• 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.

There are no classes or examinations on Bank Holidays (4 and 25 May).

**Mid-Semester Study Period** (First Semester)

There will be a Mid-Semester Study Period (Reading Week) in Week 6 (the week beginning 27 October 2014) and no Mathematics lectures will be held during this week. First and Second Year students will have coursework tests during this week, however.

It is expected that the Manchester Business School and the School of Physics and Astronomy will also have a Mid-Semester Study Period in Week 6 of Semester 1. Other schools may continue to lecture as normal during Week 6 of Semester 1. Students taking course units offered by these schools are expected to attend lectures in all twelve weeks of the Semester.

The Mid-Semester Study Period is not intended to be a holiday. Instead, it allows students to consolidate the material that has been covered during the first half of the Semester. First and Second Year students in the School of Mathematics will have coursework tests during the Mid-Semester Study Period and during the week(s) immediately following the Mid-Semester Study Period. Third and Fourth Year students in the School of Mathematics will either be set coursework assignments during the Mid-Semester Study Period or will have coursework tests during the week(s) immediately following the Mid-Semester Study Period.

**Revision Week** (Second Semester)

No lectures for course units offered by the School of Mathematics will be held in Week 12 of Semester 2 (the week beginning 4 May 2015). Some revision classes will be held during this week, but lecturers are asked not to introduce any new material during this week. The Manchester Business School also holds some revision lectures in Week 12 of Semester 2. Other schools may continue to lecture as normal during Week 12 of Semester 2. Students taking course units offered by these schools are expected to attend lectures in all twelve weeks of the Semester.

Further information about dates of semesters may be found at the website:

[http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/keydates/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/keydates/)

1.3 **SCHOOL COMMUNICATION**

The main Reception Area in the Alan Turing Building is just inside the main entrance to the building. It is open on Monday to Friday from 9am to 5pm. Students can leave messages for staff and postgraduate students at Reception, and can collect documentation and hand in coursework there. Information about office hours for individual members of staff can also be obtained from Reception.