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.
5.10 PERSONAL DEVELOPMENT PLANNING (PDP)

Personal Development Planning (PDP) is a means by which you can monitor, build and reflect on your personal development. It is intended to help you become a more effective, independent and confident self-directed learner. It should also improve your general skills for study and career management and enable you to articulate your personal goals.

You will have regular meetings with your Academic Advisor to plan and monitor your academic progress. See Section 5.5 of this Handbook for more details of the support your Academic Advisor can provide.

We run Mathematics-specific careers events throughout the year. Our Calculating Careers fair in October is a chance to meet graduate employers and receive advice on writing CVs and job applications. More information about graduate opportunities and skills development is available at the website:

http://www.maths.manchester.ac.uk/study/undergraduate/careers/

The Mathematical Workshop in the First Year (MATH10001) and the optional course unit on Career Management Skills in the Second Year (CARS20042) will also help you to improve your general skills for study and career management.

5.11 OVERSEAS STUDENTS

In addition to learning new skills, overseas students face the challenge of learning to live in a different society. Problems of communication are frequent. Occasionally the distance from home can lead to acute personal or financial problems. The University wants all students to be free to study without these difficulties. The first thing to do in all cases is to see your Academic Advisor, explaining your problem in full. You can also contact the School’s Student Support Administrator.

There is no need to feel isolated. The Students' Union has societies catering for most overseas students. (If there isn't one for your country, why not start one?) In addition, the International Society aims to draw together all nationalities on a social basis. Its address and telephone number are William Kay House, 327 Oxford Road, Manchester M13 9PG. Tel: 0161 275 4959. Further information can be found at the following website:

http://www.studentnet.manchester.ac.uk/crucial-guide/university-life/mutual-support-groups/international-students/

E-mail: info@internationalsociety.org.uk

The International Advice Team provides support to all international students studying at the University of Manchester. Advice and information are offered in a variety of areas including immigration issues, work permits, finance and funding and academic and personal problems. The International Advice Team is based in the Student Services Centre in Burlington Street and also in the Joule Library, on E floor of the Sackville
Street Building. (See Section 5.12 for further information about the Student Services Centre.) Tel: 0161 275 5000. Further information can be found at the following website: http://www.manchester.ac.uk/international/support/advice/E-mail: iat@manchester.ac.uk

International students under the Tier 4 Points Based Immigration System (PBS) will be contacted by the International Advice Team during Welcome Week. Students will be asked to provide a copy of their passport and visa documentation to comply with the UKVI requirements.

The University operates attendance monitoring census points within the academic year in order to confirm the attendance of students holding a Tier 4 Student Visa. Further information can be found in Section 4.2 of this Handbook.

Further information about immigration issues can be found at the following website: http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/

If you are at all concerned about the standard of your English, in particular if you think it will hinder your progress on the course, you should discuss this with your Academic Advisor. The University of Manchester runs a University Language Centre (Oddfellows Hall, Grosvenor Street) where help with your English can be obtained. The contact details are:
Tel: 0161 306 3397
E-mail: englang@manchester.ac.uk
Further information can be found at the website: http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/support/english-language/

In addition, the School of Mathematics runs an English Language course for First Year students who require extra support. The title of the course unit is English for Mathematicians and its code is MATH10990. Some students are required to take this course unit because they did not satisfy the English language requirement for their degree programme. Other students choose to take this course unit because they want to improve their standard of English. Further information can be obtained from Dr. Carolyn Dean, Room 2.208, Alan Turing Building.

We hope that you will enjoy your stay in Manchester, but please be assured that the School will try to assist you if things go wrong.

5.12 CENTRAL SERVICES

Student Services Centre

The Student Services Centre (SSC) is the main point of contact for most of the administrative tasks you need to carry out during your time here as a student, including registration, assessment and payment of tuition fees, issue of student swipe cards, examinations information and timetabling, student loan and grant enquiries, financial assistance, issue of official documents (such as academic transcripts, certificates,