th June 2013

You must also be registered for your dissertation:
- MATH 60000  MSc Dissertation (60cr) due 6th September 2013

and you must undertake the compulsory Induction course via Blackboard. MATH70000

You will have a total of 180cr for the MSc. Should you wish to audit extra courses, then please speak to your Programme Director.

It is required that all coursework must be attempted and deadlines adhered to. Students are expected to spend additional private study time on each course unit preparing for the various types of classes and to consult further sources of information reading beyond the material which have been explicitly covered in the lectures. This is essential for reviewing, understanding, consolidating and obtaining a deeper appreciation of the course material.
MSc in Pure Mathematics and Mathematical Logic

Students chose 90cr of courses across 2 semesters from the following lists:

Semester 1
- MATH61201 Project Semester One
- MATH61051 Introduction to Topology
- MATH61011 Fourier Analysis and Lebesgue Integration
- MATH62001 Group Theory
- MATH62041 Noncommutative Algebra
- MATH62051 Hyperbolic Geometry
- MATH63001 Predicate Logic
- MATH63011 Computation and Complexity
- MATH63021 Set Theory
- MATH65051 Bifurcations, Singularities and Catastrophes

Exam Dates: 14th - 25th January 2013

Semester 2
- MATH61000 Double Project
- MATH61002 Linear Analysis
- MATH61022 Analytic Number Theory
- MATH61062 Differentiable Manifolds
- MATH61082 Riemannian Geometry
- MATH61112 Ergodic Theory
- MATH61202 Project Semester Two
- MATH62122 Galois Theory
- MATH63032 Non-standard Logics
- MATH63042 Gödel's Theorems
- MATH63052 Model theory

A description of these units can be found at http://www.maths.manchester.ac.uk/postgraduate/pgstudies/PGT%20Course%20Units.html

Exam Dates: 16th May - 5th June 2013

You must also be registered for your dissertation
- MATH61180 MSc Dissertation (90cr) due 6th September 2013

and you must undertake the compulsory Induction course via Blackboard. MATH70000

You will have a total of 180cr for the MSc or 120cr for the PG Diploma. Should you wish to audit extra courses, then please speak to your Programme Director.

• Aims of the Programme

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

• Structure of the Programme

Full-time students

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

• You must take 90 credits of taught course units (for the MSc and Diploma programmes) and 60 credits (for the Certificate).
• MSc and Diploma students must write a project in either the first or second semester. If you decide to write the project in the first semester, then you may (subject to approval by the project supervisor and the course director) extend it to a double project in the second semester.

It is recommended that you take 45 credits in each semester. You will have the opportunity to discuss which courses you will take when you meet your personal tutor at the beginning of each semester.

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

Part-time students

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

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

• Taught course units

Most course units are based around a number of fifty minute lectures, supported by examples classes and, possibly, by additional support classes.

Course units are normally based on either 22, 27, or 33 lectures, together with either a weekly or fortnightly examples class, or extra reading material for independent study and to be discussed during extra support classes.

Attendance at all lectures and support classes is expected. It is rarely possible in mathematics to understand everything that is presented in a lecture at the time, but students should aim to make a thorough record of each lecture as a basis for further study, while at the same time aiming to obtain an overview of the lecture. Some lecturers may give out printed notes which can then be annotated during the lecture. This material is also normally available on the School website.

• The Project

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

Assessment is based primarily on the written project, but a short oral exam will also take place.
More details about the project, such as advice on selecting a topic, the amount of work required, and the method of assessment are given on the project unit's website.
You can also find some informal advice at http://www.maths.manchester.ac.uk/postgraduate/pgstudies/programme%20handbooks.html

● Dissertations and Reports

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

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

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

- **Aims of the programme**

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

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

- **Intended Learning Outcomes of the programme**

On successful completion of the course students will have:

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

- use acquired knowledge and skills to enable them to apply and adapt statistical methodology and modelling techniques to real-life problems in both observational and designed studies and communicate the results of them clearly;

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

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

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

- **Structure of the Programme**

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

**MSc in Statistics (Main)**

Students take 120cr of courses across 2 semesters (Full Time) or across 4 semesters (Part Time) from the following lists:

You must select the following courses:

Mandatory: Semester 1

- MATH68001 Statistical Inference (15cr)
MATH68011  Linear Models with Nonparametric Regression (15cr)
MATH68091  Statistical Computing (15cr)
MATH68061  Multivariate Statistics (15cr)

Exam Dates: 14th - 25th January 2013 (15cr)

Mandatory:  Semester 2

MATH68052  Generalised Linear Models and Survival Analysis (15cr)
MATH68132  Longitudinal Data Analysis (15cr)
MATH68122  Markov Chain Monte Carlo (15cr)
MATH68082  Design and Analysis of Experiments (15cr)

Exam Dates: 16th May - 5th June 2013

MATH60000  Dissertation (60cr): due 6th September 2013

and you must undertake the compulsory Induction course via Blackboard. MATH70000

You will have a total of 180cr for the MSc. Should you wish to audit extra courses, then please speak to your Programme Director.

**MSc in Statistics (Finance)**

Students take 120cr of courses across 2 semesters (Full Time) or across 4 semesters (Part Time) from the following lists:

You must select the following courses:

Mandatory:  Semester 1

MATH68011  Linear Models with Nonparametric Regression (15cr)
MATH68091  Statistical Computing (15cr)
MATH68191  Statistical Modelling in Finance (15cr)
MATH68181  Extreme Values and Financial Risk (15cr)

Exam Dates: 14th - 25th January 2013

Mandatory:  Semester 2

MATH68052  Generalised Linear Models and Survival Analysis (15cr)
MATH68132  Longitudinal Data Analysis (15cr)
MATH68122  Markov Chain Monte Carlo (15cr)
MATH68032  Time Series Analysis and Forecasting in Finance (15cr)

Exam Dates: 16th May - 5th June 2013

MATH60000  Dissertation (60cr): due 6th September 2013

and you must undertake the compulsory Induction course via Blackboard. MATH70000

You will have a total of 180cr for the MSc. Should you wish to audit extra courses, then please speak to your Programme Director.
MSc Statistics (Biostatistics)

Students take 120cr of courses across 2 semesters (Full Time) or across 4 semesters (Part Time) from the following lists:

You must select the following courses:

Mandatory: Semester 1

- **MATH68011** Linear Models with Nonparametric Regression (15cr)
- **MATH68091** Statistical Computing (15cr)
- **MATH 68071** Introduction to Clinical Trials (15cr)
- **MEDN64801** Epidemiology (15cr)

Exam Dates: 14th - 25th January 2013

Mandatory: Semester 2

- **MATH68052** Generalised Linear Models and Survival Analysis (15cr)
- **MATH68132** Longitudinal Data Analysis (15cr)
- **MATH68122** Markov Chain Monte Carlo (15cr)
- **MEDN64902** Advanced Topics in Biostatistics (15cr)

Exam Dates: 16th May - 5th June 2013

**MATH60000** Dissertation (60cr): due 6th September 2013

and you must undertake the compulsory Induction course via Blackboard. MATH70000

You will have a total of 180cr for the MSc. Should you wish to audit extra courses, then please speak to your Programme Director.
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](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/](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](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. Eamon Griffin.

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>Francesca.Moss @ manchester.ac.uk</td>
<td>0161 275 5899</td>
<td>-</td>
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<td>First Aider</td>
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<td>0161 275 5812</td>
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<td>Alan Turing, 1.205</td>
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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. Eamon Griffin 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 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 and there is also a Satellite Centre on the ground floor of Staff House on the Sackville Street site. The Student Services Centre is open five days a week from 10 am to 4 pm although the Satellite Centre is only open on Monday to Thursday. 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/

- **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://www.umsu.manchester.ac.uk/advice

- **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/

- **Student Guidance Service**

  This is a confidential service of information and advice and offers an opportunity for students to discuss any matters that may be affecting academic progress. These might include interruptions, withdrawals or changing degree programme, or a personal matter outside the University that is affecting your academic progress. The Student Guidance Service is situated on the first floor of University Place and the contact details are as follows:

  **Tel:** 0161 275 3033
  **Website:** http://www.studentnet.manchester.ac.uk/crucial-guide/sgs/
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

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

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

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/

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: echoes@networknurseries.co.uk

Further information for student-parents may be found at the website: 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: https://portalcms.manchester.ac.uk/crucial-guide/university-life/mutual-support-groups/mature-students/
• **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/)

Roman Catholic Chaplaincy
Avila House, 335-339 Oxford Road.

**Tel:** 0161 273 1456  
**E-mail:** nfo@mucc.org.uk  
**Website:** [http://mucc.org.uk/](http://mucc.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.
### Staff Contact Details

#### A - C

<table>
<thead>
<tr>
<th>NAME</th>
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Dunn Graham  Professor  graham.dunn@manchester.ac.uk  0161 275 5764  Jean McFarlane 1.305
Fu Bo  Dr  bo.fu@manchester.ac.uk  0161 275 5054  Jean McFarlane 1.304
McFarlane Roseanne  Dr  roseeanne.mcnamee@manchester.ac.uk  0161 275 5527  Jean McFarlane 1.317
Roberts Chris  Professor  chris.roberts@manchester.ac.uk  0161 275 5196  Jean McFarlane 1.318
Roberts Steve  Dr  steve.roberts@manchester.ac.uk  0161 275 5192  Jean McFarlane 1.319
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APPENDIX 3

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http://www.ipresource.manchester.ac.uk/understandingip/universitypolicy/policy/ip_policy.html
APPENDIX 4
Degree Regulations - Postgraduate Taught Degree Regulations 2012

Note: Faculty approved variances to the Degree Regulations will be described within the Programme Handbooks. Where they exist they will take precedent, for example, in order to comply with Professional, Statutory and Regulatory Bodies (PSRBs).

REGULATIONS
A. Credit and Award Framework

1. All awards of the University of Manchester will be given on the basis of the accumulation of credit as mapped out in Table 1. This table is based on the credit/awards and levels required by the national Framework of Higher Education Qualifications (FHEQ):

Table 1: Credit and Postgraduate Award framework:

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Note 1: the table refers to the levels as defined in the FHEQ. It may be of assistance to the reader to understand that Level 7 of the FHEQ relates to a Masters programme. Note 2: One ECTS (European Credit Transfer System) is equivalent to two UK credits.

2. All students who exit prior to completion of the programme on which they registered will receive an exit award if they have achieved the appropriate amount of credit in accordance with that award, as specified in Table 1, within 5 years of their initial registration.

3. A student must achieve the minimum amount of credit at the level of the qualification in accordance with Table 1. However, (subject to the programme requirements) students can take credit at a higher or lower level in order to achieve the minimum credit for the award.

B. Title of Taught Awards

4. Titles of degrees can be found in the University’s Regulation XI “Titles of Degrees and other Distinctions” at: http://www.manchester.ac.uk/medialibrary/governance/generalregulations.pdf

C. Accreditation of Prior Learning - AP(E)L

5. A maximum time limit of 5 years should apply between award and consideration of AP(E)L.

6. Where the Postgraduate Certificate is a standalone programme, AP(E)L will be permitted up to a maximum of 15 credits. Where the Postgraduate Diploma is a standalone programme, AP(E)L will be permitted for up to a
maximum of 45 credits. For a Masters award, the maximum amount of credits which can be permitted for AP(E)L is 60.

7. Students exiting with a Postgraduate Diploma (or Postgraduate Certificate) may be permitted to rescind this award and ‘upgrade’ to a Masters (or Postgraduate Diploma) by successfully completing the appropriate further component of the programme providing the following conditions are met:
   • The rescinding occurs within five years of the student’s initial registration, subject to the programme still being available.
   • An overall pass, at the appropriate standard to assure admission to a masters programme, was obtained for the Postgraduate Diploma (or Postgraduate Certificate) including any capped or compensated grades.

8. Students can receive an exit award if they have AP(E)L credit in their profile, providing their performance in University of Manchester also satisfies the award requirements in table 1 and at least half of the credits have been awarded by the University of Manchester.

9. Schools may stipulate when AP(E)L is not allowed due to Professional Body requirements.

D. Assessment and Credit Accumulation

10. Where students are required to progress to a research element including a ‘dissertation’ or similar, the programme handbook must state the minimum requirements for progression to this element of the programme.

11. Where a student has failed more than the required credits on the first attempt or fails to qualify for a final award after compensation, referrals or the consideration of mitigation, the Examination Board has the following options at its discretion:
   • Award Exit Award if criteria are met in accordance with table 1.

12. Schools may have alternative assessment regulations where these are required by Professional, Statutory and Regulatory Bodies (PSRBs).

E. Compensation

13. The compensation zone is defined by the standard unit marking scheme for postgraduate taught students.

14. PGT programmes can be compensated up to 30 credits for PG Diploma/ Masters and 15 credits for a PG Certificate.

15. Compensation can only be applied up to the maximum amount specified in E14. Beyond this maximum threshold, the Examination Board will make a decision on which reassessment can be taken.

16. Schools can specify when a unit is not compensatable or when PSRB rules take precedent.

17. Compensated credit retains the original failed mark and this is used in the weighted average for the calculation of the final classification/ award.

18. Referral marks are compensatable.

F. Reassessment

19. Where the overall unit mark is below the compensation zone or the number of compensatable fails has been exceeded, reassessment may be taken, within the credit limitations set out in F23. Reassessment as a result of a fail is known as a ‘Referral’. Subsequent attempts as a result of approved and verified mitigating circumstances are known as ‘Deferrals’.
20. The reassessment must be designed to assess the achievement of the same intended learning outcomes but need not be of the same form as that originally used. The reassessment will normally take place in the same academic year as the original assessment to enable the students to progress as originally intended.

21. If an Examination Board has documented evidence that, (a) a student's work or attendance or both have been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work or attendance but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse the student reassessment. See ordinances/regulation XX - Work and Attendance of Students.

22. An Examination Board may allow a student one attempt, per unit, at reassessment (two attempts in total). This principle does not apply to attempts with approved and verified mitigating circumstances.

23. Postgraduate programmes can be referred in up to half of the taught credits; this includes credits on a PG Certificate or PG Diploma award. Students may also resubmit the dissertation (or equivalent, see F24) on one occasion.

24. When the referred assessment for a postgraduate student includes independent work such as a dissertation or project resubmission, they should be permitted a reasonable amount of time within a maximum of 6 calendar months from the date of the Examination Board. This reassessment of a research/dissertation element does not contribute to the credit limitations set out in F23.

25. Referrals are capped at the lowest compensatable fail mark and this is used in the weighted average mark for the final award. The capped mark is applied to the unit level mark, not just the failed element.

26. When a student is referred and fails a unit that was previously in the compensated zone, the first mark stands.

27. Students may, in exceptional circumstances, at the discretion of the Examination Board, be allowed to repeat whole units or the entire programme, subject to teaching capacity not being exceeded.

G. Exit Awards

28. Once a student has exhausted all the opportunities to retrieve referred assessment they will be given an exit award in accordance with table 1 and as defined in the Programme Specification.

29. If a student decides to withdraw, they will automatically be awarded the relevant exit award in accordance with table 1 and as defined in the Programme Specification.

H. Classification in postgraduate taught programmes

Note: H33 should be agreed and applied consistently across a School. Approval should be sought at School and Faculty level and carefully articulated to the students within that School. For joint programmes, the 'Lead School's’ model will apply.

30. For the award of pass a student must satisfy the minimum credit requirements specified in Table1.

31. Classifications for merit and distinction will be calculated on the basis of an average mark, based on the weighted programme as a whole (See Appendix 1, Table A1)

32. In order to achieve the award of pass, merit or distinction, a student must have passed the requisite minimum credits listed in Table 1 in accordance with the unit marking scheme and mark descriptors.

33. In addition, School may decide to add a further requirement to gain the award of Distinction. Students must achieve an average, of 70% or above in both the taught element and the dissertation.

34. Students with credit awarded as a result of a referral or compensated mark will not be eligible for the award of distinction, only a merit or a pass.
35. Decisions with regards to ‘borderline’ classifications for individual students should be resolved using the mechanisms outlined in appendix A.

I. Examination Board Arrangements

36. There are normally three available assessment opportunities; January, May/June and Aug/September within each academic year. It is expected that all reassessment will take place in the academic year in which the assessment was first attempted, exceptions can be made for programmes with ‘non standard’ admissions cycles.

37. There must be an opportunity at the end of every unit of assessment, for a chaired forum to make decisions regarding student’s attainment on completed units.

38. Examination Boards, to agree student minimum requirement for the achievement of an award, will take place at appropriate points in each academic year, overseen by an External Examiner. Exceptions can be made for programmes with ‘non standard’ assessment cycles.

Appendix A Postgraduate Degree Classification Scheme

This scheme should be used in conjunction with ‘Table 1 of the Postgraduate Taught Degree Regulations’. This table has been extracted from the Framework for Higher Education Qualifications, and students must meet the credit requirements of Table 1, prior to the classification being calculated, using the thresholds and boundaries below:

Weightings

Postgraduate degree classification for the award of merit and distinction are based on the weighted average mark across the programme calculated to one decimal place, where marks for individual course units are recorded as whole numbers (see section H).

Stage 1: Classification Thresholds and Boundaries

The following boundaries inform classification when the total points falls below a classification threshold.

Table A1 Postgraduate Masters degree classification and boundary zone using total points 0-100 mark range:

<table>
<thead>
<tr>
<th>PG Degree classification - Masters based on 180 credits</th>
<th>Classification thresholds: average mark (mark range 0 to 100)</th>
<th>Boundary zone average</th>
<th>Boundary Zone H33 (separating the average for taught and research elements)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinction</td>
<td>70.0</td>
<td>68.0 to 69.9</td>
<td>Either taught or research is 70.0 or above, while the other is between 68.0 to 69.9</td>
</tr>
<tr>
<td>Merit</td>
<td>60.0</td>
<td>58.0 to 59.9</td>
<td>NA</td>
</tr>
<tr>
<td>Pass</td>
<td>59.9 or less providing the credit requirements of Table 1 in the ‘Credit and Award Framework’ have been met.</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

Consideration of postgraduate masters students within the boundary zone bymark distribution

The following process applies to reach decisions on borderline cases:
After allowances have been made for mitigating circumstances, a student whose total mark at the first assessment is within the boundary zone specified above, must be considered for the higher award as long as the following are satisfied (see also notes on AP(E)L):

- For the award of distinction, all course units must have been passed at the first attempt without any compensation.
- 120 out of 180 credits are equal to or higher than the final award.

Where Schools have decided to implement H33, after allowances have been made for mitigating circumstances, decisions at the boundary of a ‘Distinction’, should be made as long as the following are satisfied (see also notes on AP(E)L):

- For consideration of a student in the boundary zone for the award of distinction, the student should have passed either the ‘taught’ or ‘research’ element at the level of a ‘distinction’ and the other element must be in the boundary zone, as defined in table A1.
- All course units must have been passed at the first attempt without any compensation.
- Either the overall average is equal to or above 70.0; or 120 out of 180 credits are equal to or above 70.0.

Stage 2: Mark Review

If a student is in the boundary zone and does not satisfy the additional criteria, Schools may apply a further stage of ‘Mark Review’ by asking the External Examiner to oversee a review of the marks of submitted work.

Taught Masters Postgraduate Diploma and Postgraduate Certificate degree classification scheme using 0-100 mark range

Award of Postgraduate Diploma and Postgraduate certificate degree is based upon credit accumulation using a pass mark of 40% (see table 1 for credit requirements) for which there is no classification other than pass/fail.

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Note: Faculty approved variances to the Degree Regulations will be described within the Programme Handbooks.
Where they exist they will take precedent, for example, in order to comply with Professional, Statutory and Regulatory Bodies (PSRBs).

Please see also the Guide to the Postgraduate Taught Degree Regulations 2012

APPENDIX 5

Regulation XX - Work and Attendance of Students

[Note: the set of units, practical work and projects required for a degree or other award of the University is referred to as a programme of study (the 'Programme'). Each such Programme is normally the responsibility of a School (which may also be acting on behalf of a group of Schools), which appoints a body to organise the syllabus, and the teaching and assessment of students. In this Regulation, this body is designated by the term 'Programme Committee', recognising that the exact form and title will vary across the University.]

1. The following scheme has been approved by the Senate to determine, subject to the provisions of Regulation XII.9, whether or not a student is working on and attending a Programme satisfactorily for the purposes of Statute XXI.4, and to set out the penalties for failure to work and attend satisfactorily.

2. Individual Schools shall determine the requirements for the work and attendance of students on the Programme to be judged satisfactory. A clear statement of the specific and compulsory requirements for satisfactory work and attendance on the Programme must appear in the Programme Handbook for students, accompanied by a statement of the consequences of failing to meet such requirements.

3. Requirements for work and attendance may include attending lectures, seminars, laboratory classes, field trips, academic and personal tutorials, and other events or meetings concerned with the conduct of the course and progress of students, as well as meeting the specified due dates for the submission of work for comment or assessment, and attending examinations, tests, or other forms of assessment. Schools may rule that students who are late for lectures, seminars, tutorials, practical and other classes may be refused admission to those classes, and that persistent lateness may be deemed to be unsatisfactory attendance.

4. Absence from compulsory classes must be authorised by the appropriate School authority and students are required to provide appropriate certification for absence caused by illness.

5. The Programme Committee shall keep under continuous review throughout the academic year the work and attendance of students for whom it has responsibility under this Regulation.

6. As part of this review, the Programme Committees shall:
   (a) obtain evidence on the progress of students by means of examinations, tests, coursework, reports or such other means of assessment as it considers appropriate; and
   (b) monitor the attendance of the students by such means that it considers to be appropriate.

7. If at any time a Programme Committee has reason to believe that a student’s work and attendance does not at that stage meet the specified requirements, or that he or she may not meet them unless there is an improvement, it shall issue a formal written warning to the student stating the actions he or she is required to take in order to effect the necessary improvement. The warning shall state that unless the student complies with the actions specified, a decision may be taken by the Committee to refuse the student permission to take the examinations or other assessments for the element(s) of the Programme concerned, with the consequence that he or she may be excluded from the Programme.

8. A student who receives due warning in writing that his or her work and attendance is unsatisfactory shall be offered the opportunity to appear in person before the Programme Committee to explain the reasons for non-compliance. A written note of the meeting, stating any modifications to the actions he or she is required to take, shall then be issued to the student.

9. If the student fails to comply with such requirements, the Programme Committee may decide to refuse the student permission to take the relevant examinations or other assessments, with the consequence that he or she will be excluded from the Programme. The Programme Committee shall send notification of decision forthwith to the student’s registered home and study time addresses. A copy of the notification shall also be sent to the Registrar and Secretary.
[Note: In instances where the Programme Committee is satisfied that circumstances exist which show good cause for the student’s failure to comply with the work and attendance requirements, alternative action may be determined, such as interruption from the programme of study for a specified period of time.]

10. No student shall be refused permission to take an examination or other form of assessment on the grounds of unsatisfactory work and attendance unless the warning referred to in paragraph 7 above has been issued.

11. A student who has been refused permission to take an examination or other form of assessment on the grounds of unsatisfactory work and attendance may submit an appeal against that decision within ten working days of the notification of the decision in accordance with the provisions of Regulation XIX [Academic Appeals].

12. In order to allow sufficient time for completion of the procedure described in paragraph 11 above, the latest date upon which notification of a refusal may be issued is the last teaching day of the second semester prior to the Easter