made by the School’s Disability Coordinator. If you have the misfortune to find yourself in this position, please give the Disability Coordinator as much notice as you possibly can.

Students who need to take their examinations in a special room or who need extra time for their examinations, or who need the help of a scribe or a reader because of a long-term or on-going disability are strongly advised to see the School’s Disability Coordinator as soon as possible. Students with a short-term disability (for example, resulting from an injury or illness that occurs during the year) should see the School’s Disability Coordinator as soon as possible after the disability occurs.

If the DSO makes recommendations for special arrangements for examinations, then the same arrangements can be put in place for coursework tests. **Students with a disability who need extra time (or a scribe, or a reader) for coursework tests should see the School’s Disability Coordinator and she will make the arrangements. Please give the Disability Coordinator as much notice as possible for each test, so that she has plenty of time to make the arrangements. Extra time for coursework tests is not given automatically and it is not arranged by the DSO, so if you require disability support provision you do need to make the arrangements personally with the School’s Disability Coordinator.**

5.8 **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 Academic Advisor, the Senior Tutor or the Student Support Administrator 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 submit electronically a School of Mathematics Mitigating Circumstances Form, obtainable from the website:

[http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/student-support/mitigating-circumstances/](http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/student-support/mitigating-circumstances/)

For other problems that cause you to miss classes, examinations or coursework, you must also submit electronically a School of Mathematics Mitigating Circumstances Form. (For further information about what to do if your performance in examinations is affected by illness or other special circumstances, see Section 3.1 of this Handbook.)

For illnesses of up to seven days that affect an assessment worth no more than 20% of the total mark for that course unit, we will accept a Self-Certification Form (instead of a medical certificate) obtainable from the School’s website:
If you have missed a coursework test or coursework deadline, or your performance has been affected, you should submit your mitigating circumstances **before** the test or deadline or, exceptionally, **within five working days**. You should also see the lecturer concerned and your Academic Advisor. 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.

**If you have difficulties of any kind (whether medical problems, personal problems or family problems), do seek out some support and contact initially the School’s Student Support Administrator, Jenny Gradwell.**

### 5.9 PEER ASSISTED STUDY SCHEME (PASS) AND PEER MENTORING

The School of Mathematics runs a Peer Mentoring Scheme and a Peer Assisted Study Scheme (PASS).

The Peer Mentoring scheme helps new students to integrate effectively and get to know students from other years.

The PASS scheme consists of weekly sessions, which give First Year students a chance to share ideas with Second and Third Year students in the School. Each First Year academic advisor group is assigned two Second (or sometimes Third) Year students as mentors and these mentors will arrange to meet each week with the group. The Second and Third Year students have invaluable experience of course units and life as a student in Manchester, and they can help First Year students to learn how to study. Although material on examples sheets may be discussed at these sessions, this is not the primary purpose of the scheme and the PASS sessions are not considered to be alternatives to the feedback supervisions and feedback tutorials.

The aims of the PASS scheme are:

- To enhance the quality, quantity and diversity of student learning within the School.
- To provide you with a supportive environment to work through issues relating to your academic course.
- To involve you as partners in the learning experience.

You will benefit by improving your communication skills, and organisation and time management skills. You will have a greater understanding of your academic discipline(s), which will lead to improved examination performance. It will also improve your CV (Curriculum Vitae) and give you something to talk about at job interviews. Further information about both the Peer Mentoring scheme and the PASS scheme in the School of Mathematics will be given to you early in the First Semester.

The School of Mathematics also has a PASS scheme for Second Year students, who will be assigned Third and Fourth Year students as mentors.