5. STUDENT SUPPORT AND GUIDANCE

5.1 THE DIRECTOR OF UNDERGRADUATE STUDIES

The Director of Undergraduate Studies for the School of Mathematics is

Dr. Louise A. Walker (Room 2.243, Alan Turing Building).
Direct Tel: 0161 275 5873.
E-mail: Louise.Walker@manchester.ac.uk

The Director of Undergraduate Studies has overall responsibility (under the Head of School) for the undergraduate programmes of the School of Mathematics and for the welfare of all undergraduates in the School of Mathematics.

5.2 THE DIRECTOR OF TEACHING

The Director of Teaching is

Dr. Mark D. Coleman (Room 1.109, Alan Turing Building).
Direct Tel: 0161 306 3649.
E-mail: Mark.Coleman@manchester.ac.uk

He chairs the School’s Teaching Committee and is responsible for the development of the undergraduate curriculum.

5.3 THE SENIOR TUTOR

The Senior Tutor for the School of Mathematics is

Dr. Ruth M. Thomas (Room 1.108, Alan Turing Building).
Direct Tel: 0161 306 3657.
E-mail: Ruth.Thomas@manchester.ac.uk

As well as preparing the Undergraduate Student Handbook and other documentation for undergraduates, the Senior Tutor is responsible for the welfare of all undergraduates in the School of Mathematics. She coordinates the activities of Academic Advisors and monitors the attendance and academic progression of all undergraduate students in the School of Mathematics. If you are thinking of leaving (withdrawing from) your degree programme, or interrupting (suspending) your studies, or repeating a year or a semester, or transferring to a different degree programme, you must see the Senior Tutor and then confirm your decision in writing. (Further information about transferring, interrupting and withdrawing from your degree programme is given in Section 4.3 of this Handbook.) If you have any personal, medical or work-related problems and your Academic Advisor is unable to help you, then you should see the Senior Tutor. She is usually available to see students between 8.30 am and 10.30 am, and then between 12 noon and 3.30 pm on week-days. An appointment is not usually necessary. However, if you prefer, you may contact her by telephone or e-mail to arrange an appointment.
5.4 PROGRAMME DIRECTORS

Each of the undergraduate degree programmes has a member of staff responsible for ensuring that any problem which arises is dealt with as quickly as possible. These Programme Directors meet the students on a regular basis, are able to provide information about the general structure of the programme and to advise students about any difficulties which they may have and provide job references when necessary. The Programme Directors for the Undergraduate Degree Programmes are as follows:

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>PROGRAMME DIRECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMath/BSc in Mathematics</td>
<td>Dr. R. M. Thomas</td>
</tr>
<tr>
<td>MMath/BSc in Mathematics and Statistics</td>
<td>Dr. R. M. Thomas</td>
</tr>
<tr>
<td>MMath/BSc in Mathematics with Financial Math.</td>
<td>Dr. R. M. Thomas</td>
</tr>
<tr>
<td>BSc in Actuarial Science and Mathematics</td>
<td>Dr. R. Loeffen</td>
</tr>
<tr>
<td>BSc in Mathematics with Business and Management</td>
<td>Dr. D. Denisov</td>
</tr>
<tr>
<td>BSc in Mathematics with Finance</td>
<td>Dr. D. Denisov</td>
</tr>
<tr>
<td>BSc in Mathematics with a Modern Language</td>
<td>Dr. O. Dorn</td>
</tr>
<tr>
<td>BSc in Mathematics and Philosophy</td>
<td>Dr. D. Waldron(*)</td>
</tr>
<tr>
<td>BSc in Computer Science and Mathematics</td>
<td>Dr. M. Tressl</td>
</tr>
<tr>
<td>BSc in Computer Science and Mathematics</td>
<td>Dr. S. Crawford(#)</td>
</tr>
<tr>
<td>MMath&amp;Phys/BSc in Mathematics and Physics</td>
<td>Dr. A. Schalk(##)</td>
</tr>
<tr>
<td></td>
<td>Dr. M. Kambites</td>
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<tr>
<td></td>
<td>Dr. M. Dasgupta(#)</td>
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</tbody>
</table>

(*) School of Arts, Languages and Cultures
(#1) School of Social Sciences
(**) School of Computer Science
(##) School of Physics and Astronomy

Full contact details for all members of staff of the School of Mathematics may be found in Appendix A of this Handbook.

5.5 ACADEMIC ADVISORS

The various MMath/BSc (Honours) programmes offered by the School of Mathematics attract about 400 students a year. With such a large number of students, there is a possibility that a student may feel lost or overlooked. That is why each student is assigned an Academic Advisor who will normally remain the same person throughout your years in the School. This member of academic staff is your first point of contact when you have personal worries or problems of any kind. If you are ill or have any other reason for being away from the university you must always inform your Academic Advisor. (See Section 5.8 of this Handbook for further information about sickness and absence.) If you are unable to contact your Academic Advisor, and you want to make an appointment to see him or her, you should go to Reception in the Alan Turing Building to arrange a mutually convenient time. Alternatively, you can contact your Academic Advisor by e-mail to arrange an appointment. Full contact details for all members of staff
in the School of Mathematics are given in Appendix A of this Handbook.

Financial problems can arise unexpectedly. If you are in a hall of residence you should inform your Warden if this is likely to affect your ability to pay hall fees on time. You should always tell your Academic Advisor. If you need further advice, you should go to the Students’ Union Advice Service. It is important to seek advice early, so that the situation does not get out of hand. You can obtain full information about sources of financial support from the Student Services Centre located on Burlington Street and also in the Joule Library (on E floor of the Sackville Street Building). Some information about the Students’ Union Advice Service and the Student Services Centre can be found in Section 5.12 of this Handbook.

Your Academic Advisor will see you regularly during your degree programme. It is important that you attend when your Academic Advisor arranges a meeting. Your first meeting with your Academic Advisor will take place in Welcome Week (the week beginning 15 September 2014) of the First Year. This meeting will be arranged by the School as part of the Welcome Week activities. Second, Third and Fourth Year students are asked to contact their Academic Advisor during Welcome Week to arrange a meeting before the end of Week 1 of Semester 1.

Although students normally keep the same Academic Advisor throughout their degree programme, it is possible for students to request to change their Academic Advisor. However, there is no guarantee that students can be allocated their choice of Academic Advisor. Students who wish to change their Academic Advisor should see the Director of Undergraduate Studies (Dr L A Walker, Room 2.243, Alan Turing Building). She will want to discuss with you the reasons why you feel a change of Academic Advisor is necessary.

**Operation of the Academic Advisor System (Mathematics)**

**Objectives:**

(a) To break down large numbers of students into small groups where the relationship between students can be fostered and where personal contact with members of staff is possible.

(b) To establish a personal relationship between students and staff that allows the following to operate:

(i) Advisor's support to students with advice and information.

(ii) Guidance on choice of options in the Second, Third and Fourth Years.

(iii) Providing references for banks, housing and above all for careers.

(iv) Identifying problems of health (medical note to be obtained whenever possible), absence and domestic problems which should be made known to teaching staff and the Boards of Examiners. The Academic Advisor will respect the confidence of the student and will not discuss any details...