1. GENERAL INFORMATION

1.1 THE SCHOOL OF MATHEMATICS

On 1 October 2004, UMIST and the Victoria University of Manchester (VUM) came together to form a single university, known as The University of Manchester. The UMIST Department of Mathematics merged with the VUM Department of Mathematics to form the School of Mathematics within the Faculty of Engineering and Physical Sciences (EPS).

The School of Mathematics has over 80 members of academic staff, all of whom are engaged in research ranging from pure to highly applicable Mathematics. The School with its strong national and international research reputation has a very broad base to cover all areas of modern teaching which is done by staff engaged in active research. The School thus provides a wide range of specialisations within the various degree programmes offered here. We work in close co-operation with other schools to provide our joint honours degree programmes and service teaching.

During the summer of 2007, the School of Mathematics moved to a new building, the Alan Turing Building, on Upper Brook Street, between Booth Street East and Brunswick Street. The Alan Turing Building contains excellent facilities for undergraduates. The building consists of three ‘fingers’. Two of these fingers are joined together by several bridges and between them is an atrium. The School of Mathematics occupies the bottom three floors of this part of the building and the atrium provides a common space for all of us as we move around the School. A single bridge at third floor level leads to the third finger and this bridge crosses Wilton Street.

The only way into and out of the building is by the entrance at the Upper Brook Street end of Wilton Street (on the southern side of finger 2, at the east end of the building). All the other doors leading out of the building, including the doors at the ends of the atrium, are fire doors and should only be used in case of emergency. The building is normally open on weekdays between 8.30 am and 5.30 pm. The opening hours may be extended during examination periods and the revised opening hours will be advertised nearer the time if appropriate.

The lifts may be found just inside the main entrance to the building. There are stairs at the east end of finger 2 and at the west end of finger 1. The toilets are located on every floor, at the east end of finger 2 and at the west end of finger 1.

The numbering system for rooms in the Alan Turing Building is of the form w.xyz, where w = G, 1 or 2 denotes the floor, x = 1 or 2 denotes the northern or central finger of the building, respectively, and yz is the room. For example, Room 1.108 is on the first floor of the northern finger (finger 1), while Room 1.209 is on the first floor of the central finger (finger 2). On the north side of the atrium, the room numbers run from west to east while on the south side of the atrium, the numbers run from east to west. Offices for academic staff and postgraduate students of the School of Mathematics are on the north
side of the atrium on the first floor and both sides of the atrium on the second floor.

All the facilities for undergraduates are on the ground floor of the Alan Turing Building. Most of the areas which are specifically for use by students of the School of Mathematics are at the west end of the atrium. At the far end (the west end) of the atrium is the Mathematics Undergraduate Common Room (Room G.001). Off to the left through the Undergraduate Common Room is the Undergraduate Work Room (G.211). Students often like to work together and we see the Work Room as the natural place where students can gather to do Mathematics. Notice boards providing course information are positioned in this room. In the Work Room, there are two areas where groups can work round a blackboard and these areas are used for some First Year feedback supervisions. When they are not in use for supervisions, they can be used as additional work space. When these areas are in use for supervisions, students are requested to work quietly in the Work Room so that they do not disturb the supervisions.

Off to the right through the Undergraduate Common Room is the Undergraduate Quiet Study Room (G.101). This is intended as a quiet area where students who wish to work on their own can do so without interruption. In this room, there is a collection of undergraduate text books which are available for reference. Please do not remove these text books from this room.

There are several lecture rooms and seminar rooms in the School, including
- Max Newman Lecture Room (G.107)
- Lighthill Lecture Room (G.205)
- Richardson Lecture Room (G.207)
- Mordell Lecture Room (G.209)
- Frank Adams Seminar Room 1 (large) and Frank Adams Seminar Room 2 (small after division) in 1.212
- Maurice Priestley Lecture Room (G.108)
- Small teaching rooms in G.109, G.110, G.113 and G.114.

The named rooms (like the building itself) are named after distinguished former members of the UMIST and Manchester Departments of Mathematics. There are no large teaching rooms in the Alan Turing Building and so many lectures and other classes particularly for first and second year students take place in other buildings.

The main computing cluster for undergraduate students in the School of Mathematics is located in Room G.105. This is on the right (north side) of the atrium, just before the Undergraduate Common Room, and is available for use by students on Mathematics programmes when the building is open, except when a class is being held in the room.

The Teaching and Learning Office is located in Room G.202/G.204. After the School website, this is the main source of information about undergraduate programmes in the School for current students. The entrance to this office is immediately to the right of the Reception. In the first instance, you should report to the Reception of the Alan Turing Building, which is just inside the main entrance to the building, rather than going directly to the Teaching and Learning Office. The staff in the Teaching and Learning Office can
answer many of the questions that students have, particularly about registration and examinations. Hard copies of documentation for undergraduates can be obtained from the Teaching and Learning Office (via the Reception), while coursework can be handed in at the Reception.

Members of the administrative staff of the School of Mathematics are also housed in the Admissions and External Affairs Office in Room 1.209 and in the Research Office in Room 1.135.

The students run an undergraduate society known as MATHSOC and this is housed in Room G.116. This office has a hatch in the atrium, opposite the main entrance to the Alan Turing Building. This counter is used by MATHSOC from time to time for the distribution of information about events and sometimes for booking for these events.

The remainder of the atrium is not part of the School of Mathematics but houses a café (Pi in the Sky) managed by the University catering department.

The Atrium Bridge above the Undergraduate Common Room is the common room for staff and postgraduate students. On occasions, academic staff may invite a student there to discuss some matter, but this area is not normally open to undergraduates. The research arm of the School is housed on the south side of the atrium at first floor level. Undergraduate students do not normally use these facilities and are not expected to use the corridor on the south side of the atrium at first floor level.

The Alan Turing Building does not only house the School of Mathematics. It also houses the Jodrell Bank Centre for Astrophysics on the top floor of the building above the School of Mathematics, and the Photon Science Institute in the third finger of the building across Wilton Street.

The School of Mathematics is managed by the Head of School on a three-to-five year term of office. The Head of School is

Prof. Peter W. Duck (Room 1.205a, Alan Turing Building).
Direct Tel: 0161 275 5831.
E-mail: Peter.Duck@manchester.ac.uk

The Head of School can be seen by making an appointment with his Personal Assistant, Mrs. Sue Tizini, Room 1.205, Alan Turing Building, Tel.: 0161 275 5881.

A student who needs help, advice or clarification on any academic or personal matter should seek help straight away. You can seek help from one of the following:

- Your Lecturers and Supervisors for problems related to their course units.
- Your Academic Advisor, who is the first point of contact for academic and personal matters.
- The Senior Tutor (Dr. Ruth M. Thomas, Room 1.108, Alan Turing Building) for further advice on academic and personal matters.
• Your **Programme Director** for advice on academic matters related to your degree programme. (A list of Programme Directors is given in Section 5.4 of this Handbook.)

• The **Director of Undergraduate Studies** (Dr. Louise A. Walker, Room 2.243, Alan Turing Building) and the **Director of Teaching** (Dr. Mark D. Coleman, Room 1.109, Alan Turing Building) for further advice on academic matters.

You can also approach the student support staff in the School’s **Teaching and Learning Office** (Room G.202/G.204, via the Reception in the Alan Turing Building).

An explanation of the roles of the Director of Undergraduate Studies, Director of Teaching, Senior Tutor, Programme Directors, Academic Advisors and administrative staff can be found in Section 5 of this Handbook. Full contact details for all members of staff of the School of Mathematics may be found in Appendix A of this Handbook.

### 1.2 DATES OF SEMESTERS FOR ACADEMIC YEAR 2014-2015

The academic year is divided into two Semesters, as follows.

**First Semester** 15 September 2014 to 25 January 2015

Registration will take place during Welcome Week (the week beginning 15 September 2014).

Formal teaching in the School of Mathematics will normally begin on 22 September, although First Year students will have some special lectures (including a lecture on study skills) and computing classes on Wednesday, 17 September, Thursday, 18 September and Friday, 19 September. There will also be a meeting for all Second Year students during this week.

It is expected that teaching in the Manchester Business School and the School of Physics and Astronomy will also begin on 22 September. Other schools may adopt different arrangements.

The Christmas vacation will last from 13 December 2014 to 11 January 2015.

The revision/examination period will last from 12 January to 23 January 2015.

**Second Semester** 26 January to 5 June 2015.

The Easter vacation will last from 21 March to 12 April 2015.

The revision/examination period will last from 14 May to 3 June 2015.