Disclaimer: The information contained in this handbook is correct at the time of publishing but the University, while retaining proper regard for the interest of registered students, reserves the right to alter the programmes or the timetable if the need arises.
Contents

Section 1 – INTRODUCTION
1.1 General Information 3
1.2 Key Dates (Semester dates and exams periods) 4
1.3 Registration for your Degree Programme 4
1.4 Health and Safety 5
1.5 Staff in the School of Mathematics 5
1.6 Communication within the School 6

Section 2 – TEACHING AND LEARNING
2.1 Undergraduate Degree Programmes in the School of Mathematics 7
2.2 Credits and Course Units 7
  2.2.1 Course Unit Selection 8
  2.2.2 Outside Course Units 8
2.3 Timetabled Classes 9
2.4 Projects 10
2.5 Private Study 10
2.6 Accreditation 11
2.7 International Study Abroad Scheme 12
2.8 Study Resources 12

Section 3 – ASSESSMENT
3.1 Coursework (incl. extensions) 13
3.2 Examinations 13
3.3 Progression Rules 14
3.4 Referrals 14
3.5 Degree Classification 15
3.6 Academic Malpractice 15

Section 4 – STUDENT SUPPORT
4.1 School Support Services 17
  4.1.1 Key Contacts (incl. Year Tutors, Programme Directors) 17
  4.1.2 Teaching and Learning Office 18
  4.1.3 Student Support and Guidance 19
4.2 University Support Services 19
4.3 If Things Get Difficult For You: Mitigating Circumstances 19
4.4 Academic Advisor Meetings 20
4.5 Student Representation and Feedback 20
  4.5.1 The Schools Student Forum 21
  4.5.2 Viewing Examination Scripts 21
  4.5.3 Your Say for Your Uni 21
4.6 Changing your Degree Programme or Status 21
  4.6.1 Transferring Programmes 21
  4.6.2 Interruption or Repeat of Studies 21
  4.6.3 Withdrawing from a Programme 22
1. INTRODUCTION
This handbook is for students studying an undergraduate degree programme offered by the School of Mathematics. You should read this handbook carefully at the start of the year and refer to it throughout your programme. An online version providing more detailed information is available from the School’s website by clicking on ‘Study’ then ‘Information for current students’.

http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/undergraduatestudenthandbook/

1.1 General Information
Information on the University of Manchester can be found at www.manchester.ac.uk. Information on the School of Mathematics can be found at www.maths.manchester.ac.uk.

The School of Mathematics is based in the Alan Turing Building, no.46 on the campus map available from http://www.manchester.ac.uk/discover/maps/.

IT Services
IT Services provides most of the campus IT services for staff and students of the University of Manchester. For information on how to get started, to create your University IT account, please visit their website at: http://www.itservices.manchester.ac.uk. For face-to-face practical advice you can visit one of the walk-up support desks for further information visit: http://www.itservices.manchester.ac.uk/help/walk-up/.

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

The My Manchester student portal, https://my.manchester.ac.uk, provides easy access to learning resources, central services, student support and information. Once you have registered for your University IT account you can log in with your username and password to access personalised information including:

- Personalised lecture/support class timetables
- Examination timetables
- Examination results
- Course descriptions and materials
- Personal files
- University email
- Careers and employability information.

Blackboard is the University’s Virtual Learning Environment. You should be able to find course materials and information on all your course units through Blackboard. If not then either contact the lecturer or ask at reception. You can access Blackboard through My Manchester. You will also have access to a Study Module which contains information related to your studies.

My Learning Essentials is the Library’s skills programme, available to all students, which includes workshops and on-line support on academic, employability and well-being matters. It is available via My Manchester and directly at http://www.library.manchester.ac.uk/services-and-support/students/support-for-your-studies/my-learning-essentials/.

The Get Ready Guide, http://www.welcome.manchester.ac.uk/get-ready/, contains essential advice, information and guidance relating to all aspects of your studies and life at university, and is the first port of call for new students in order to officially register.
The Student Charter, available at [http://www.yoursay.manchester.ac.uk/student-charter/](http://www.yoursay.manchester.ac.uk/student-charter/), sets out what you can expect from university staff and what university staff can expect from you.

Student Feedback is vitally important to the School and the University, and is continually changing your University life. Your Say for Your Uni website comprises useful information on how students can get involved: [http://www.yoursay.manchester.ac.uk/](http://www.yoursay.manchester.ac.uk/)

### 1.2 Key Dates

Teaching and assessments take place over two semesters in each academic year starting from September through to July/August. The key dates for the academic year 2018/19 are:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration opens</td>
<td>1st – 30th September 2018</td>
</tr>
<tr>
<td>Welcome and Induction week</td>
<td>17th – 21st September 2018</td>
</tr>
<tr>
<td>Semester 1 starts</td>
<td>17th September 2018 (teaching begins 24th September)</td>
</tr>
<tr>
<td>Christmas break starts</td>
<td>14th December 2018</td>
</tr>
<tr>
<td>Christmas break ends</td>
<td>14th January 2019</td>
</tr>
<tr>
<td>Semester 1 exams</td>
<td>14th – 25th January 2019</td>
</tr>
<tr>
<td>Semester 1 ends</td>
<td>27th January 2019</td>
</tr>
<tr>
<td>Semester 2 starts</td>
<td>28th January 2019</td>
</tr>
<tr>
<td>Easter break starts</td>
<td>5th April 2019</td>
</tr>
<tr>
<td>Easter break ends</td>
<td>29th April 2019</td>
</tr>
<tr>
<td>Semester 2 exams</td>
<td>15th May – 7th June 2019</td>
</tr>
<tr>
<td>Semester 2 ends</td>
<td>7th June 2019</td>
</tr>
<tr>
<td>Summer graduation</td>
<td>8th – 19th July 2019</td>
</tr>
<tr>
<td>Resit Period</td>
<td>19th – 30th August 2019</td>
</tr>
</tbody>
</table>

There are no lectures in Reading Week (week 6 of semester 1). However you will have coursework tests during this week that you MUST attend. A timetable of coursework assessments will be available from the Study Modules in Blackboard.

### 1.3 Registration for your Degree Programme

You can register for your degree programme at [http://www.welcome.manchester.ac.uk/new-students/get-ready/your-it-services/online-registration/](http://www.welcome.manchester.ac.uk/new-students/get-ready/your-it-services/online-registration/).

Before you can register for the first time, you need to activate your University IT account, which will give you access to all of the University's IT services including your personal email account, see ‘IT Services’ section 1.3.

Until you register for your programme you are not a member of the University and cannot access any of our services - including attending lectures. Registering as a student is an online process that requires you to confirm your personal details, check course information, and pay - or make arrangements to pay - your tuition fees.

You can register online from anywhere in the world. The process opens from the 1st September and students are encouraged to register **before the 30th September**. Students who do not register by the 30th September will be liable for a late registration charge of £200. Once you’ve completed Registration online, you can collect your student card as explained under the registration link above.

The School's Welcome and Induction information is available from the MATHS1000 Study Module in Blackboard. The first week of the academic year is called Welcome Week. There will be many activities taking place in the School of Mathematics, across the campus and in University Halls of Residence to help students settle into University life. Students will have a chance to meet their Academic Advisor and other students on their programme.
1.4 Health and Safety

To help familiarize yourself with Safety Regulations you will have to complete an online Health and Safety course as part of the MATHS1000 Study Module (Induction). You must complete this course by the end of week 3 of Semester 1 of your first year. Failure to do so will prevent you from accessing your January examination results.

The School of Mathematics' Safety Officer is Tony McDonald. Email: tony.mcdonald@manchester.ac.uk, Tel: 0161 275 6118.

You should report any health and safety risks or accidents in the Alan Turing Building to the Safety Officer. You can also report through the fortnightly Schools Student Forum or at the Schools Staff-Student-Liaison Committee. The University's Health and Safety website: http://www.healthandsafety.manchester.ac.uk.

Fire Safety

If the fire alarm sounds continuously you must leave the building immediately using the nearest fire exit and assemble at the Fire Assembly Area. The Fire Assembly Area for the Alan Turing Building is the paved area outside the George Kenyon building which is next to University Place. Lifts must NOT be used. In the Alan Turing Building the fire exits are at the main entrance, at the bottom of each staircase and at both ends of the ground floor atrium. After an evacuation you must not re-enter the building until you are allowed to do so by a Fire Service personnel or University security staff.

The alarm system is tested every Monday at 8.00am. There is no need to evacuate the building at these times unless the alarm is continuous.

First Aid

If you need first aid you should contact a First Aider or University Security, Tel: 0161 306 9966 or 69966 on an internal phone.

In Alan Turing Building the School of Mathematics' First Aiders are:
  - Francesca Moss, room G.204, Tel: 0161 275 5899,
  - Sebastian Rees, room G.204, Tel: 0161 275 4632.

There is an AED (defibrillator) unit available from reception in the Alan Turing Building.

Out of Hours

The Alan Turing Building closes at 6pm weekdays Monday-Friday and all weekend (Saturday-Sunday). This is mainly due to health and safety concerns and therefore the building remains accessible ONLY to staff, PGR, PGT and 4th year MMath students. The exception being that the building is open until 8pm during the January and May examination periods.

The following can be used by all students outside normal working hours for use of general purpose clusters:
  - Alan Gilbert Learning Commons
  - George Kenyon Building
  - Other University PC accessible clusters: http://www.itservices.manchester.ac.uk/help/accessibility/pc-clusters/

MMath year 4 students must complete the ‘Out of Hours’ online course to obtain access to the building outside the normal working hours. The relevant course can be found in the Study Module MATHS4000 at the beginning of your fourth year.

1.5 Staff in the School of Mathematics

A list of all academic and professional support staff in the School of Mathematics can be found at http://www.maths.manchester.ac.uk/people/staff/.
1.6 Communication within the School

Email
You must check your University email account regularly for information and reminders about your programme and activities in the School of Mathematics. You will have been issued with your University email account when you registered at the start of your studies in Manchester. Students can set up their email accounts on their mobile devices. Further information is available from the IT Service website, see section 1.3.
These communications may be from your lecturers via Blackboard; from your Academic Advisors via their email address, or from the Teaching and Learning Administration via Blackboard and in some cases from the email account ‘Mathematics EPS’. Failure to read messages delivered to your university email account will not be accepted as a legitimate excuse if you fail to act on information that has been sent to you.
Students can contact the Schools Teaching and Learning Office by emailing: mathematics@manchester.ac.uk.

Other sources of information are the School website, under ‘information for current students’; via Blackboard VLE; mobile text messages in an emergency and noticeboards on the ground floor of the Alan Turing Building. Blackboard is accessible via your ‘My Manchester’ student portal.

Academic Staff Office Hours
Academic staff members that are involved in teaching or have an advisor role have an office hour whereby students can drop-in to discuss their studies or other matters. A list of staff office hours is available from reception in the Alan Turing Building.

Induction and Study Module(s)
As part of all programmes students have access to a Study Module (MATHS1000 for year 1, MATHS2000 for year 2, MATHS3000 for year 3 and MATHS4000 for year 4) in Blackboard. These modules provide relevant information to help students throughout their studies from welcome talks, study resources, student representation and feedback, health and safety and academic malpractice course, volunteering, employability and others.

Twitter
The Teaching and Learning Officer has a twitter account
@MathematicsTLO
2. TEACHING AND LEARNING

2.1 Undergraduate Degree Programmes in the School of Mathematics

Below is a list of the degree programmes that are managed by the School of Mathematics. You can find more information at: [http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/course-units-offered](http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/course-units-offered).

**Single honours programmes**
- BSc Mathematics
- MMath Mathematics
- BSc Mathematics and Statistics
- MMath Mathematics and Statistics
- BSc Mathematics with Financial Mathematics
- MMath Mathematics with Financial Mathematics

**Joint honours programmes**
- BSc Actuarial Science and Mathematics
- BSc Mathematics with Finance
- BSc Mathematics with Business and Management
- BSc Mathematics with a Modern Language
- BSc Mathematics and Philosophy

The following degree programmes are jointly taught with Mathematics but are managed by the other School:
- BSc/MMath Mathematics & Physics
  These are managed by the School of Physics and Astronomy. Further information can be found in the Bluebook: [http://www.physics.manchester.ac.uk/study/undergraduate/undergraduatehandbook/](http://www.physics.manchester.ac.uk/study/undergraduate/undergraduatehandbook/).
- BSc Computer Science and Mathematics/BSc Computer Science and Mathematics with Industrial Experience
  These are managed by the School of Computer Science. Further information can be found at [http://www.cs.manchester.ac.uk/study/undergraduate/course-information](http://www.cs.manchester.ac.uk/study/undergraduate/course-information).

2.2 Credits and Course Units

**Credits**

Students normally need to take **120 credits** of course units in each academic year. Each course unit is worth 10, 15, 20 or 30 credits. One credit represents 10 hours of contact time and independent study. Typically a 10 credit course unit will have two lectures, one feedback class and 5 hours of independent study each week.

**Course codes**

Each course unit has a course code **MATH** (for Mathematics course units) followed by a five digit number. The first digit indicates the level of the course and the fifth digit indicates whether it runs in semester 1 or 2 (0 denotes a full year course unit).

For level 3 and 4 units the second digit indicates the subject area, according to the following scheme: 0: General; 1: Pure (Analysis); 2: Pure (Algebra); 3: Logic; 4: Advanced Calculus; 5: Physical Applied; 6: Numerical Analysis; 7: Probability; 8: Statistics; 9: Discrete/Financial Mathematics. In the final years the mathematical themes are used for planning the timetable. A document providing further information on these mathematical themes is available from the Year 3 Study Module MATHS3000 in Blackboard.

Course codes for course units in other schools work in a similar way.
### 2.2.1 Course Unit Selection

#### Compulsory (mandatory) courses

All students in the School of Mathematics are automatically enrolled onto their compulsory course units as part of their programme of study. You can see which course units you are registered for by logging in to My Manchester.

#### Optional courses

If you are on a programme that includes optional course units, then you will need to self-select your optional course units; you can do this by going to ‘My Manchester’. Further information is available from the Course Unit Selection Process website:

http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/course-units-offered/course-unit-selection/

Course unit selection for optional course units opens early July and closes at the beginning of August for the following academic year for continuing students and early September for new students. You are strongly advised to provisionally select your optional course units as soon as you are able to ensure that you get a place on your preferred course unit options.

The selection process opens again during the first two weeks of each semester; this provides an opportunity for you to enroll, add and amend your preferred optional course units. In weeks 3-6 you can only change courses with permission of the Year Tutor by completing an online form from the Schools website. You cannot change courses after week 6.

### 2.2.2 Non-math Course Units

The single honours programmes and some joint honours programmes provide an opportunity to take outside course units (ie non-math course units). Please see your programme requirements before applying to enrol onto a non-math course unit and read the information about the Schools course unit selection process.

Students may want to consider taking a course unit from The University College for interdisciplinary Learning (UCIL), who have a list of course units available to students, for further details please see their website: http://www.college.manchester.ac.uk/courses/ or a Language course unit from the University Language Centre, further details available from: https://www.languagecentre.manchester.ac.uk/learn-a-language/courses-for-all/

In addition below is a list of recommended outside course units that have been taken by our students in the past:

<table>
<thead>
<tr>
<th>CODE</th>
<th>TITLE</th>
<th>CREDITS</th>
<th>SEMESTER</th>
<th>LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMAN10621(B)#</td>
<td>Fundamentals of Financial Reporting</td>
<td>10</td>
<td>First</td>
<td>One</td>
</tr>
<tr>
<td>BMAN10552</td>
<td>Fundamentals of Finance</td>
<td>10</td>
<td>Second</td>
<td>One</td>
</tr>
<tr>
<td>BMAN10632</td>
<td>Fundamentals of Management Accounting</td>
<td>10</td>
<td>Second</td>
<td>One</td>
</tr>
<tr>
<td>ECON10221#</td>
<td>Microeconomics</td>
<td>10</td>
<td>First</td>
<td>One</td>
</tr>
<tr>
<td>ECON10252</td>
<td>Macroeconomics</td>
<td>10</td>
<td>Second</td>
<td>One</td>
</tr>
<tr>
<td>HSTM20282</td>
<td>The Information Age</td>
<td>10</td>
<td>Second</td>
<td>Two</td>
</tr>
<tr>
<td>PHYS20101#</td>
<td>Introduction to Quantum Mechanics</td>
<td>10</td>
<td>First</td>
<td>Two</td>
</tr>
<tr>
<td>SCIN20002</td>
<td>Manchester Sustainable City Project</td>
<td>10</td>
<td>Second</td>
<td>Two</td>
</tr>
<tr>
<td>BMAN23000(A)</td>
<td>Foundations of Finance</td>
<td>20</td>
<td>Both</td>
<td>Two</td>
</tr>
<tr>
<td>COMP39112</td>
<td>Quantum Computing</td>
<td>10</td>
<td>Second</td>
<td>Three</td>
</tr>
<tr>
<td>MCEL30011</td>
<td>Advanced Technology Enterprise</td>
<td>10</td>
<td>First</td>
<td>Three</td>
</tr>
<tr>
<td>MCEL30012</td>
<td>Advanced Technology Enterprise</td>
<td>10</td>
<td>Second</td>
<td>Three</td>
</tr>
<tr>
<td>MCEL30022</td>
<td>Interdisciplinary Sustainable Development</td>
<td>10</td>
<td>Second</td>
<td>Three</td>
</tr>
<tr>
<td>PHIL30042</td>
<td>Philosophical Logic</td>
<td>20</td>
<td>Second</td>
<td>Three</td>
</tr>
<tr>
<td>PHYS30101</td>
<td>Applications of Quantum Physics</td>
<td>10</td>
<td>First</td>
<td>Three</td>
</tr>
<tr>
<td>PHYS30201</td>
<td>Mathematical Fundamentals of Quantum Mechanics</td>
<td>10</td>
<td>First</td>
<td>Three</td>
</tr>
<tr>
<td>PHYS40202</td>
<td>Advanced Quantum Mechanics</td>
<td>10</td>
<td>Second</td>
<td>Four</td>
</tr>
</tbody>
</table>
First semester course units available to second year students can be taken as an outside course unit in the first semester by taking 70 credits in the first semester or, exceptionally, by delaying a 10 credit course unit MATH20201 or MATH20701 from semester 1 until the Third Year. This requires permission from the Year Tutor.

Further information about non-math course units should be obtained from the other School and all course specifications are available from My Manchester student portal under the course unit search engine.

All non-math course units (unless recommended as part of your degree programme) will need the approval from your Year Tutor. There is an online form for students to complete for that approval: http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/general-information/undergraduate-forms/.

2.3 Timetabled Classes

Lectures
Lectures start on the hour and last for 50 minutes. The lecturer will present the course material using the board, slides or visualiser. You may be provided with an electronic version of the lecture notes or be expected to take your own notes. It is possible that you may not be able to understand all the material during the lecture and so you should spend time after the class reading through the notes and working on any related exercises.

Feedback Supervisions
The level 1 course units MATH10101, MATH10111, MATH10121, MATH10131, MATH10202, MATH10212, MATH10222 and MATH10232 are supported by weekly feedback supervisions. You will be working with a group of approximately 10 students from your programme along with a supervisor. Students will be set weekly exercises by the course lecturer. Students are required to hand in their attempts of the exercises, for feedback and marking, before the next supervision class. It is important to note that the supervision work and attendance counts as 10% of the marks for the associated course unit. These tend to appear on your timetable during welcome week.

Feedback Tutorials
Level 1 course units not covered by supervisions, along with higher level course units, will have a weekly feedback tutorial or a computer lab session. You will be set exercises by the course lecturer. You should attempt these before the tutorial class and use the time in class to ask questions. Some lecturers provide extra examples in the tutorial classes and work through these during the class. These tend to appear on your timetable early September.

MATH10001: Mathematical Workshop
This workshop gives you a chance to work on the practical skills all mathematicians require, such as problem solving, using mathematical software and mathematical writing. In the workshops you will work individually and in small groups on different projects.

PASS (Peer Assisted Study Sessions)
Our Peer Assisted Study Sessions (PASS) is available to all first year students. The sessions are run by trained PASS Leaders who are higher year students on the same degree programme as you. They will help you with your first year work and provide guidance on study skills and university life.

Undergraduate Timetables
Undergraduate timetables of all teaching components and coursework assessments are available by year of study from the Schools ‘Information for Current Students’ website: http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/timetables/.

Students’ personal timetables are available from My Manchester.

Podcasting
A number of the course unit Lectures in the School are podcasted weekly. These podcasts are audio recordings (sound files) which can be distributed electronically over the internet for students to view.
2.4 Projects
The School of Mathematics offers projects to students in their third and fourth years. The projects can be a two-semester double project, or single semester projects. The MATH30000 double project for third year students is weighted 20 credits while the MATH40000 double project for fourth year students is 30 credits. The MATH30011 and MATH30022 single semester projects for third years are weighted 10 credits while the MATH40011 and MATH40022 single semester projects for fourth years are 15 credits.

For further details, including how and when to apply for a project please read the Undergraduate Project Guide for 2018/19 which is available from the Schools website: http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/undergraduateprojects/.

2.5 Private Study
As a general rule, for each hour in class you should spend two hours on independent study. This will include reading lecture notes and textbooks, working on exercises and preparing for coursework and examinations so that you fully understand the material.

2.6 Accreditation
The BSc Actuarial Science and Mathematics programme is accredited by the Institute and Faculty of Actuaries (IFA). Students graduating from the programme may be recommended for exemption from up to seven of the Core Technical (CT) subjects. The course units that make up CT1-7 are listed below:

| CT1 Financial Mathematics | MATH10951 Financial Mathematics for Actuarial Science 1  
|                          | MATH20951 Financial Mathematics for Actuarial Science 2  
| CT2 Finance and Financial Reporting | BMAN10621(B) Fundamentals of Financial Reporting  
|                              | BMAN20242 Introduction to Corporate Finance and Financial Instruments  
| CT3 Probability and Mathematical Statistics | MATH20701 Probability 2  
|                                             | MATH20802 Statistical Methods  
|                                             | MATH38141 Regression Analysis  
| CT4 Models | MATH39511 Actuarial Models 1  
|           | MATH39512 Actuarial Models 2  
| CT5 Contingencies | MATH20962 Contingencies 1  
|                  | MATH39522 Contingencies 2  
| CT6 Statistical Methods | MATH20972 Actuarial Insurance  
|                      | MATH38032 Time Series Analysis  
|                      | MATH38052 Generalised Linear Models  
|                      | MATH39542 Risk Theory  
| CT7 Economics | ECON10221 Microeconomics 1  
|                | ECON10252 Macroeconomics 1  

Notes
1. The CT2 course units are optional for this programme. If students choose to take these course units they will be included in the Actuarial Average calculation (see 2 below).
2. The Actuarial Average is the average of the overall marks for all courses listed above (excluding the CT2 course units if a student does not register for these units). If a student gains an Actuarial Average of at least 65% and has passed (at least 40%) in all course units counting towards the average they will recommended to the IFA for all the exemptions CT1-7 (excluding CT2 if they have not chosen the CT2 course units).
3. If a student has an Actuarial Average below 65% or has a mark of less than 40% in one of the course units listed above they will be considered for individual exemptions. The decision on individual exemptions is made by the Independent Examiner from the IFA.
4. Students will be allowed to resit any level 1 or 2 exemption course units with a mark below 40% in the next August resit period. If a resit is not required for progression purposes the exam may be sat during the next academic year.

The IFA is currently undertaking a review of its curriculum, looking at the study route to become a fully qualified actuary. For further details and to keep students informed of the status of the review the relevant information is available from:
http://www.maths.manchester.ac.uk/~kschaik/CR_IFoA.html

The following degree programmes are accredited by the Royal Statistical Society (RSS):
MMath/BSc Mathematics
MMath/BSc Mathematics and Statistics
MMath/BSc Mathematics with Financial Mathematics
BSc Mathematics with Business and Management
BSc Mathematics with Finance
BSc Mathematics with a Modern Language

The Royal Statistical Society offers a Graduate Statistician award that is the Society’s formal recognition of an individual’s statistical qualifications. Information on the award can be found at www.rss.org.uk/professionalmembership.

The following degree programmes are accredited by the Institute of Mathematics and its Applications (IMA):
MMath/BSc Mathematics
MMath/BSc Mathematics and Statistics
MMath/BSc Mathematics with Financial Mathematics
BSc Mathematics with Business and Management
BSc Mathematics with Finance
BSc Mathematics with a Modern Language

2.7 International Study Abroad Scheme
We offer the opportunity for MMath students to study abroad in their third year for a semester or all year to experience life at an International University. The marks for examinations taken during the year abroad are converted and used in the calculation of the degree classification. For further information contact the Study Abroad Advisor Dr Carolyn Dean, Carolyn.dean@manchester.ac.uk, and the Study Abroad website: http://www.manchester.ac.uk/study/international/study-abroad-programmes/.

2.8 Study Resources
The University of Manchester Library, http://www.library.manchester.ac.uk, is situated on Burlington Street. Mathematics books are housed in the Blue Zone. You can also access the Manchester Business School Library, Manchester Metropolitan University Library and Manchester Central Library.

The Alan Gilbert Learning Commons offers a stimulating environment for study with the latest in learning technology, and is open 24 hours a day during term-time.
http://www.library.manchester.ac.uk/locations-and-opening-hours/learning-commons/

In the School of Mathematics, Alan Turing Building, there are two UG study rooms on the ground floor of the Alan Turing Building. Room G.211 is a group study room and room G.101 is a quiet study room. There is a large computer cluster in room G.105. This can be used by mathematics students whenever it is not timetabled for teaching. You may also use other computer clusters across the campus.
3. ASSESSMENT

Full details of assessment can be found in the Examination document at:
http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/undergraduatetudenthandbook/assessment/coursework-and-examinations/.

Different mathematics course units have different assessment methods, varying from 100% coursework to 100% examination. Most units have a mixture of coursework and end of semester examination. Information on assessment for an individual course unit can be found in the course description at:
http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/course-units-offered.

3.1 Coursework

Coursework is assessed work done during the semester that counts towards the overall mark for a course unit. It may be an in-class test, an online test or a take home piece of work. Coursework dates and deadlines are released at the start of semester. Coursework marks and feedback should be returned to students within three working weeks of the test or deadline date. A coursework timetable will be made available outlining the deadlines, and when feedback should be returned.

Extension rules

Take home coursework that is handed in after the deadline without approved mitigating circumstances will be subject to a penalty. The mark awarded will reduce by 10 marks per day for 5 days (assuming a 0-100 marking scale), after which a mark of zero will be awarded.

3.2 Examinations

First semester course units are examined in January and second semester course units are examined in May/June. Resit examinations take place in August. See Section 1.4, ‘Key Dates’, for details.

You will receive your individual examination timetable several weeks before the examination period on My Manchester via the My Learning tab. It is your responsibility to make sure you turn up to all your examinations at the correct time and in the correct room. Therefore students need to make sure they have made the correct travel arrangements in time for the examination. Failure to read the timetable correctly, or incorrect travel time arrangements, is not an acceptable reason for absence.

The University makes every effort to avoid holding examinations on religious festivals. If you are unable to attend an examination for strict religious reasons you should notify the School’s Exams Administrator: Stephanie Keegan, Stephanie.keegan@manchester.ac.uk, and complete an Examinations and Religious Observance Form.

Examinations start at either 9:45am or 2:00pm. Students may enter an exam room up to 30 minutes after the start time. Any student who arrives after 30 minutes will be refused entry by the invigilator; if this happens you should contact the School of Mathematics (0161 275 5800) immediately.

You must take your Student University ID card to all examinations to confirm your identity.

Calculators may be used in some examinations and this will be specified on the front of the paper. Only calculators that cannot store text or transmit and receive information are allowed in University examinations.

It is a disciplinary offence to:

• copy from an examination paper of another student or allow copying from your script;
• introduce unauthorized materials such as books, notes, etc. into the examination room;
• have information relevant to the examination written on your person or belongings;
• be in possession of a mobile phone or other electronic device, except University approved calculators. However, if you do need these in your possession then you will be asked to place them under your chair in a plastic bag which is provided.

Disciplinary cases are reported to the University’s Student Discipline Committee. Penalties range from a reprimand, awarding a mark of zero for the assessment through to expulsion from the degree programme.
Students must expect to have examinations on two or more consecutive days and, potentially, have more than one examination within a single day. The University will try to ensure that instances of these events happening are as few as possible, but it is simply not possible to construct an examination timetable within the existing parameters that spreads all examinations out equally for all students. Further information on University examination guidelines can be found at http://www.exams.manchester.ac.uk/during-your-exams/.

All marks will be made available on My Manchester after the end of semester meeting of the Board of Examiners.

3.3 Progression Rules

The School of Mathematics follows the University’s progression rules with compensation, which can be found at http://documents.manchester.ac.uk/display.aspx?DocID=13147 with the following exceptions:

- the 1st year course units supported by supervisions, i.e., MATH10101, MATH10111, MATH10121, MATH10131, MATH10202, MATH10212, MATH10222 and MATH10232 are not compensable and cannot be carried,
- the minimum mark for progression from the 2nd to the 3rd year and from the 3rd to the 4th year of the MMath is normally 55%.

To progress to the second or third year of the programme you must satisfy all of the following rules:

- pass a minimum of 40 credits at the first attempt,
- achieve a mark of at least 40 in at least 80 credits of course units, including all non-compensable course units,
- achieve a mark of at least 30 in all remaining course units.

To progress to the third year of the Mathematics with Modern Language degree programme students must achieve a mark of at least 40 in the compulsory level 2 language course units.

3.4 Referrals

First and second year students who pass a minimum of 40 credits at the first attempt but fail to progress to the following year in June will be given an opportunity for reassessment in August. This is known as referral.

The Board of Examiners decides which course units should be referred. Successful referrals are capped at either 30% or the original mark if that lies in the range 30—39%.

Referrals normally take the form of an unseen examination or resubmission of work. These must be sat at the University of Manchester at the time specified in the examination timetable. The referral mark is based on the examination mark only and does not include any coursework marks.

3.5 Degree Classification

The overall mark for a degree classification is a weighted average of the overall marks for each year of the programme, excluding year 1, as follows:

- **3 year BSc programmes:** Year 2: 33%; Year 3: 67%.
- **BSc in Mathematics with a Modern Language programme:** Year 2: 33%; Year 3: 67%.
- **MMath programmes:** Year 2: 20%; Year 3: 40%; Year 4: 40%.

<table>
<thead>
<tr>
<th>The degree class percentages are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 and above – first class honours (1st)</td>
</tr>
<tr>
<td>60–69.9 - upper second class honours (2:1)</td>
</tr>
<tr>
<td>50–59.9 - lower second class honours (2:2)</td>
</tr>
<tr>
<td>40–49.9 - third class honours (3rd)</td>
</tr>
<tr>
<td>Below 40 – fail</td>
</tr>
</tbody>
</table>
Any final year student who obtains an overall mark required for a 1st, 2:1 or 2:2 class degree and passes at least 80 credits in their final year will be awarded that class of degree.

Any student who obtains an overall mark required for a 3rd class degree and passes at least 60 credits in their final year will be awarded that class of degree.

What happens if a student does not satisfy these conditions can be found in ‘Section J’ of the University Regulations: http://documents.manchester.ac.uk/display.aspx?DocID=13147.

3.6 Academic Malpractice

Academic malpractice is any attempt – intentional or otherwise - to seek for yourself or another person an unfair advantage with a view to achieving a higher mark in an assessment than you would otherwise secure. It includes plagiarism, collusion, fabrication or falsification of results.

To help you understand what constitutes academic malpractice first year students have to complete an online course as part of the MATHS1000 Study Module (Induction).

University guidance for students on academic malpractice can be found at: http://documents.manchester.ac.uk/display.aspx?DocID=2870.

Students found guilty of academic malpractice will be penalised. Penalties include a mark of zero for the piece of work, loss of credit or expulsion from the degree programme.

Plagiarism

Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. This includes ‘self-plagiarism’ where you submit a piece of work you have presented for assessment on another occasion and submission of work from ‘essay banks’.

Collusion

Collusion includes copying parts of another student’s work or allowing someone to copy your work. It is acceptable for students to discuss coursework in general terms but the submitted assessment should be all your own work. You should not show your work to another student. Students who allow another student to copy their work are also committing collusion and both the copier and the provider of the work are liable to be penalised. Students should take care not to leave work on printers or share passwords with other students.

Fabrication or falsification of data

Some courses will involve practical work where results and data are generated. You should not fabricate these results or data. They should be properly obtained and documented.

A full list of academic related policies is available from: http://www.regulations.manchester.ac.uk/academic/.
4. STUDENT SUPPORT

Details of the support available to students are given here: http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/student-support/.

4.1 School Support Services

4.1.1 Key Contacts

Your Academic Advisor

You will be assigned an Academic Advisor at the start of your programme and this person will support you throughout your programme. You will have regular meetings with your Advisor during the year and you should contact them if you have any questions about your programme or you have any personal worries or problems. An Academic Advisor Booklet is available on the School website: http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/student-support/undergraduate---students/.

Your Academic Advisor will also be able to provide general advice on university life and help you to access central University Support Services such as the Careers Service, the Disability Advisory and Support Service and the Counselling Service. Your Academic Advisor will be also able to provide references for job applications and further study. Your Academic Advisor will have a weekly office hour and you can also contact them by email to arrange an appointment. Contact details for all staff in the School can be found at: http://www.maths.manchester.ac.uk/people/staff.

Year Tutors

Your Year Tutor can provide additional academic and pastoral support for students in their year of study. If you have a problem relating to your studies that your academic advisor cannot help with then you should contact your year tutor. The Year Tutors are:

Year 1: Tom Shearer  Year 2: Ted Voronov  Year 3: Sean Holman  Year 4: Ian Hall

<table>
<thead>
<tr>
<th>Year 1: Tom Shearer</th>
<th>Year 2: Ted Voronov</th>
<th>Year 3: Sean Holman</th>
<th>Year 4: Ian Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Tom Shearer" /></td>
<td><img src="image2.png" alt="Ted Voronov" /></td>
<td><img src="image3.png" alt="Sean Holman" /></td>
<td><img src="image4.png" alt="Ian Hall" /></td>
</tr>
</tbody>
</table>

- **tom.shearer@manchester.ac.uk**
- **Tel: 0161 275 5865**
- **Room: 1.113**

- **theodore.voronov@manchester.ac.uk**
- **Tel: 0161 306 3682**
- **Room: 2.109**

- **sean.holman@manchester.ac.uk**
- **Tel: 0161 275 5835**
- **Room: 2.228**

- **ian.hall@manchester.ac.uk**
- **Tel: 0161 306 3647**
- **Room: 2140**
Joint Honours Programme Directors

If you are on a Joint Programme then you may also contact your Joint Honours Programme Director:

- **Actuarial Science and Mathematics:** Dr Ronnie Loeffen, Ronnie.loeffen@manchester.ac.uk, Tel: 0161 306 3654, Room: 2.122.
- **Mathematics with Finance; Mathematics with Business and Management:** Dr Xiong Jin, Xiong.jin@manchester.ac.uk, Tel: 0161 275 5806, Room: 2.234.
- **Mathematics and Philosophy:** Dr Marcus Tressl, marcus.tressl@manchester.ac.uk, Tel: 0161 306 3672, Room: 2.118.
- **Mathematics with a Modern Language:** Dr Mike Simon, mike.simon@manchester.ac.uk, Tel: 0161 275 5827, Room: 2.115.
- **Computer Science and Mathematics:** Dr Mike Simon, mike.simon@manchester.ac.uk, Tel: 0161 275 5827, Room: 2.115.
- **Mathematics and Physics:** Dr Mike Simon, mike.simon@manchester.ac.uk, Tel: 0161 275 5827, Room: 2.115.

**Senior Advisor**

Professor Jitesh Gajjar, jitesh.gajjar@manchester.ac.uk, Tel: 0161 275 5895, Room: 2.205. The Senior Advisor is responsible for ensuring that the academic advising system works correctly and if you have a problem with your academic advisor then you should contact him.

**Director of Studies**

Dr Mark Coleman, mark.coleman@manchester.ac.uk, Tel: 0161 306 3649, Room: 1.109. The Director of Studies has responsibility for overseeing the process by which students change programme, approves decisions on request to interrupt or repeat years and chairs the mitigating circumstances panel.

**Director of Undergraduate Programmes**

DR James Montaldi, james.montaldi@manchester.ac.uk, Tel: 0161 306 3644, Room: 2.230. The Director of Undergraduate Programmes oversees all undergraduate programme structures, is responsible for which course units are available and co-ordinates future development of the undergraduate programmes.

**Director of Teaching and Learning**

Dr Charles Walkden, charles.walkden@manchester.ac.uk, Tel: 0161 275 5805, Room: 2.241. The Director of Teaching and Learning has overall responsibility for all undergraduate and postgraduate taught programmes in the School. He chairs the School’s Teaching & Learning Committee and is responsible for overseeing the strategic development of teaching within the School.

4.1.2. Teaching and Learning Office

The Teaching and Learning Office (TLO) is based in room G.204 of the Alan Turing behind the reception area. Contact details: mathematics@manchester.ac.uk, Tel: 0161 275 5800/5801. You can also follow our Twitter account to keep updated with careers information, volunteering opportunities, events and advice: @MathematicsTLO

The TLO can help you with:

- Programme information including timetabling
- Registration and course unit selection
• Disability support
• Pastoral and welfare support
• Assessments and examinations.

Teaching and Learning Administrators

Francesca Moss – responsible for curriculum management and deals with registration, timetables and other undergraduate administration, and covers student experience.

Stephanie Keegan - responsible for assessments and examinations and other undergraduate administration, and is the School’s Disability Coordinator.

Teaching and Learning Administrative Assistants

Bryony Quick, bquick@manchester.ac.uk,
Julie Thompson, julie.thompson@manchester.ac.uk.
James Platt, james.platt@manchester.ac.uk
Anna Bigland, anna.bigland@manchester.ac.uk
Joshua Muldoon, joshua.muldoon@manchester.ac.uk

Receptionist and University Information

Tracey Smith, tracey.smith@manchester.ac.uk, Tel: 0161 275 5800.

4.1.3 Student Support and Guidance

Student Support Administrator, Sebastian Rees, Sebastian.Rees@manchester.ac.uk, Tel: 0161 275 4632.

Sebastian can provide additional pastoral support. He can also provide information on the procedures for applying for mitigating circumstances and applications to repeat a year or interrupt your studies.

Support for Students with a Disability

The School’s Disability Coordinator is Stephanie Keegan, Stephanie.keegan@manchester.ac.uk, Tel: 0161 306 6415. Stephanie works with the University’s Disability Advisory and Support Service (DASS) to organize support for students with disabilities, such as extra time in examinations and accessible learning materials. Students who require such support should contact DASS, dass@manchester.ac.uk, and the Disability Coordinator as soon as possible.

4.2 University Support Services

Students who need to contact the University Support Services directly, rather than contact the School, please see the Advice and Guidance websites listed at:
http://www.studentnet.manchester.ac.uk/crucial-guide/

4.3 If Things Get Difficult for You: Mitigating Circumstances

What are mitigating circumstances?

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

• significant illness or injury,
• the death or critical/significant illness of a close family member/dependent,
• significant family crises or major financial problems leading to acute stress,
• absence for public service, e.g., jury service.
As soon as any problems arise you should speak to either your Academic Advisor and/or Year Tutor. If your circumstances have affected any assessed work you should complete a Mitigating Circumstances Form. Details about mitigating circumstances and the online form can be found at http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/student-support/mitigating-circumstances. The Student Support Officer, Sebastian Rees, Sebastian.Rees@manchester.ac.uk, can also offer advice about applying for mitigating circumstances.

Always submit your mitigating circumstances form as soon as you can. Do not wait for evidence before you submit your form. To delay telling the School of any problems will weaken your case.

Deadlines
The deadlines for submitting your Mitigating Circumstances for academic year 2018/19 are as follows

<table>
<thead>
<tr>
<th>Issue Period</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester Teaching period</td>
<td>11th January 2019, 4 PM.</td>
</tr>
<tr>
<td>First Semester Exam period</td>
<td>28th January 2019, 4 PM.</td>
</tr>
<tr>
<td>Second Semester Teaching period</td>
<td>14th May 2019, 4 PM.</td>
</tr>
<tr>
<td>Second Semester Exam period</td>
<td>7th June 2019, 4 PM.</td>
</tr>
</tbody>
</table>

4.4 Academic Advisor Meetings
You are required to attend a number of scheduled meetings with your Academic Advisor. This is so that they can monitor your academic progress and help you with your future planning. There are three scheduled meetings during the academic year:

- **New Academic Year Meeting** – as part of the induction process for new students and a review of the previous academic year for returning students.
- **Semester 1 Review Meeting** – during week 7 and 8 of Semester 1 course units.
- **Semester 2 Review Meeting** – during weeks 5 and 6 of semester 2 course units.

Students may request additional meetings, or the Academic Advisor may instigate additional meetings as the need arises. The Academic Advisor Brochure is available from the School website: http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/student-support/undergraduate---students/.

4.5 Student Representation and Feedback
Feedback from students on teaching and support is important to the School. The School has a team of **student representatives** that are appointed at the start of each academic year and who attend the UG Staff Student Liaison Committee twice each semester.

Students are represented on School Committees such as the School Board and the School Teaching & Learning Committee. For details of student representation and feedback go to our Student Feedback website: http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/student-feedback. You will need your username and password to access this page.

We gather feedback from students in several ways:
- Week 3 feedback for all taught course units
- Unit Surveys at the end of semester for each taught course unit
- Feedback from Student Representatives, discussed at the UG Staff Student Liaison Committee meetings twice each semester
- Feedback from students and representatives as discussed in the fortnightly Student Forum
- Feedback to Academic Advisors and the Senior Advisor
• Feedback to Programme Directors and Year Tutors via the fortnightly Teaching and Learning Operational meeting
• National Student Survey for all final year students.

4.5.1 The School's Student Forum
The School’s Student Forum meets fortnightly and provides the opportunity for students to raise problems they are having with their studies. All taught student representatives should attend the Student Forum as part of their role, but it is open to all taught students. The Forum is chaired by the Student Support Officer Sebastian Rees. Further information on the School’s Student Forum is available from the School’s Student Support website.

4.5.2 Exam Feedback and Viewing Examination Scripts
Students are given an opportunity to view their marked examination scripts. You will receive an email about booking an appointment to view scripts. This will help you gain feedback on why you got the mark you did and how you can improve in the future.

The School does not remark examination scripts. However, students can request that their script is checked to ensure that all parts have been marked and the total mark has been calculated correctly.

4.5.3. Your Say for Your Uni
The University runs a ‘Your Say for Your Uni’ campaign, details available from: http://www.yoursay.manchester.ac.uk/, whereby students can get involved in changing University life.

4.6 Changing your Degree Programme or Status
4.6.1 Transferring Programmes
Students wishing to transfer to a different degree programme should talk to their Academic Advisor. A transfer of programme requires the completion of a Transfer Form available online at http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/general-information/undergraduate-forms. This form is to be submitted for approval from the Year Tutor or, for joint honours programmes, the Programme Director of the programme to which you are applying. Students will be informed once the application has gone through the approval process.

4.6.2 Interruption or Repeat of Studies
Sometimes students need to interrupt their programme or repeat a period of study because of medical or personal problems or to enable them to undertake an internship or work experience. If you are thinking of interrupting or repeating you should discuss this with your Academic Advisor.
Applications to interrupt or repeat for medical or personal reasons must be supported by independent documentary evidence. You may discuss what evidence would be suitable either with the Student Support Officer, Sebastian Rees in the Teaching and Learning Office, or with your Academic Advisor, Year Tutor or, for joint honours programmes, your Programme Director.
You should complete an Interruption and/or Repeat of Studies form available online at http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/general-information/undergraduate-forms.
If applying for medical or personal problems the School should be made aware of these problems as soon as possible and evidence collected at the time. To delay informing the School will weaken your case and attempting to collect evidence long after any problems occurred may well prove difficult.
The decision from the online request form is made by the Director of Studies. Students have to pay the fees for the repeat year or semester. Students are not normally allowed to repeat without attendance, i.e. take the examinations without attending classes.

4.6.3 Withdrawing from a Programme
Students who are thinking of leaving their programme should consult their Academic Advisor as soon as possible. To delay may mean paying fees for a period you are not attending University. If you decide to withdraw, you should complete a Withdrawal Form, available online at
http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/general-information/undergraduate-forms. A confirmation email will follow.

For students who interrupt or withdraw from their programme part way through the academic year, the Student Payments and Registration Team in the Student Service Centre will re-calculate the tuition fee for the year based on the number of days in attendance. Further details are available from: http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/payments/interruptions-and-withdrawals/.

4.7 Appeals and Complaints

Appeals
Students may appeal against the decision of the Board of Examiners. Note that appeals on the basis of academic judgement are not allowed. Students are advised to hold informal discussions with the School of Mathematics about their case prior to submission of their appeal. An appeal must be made within 20 working days of the release of results. Further information about academic appeals can be found at: http://www.regulations.manchester.ac.uk/basic-guide-academic-appeals/.

Complaints
The University recognizes that students have a legitimate right to complain about their programme, facilities or services provided. It is hoped that most complaints can be resolved by taking up the matter with the member of staff concerned, the Student Forum, the Director of Teaching and Learning or the Head of School. However there is a University procedure for dealing with complaints that cannot be resolved informally. Further information can be found at: http://www.regulations.manchester.ac.uk/regulation-xvii-student-complaints-procedure/.

4.8 Work and Attendance Monitoring

Students on undergraduate programmes and taught postgraduate programmes in the School of Mathematics are normally expected to attend ALL lectures, feedback tutorials, feedback supervisions, workshops, seminars, computing laboratories, project/dissertation supervisions, coursework assessments and Academic Advisor meetings held in connection with the programme on which they are studying. These are used as trigger points.

Any assessment and examination absences due to medical or personal problems must be supported by a Mitigating Circumstances Form and documentary evidence. Further information can be found at: http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/student-support/mitigating-circumstances/.

The School of Mathematics uses the following attendance trigger points:

- For undergraduate students in their first and second year of studies, attendance monitoring will take place during ALL feedback supervisions and feedback tutorials.
- For undergraduate students in their third or fourth year of studies and postgraduate taught students, attendance will be monitored at random weekly lectures.
- All taught students in the School of Mathematics are expected to sit ALL examinations and coursework tests for their degree programme and to submit ALL coursework assignments by the deadlines specified.
- All taught students in the School of Mathematics are expected to attend ALL Academic Advisor Meetings.
- Attendance at examinations, submission of coursework assignments, and attendance at Academic Advisor meetings will be recorded, and students who are absent or fail to submit coursework without good reason will receive warning correspondence.
4.8.1 Consequences of Unsatisfactory Work and Attendance

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

- **First warning** stating the actions the student is required to take in order to improve their attendance, including a compulsory interview with a senior member of the academic staff. Failure to respond to this request and not attending this meeting will result in the School issuing a formal warning.

- **Formal warning** stating that unless the student complies with the actions specified in the letter to improve attendance, the School may refuse the student permission to take examinations or assessments, with the consequence that the student may be excluded from the programme.

- **Final warning** stating that unless the student takes action as stated in the formal warning, the student will be notified of a withdrawal date and consequently withdrawn from the University.*

Students who have received a formal warning and have poor academic performance in Semester 1 without mitigating circumstances may be withdrawn from the programme at this stage if they fail to improve their attendance.

Students who are absent for a continuous period of 30 days or miss an entire end-of-semester set of examinations without informing the School of any mitigating circumstances will be assumed to have withdrawn. Students will be withdrawn from the University either at the end of February for Semester 1 and the end of June for semester 2.*

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

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

Further information can be found in Regulation XX Monitoring Attendance and Wellbeing of Students at: [http://www.regulations.manchester.ac.uk/policy-on-recording-and-monitoring-attendance/](http://www.regulations.manchester.ac.uk/policy-on-recording-and-monitoring-attendance/).

4.8.2 Certificate of Illness and Absence from the University

It is a requirement as a registered student with the University of Manchester that you register with a local General Practitioner (GP). A list of GP practices can be obtained from the Occupational Health Centre on Waterloo Street, no 38 on the campus map: [http://www.manchester.ac.uk/aboutus/travel/maps/az/](http://www.manchester.ac.uk/aboutus/travel/maps/az/), any University Hall of Residence or any local pharmacy. You can also find information on the NHS website, [http://www.nhs.uk/Service-Search](http://www.nhs.uk/Service-Search).

If you have a severe illness then you should consult your GP or, for emergencies, the Accident and Emergency Department of a hospital. If an illness means that you will be absent from the University for more than 7 days, including a weekend then you should also consult your GP. Students will need to inform the School of any periods of illness. Please also see Section 4.3 on Mitigating Circumstances if there have been problems affecting your studies.

4.9 International Students

On your arrival at the University, you must go to the Student Services Centre with your passport and visa to allow them to take a copy of the documents as required by the UK Visas and Immigration (UKVI). Students requiring specialist tutorial assistance and welfare arrangements should contact International Advice Team, Student Services Centre, Burlington Street, Tel: 0161 275 5000. Further details available from: [http://www.studentssupport.manchester.ac.uk/immigration-and-visas/during-your-studies/](http://www.studentssupport.manchester.ac.uk/immigration-and-visas/during-your-studies/).

4.9.1 Tier 4 Audit for International Students

The School needs to provide a report to UK Visas and Immigration (UKVI) on attendance and progression of students who entered the UK under Tier 4 of the points-based system.

This report, known as an audit, is a requirement of the Home Office and the University is obliged to hold this four times per year. You must attend the audit when required or the University will have no option but to
inform the Home Office which could have serious implications for your visa and your ability to continue your studies with us in the UK.

Under Tier 4 you are required to maintain an up-to-date UK address. You must therefore ensure that you have a valid home country address, a local address (i.e. Manchester address), your mobile telephone number and email details as a registered student on the student system at all times via My Manchester. You should also update the UKVI with any contact details while you are studying in the UK. Under Tier 4 you are also obligated to inform the School when you return to your home country or leave the UK. You must inform the School, via e-mail at mathematics@manchester.ac.uk, when you plan to leave the UK and your return dates. We can then inform the Home Office of your authorised absence if contacted by immigration.

Your audit may take the form of a face-to-face meeting with an administrative or academic member of staff, or it could take another form (e.g. registration card collection, monitored attendance at supervisions, tutorials and support classes, attendance at examination). You will be sent an e-mail notifying you of audit points and be given documentary confirmation that you have been included in the census at each audit point.

4.9.2. Census Dates (change dates)
http://www.studentsupport.manchester.ac.uk/immigration-and-visas/during-your-studies/attendance/

<table>
<thead>
<tr>
<th>Census Point</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>September – October 2018</td>
</tr>
<tr>
<td>January</td>
<td>January 2019</td>
</tr>
<tr>
<td>May</td>
<td>May – June 2019</td>
</tr>
</tbody>
</table>

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

For non-native English speakers, we strongly recommend attendance at the University in-sessional English language support classes. Please see: http://www.languagecentre.manchester.ac.uk/study-english/ for further information or visit: http://www.manchester.ac.uk/study/international/why-manchester/student-support/english-language-courses/.

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

4.9.5 School Buddy Scheme
This year the School of Mathematics is offering a “buddy scheme” for International Students which is a great opportunity to meet somebody who has had a similar experience of studying and who knows about the University of Manchester and the School of Mathematics.

You can sign up for the ‘Buddy Scheme’ by completing a form available from: https://apps.mhs.manchester.ac.uk/surveys/TakeSurvey.aspx?PageNumber=1&SurveyID=n43I8I75&Preview=true
or emailing: mathematics@manchester.ac.uk.
4.10 Student Societies and Groups

MATHSOC:
A student led mathematics society which arranges a variety of social events for students of the School. To visit their Facebook page: [https://www.facebook.com/groups/UoMMathSoc/](https://www.facebook.com/groups/UoMMathSoc/).
The MathSoc also have an office in the School, which can be found in the Atrium of the Alan Turing Building.

Students’ Union:
Engage in a number of societies and groups, visit the list from their website: [https://manchesterstudentsunion.com/groups?group_type=club-society-782&group_cat=&search=](https://manchesterstudentsunion.com/groups?group_type=club-society-782&group_cat=&search=)

International Society:
[http://www.manchester.ac.uk/study/international/why-manchester/multicultural/community-societies/society/](http://www.manchester.ac.uk/study/international/why-manchester/multicultural/community-societies/society/).

4.11 Volunteering

Social responsibility is a key goal at the University and therefore offers countless ways to get involved, give and gain as a volunteer. Volunteering experiences and opportunities can change the direction of your dreams. Visit the website: [http://www.manchester.ac.uk/study/experience/student-life/university/volunteering/](http://www.manchester.ac.uk/study/experience/student-life/university/volunteering/)

4.11 Careers

The University and the School of Mathematics run events throughout the year to help students to plan for their future careers or further study. We run an annual maths careers fair called ‘Calculating Careers’, careers talks and opportunities to talk to careers staff and employers.

The University’s Careers Service, [www.careers.manchester.ac.uk](http://www.careers.manchester.ac.uk), offers advice sessions on choosing a career, developing a CV and preparing for interviews. Internship and graduate job opportunities can be found through CareersLink: [http://www.careers.manchester.ac.uk/services/aboutcareerslink/](http://www.careers.manchester.ac.uk/services/aboutcareerslink/)

The School of Mathematics Careers website can be found at [www.maths.manchester.ac.uk/study/careers/](http://www.maths.manchester.ac.uk/study/careers/).
Here you will find useful information on employability opportunities and events.

These careers link is also available via the My Future tab in My Manchester.

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The TLO wish you good luck in the academic year!