School of Mathematics

Undergraduate Student Handbook

2016-17

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A comprehensive source book tailored specifically for Mathematics undergraduates including advice, important dates, contacts, tips for success and University services.
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Introduction

This Handbook contains lots of useful information about the School of Mathematics. It is designed as your first source of reference.

It includes term dates, important deadlines and exam information that you will need to refer to throughout the year.

You will find the ‘Frequently Asked Questions’ section on page 14 useful. If you cannot find the answer to your question here, please ask for help. Contact details can be found on page 9 in the ‘Who’s Who in Mathematics?’ section.

If you lose your student handbook you can download a copy from the ‘Student Resources’ section of the School website: www.maths.leeds.ac.uk

The information in this handbook develops, year by year, with the help of student comments – if you have any suggestions please let us know by contacting Dr Margit Messmer, the Director of Student Education by e-mail m.messmer@leeds.ac.uk

IMPORTANT – You can access all these resources via the PORTAL.

E-MAIL

The School of Mathematics, as well as the University administration, frequently send information, reminders, and requests to students via e-mail. You are therefore required to check your University e-mail account frequently (preferably daily) and reply when requested. If needed, you can have your University e-mail messages forwarded to a different account.

WEB INFO

The Maths Student Resources web page at: www.mathsstudents.leeds.ac.uk/undergraduate contains lots of important information and links.

MODULES

Information and resources for modules you are enrolled on should be accessed via the Blackboard VLE.
## Calendar for Academic Year 2016-17

Dates are indicative only. For the most up-to-date version please visit the following webpage: [http://students.leeds.ac.uk/site/custom_scripts/calendar.php](http://students.leeds.ac.uk/site/custom_scripts/calendar.php)

<table>
<thead>
<tr>
<th>Dates</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>Monday 19th – Friday 23rd September 2016</td>
<td>Intro Week</td>
</tr>
<tr>
<td>Wednesday 21st September 2016</td>
<td>Discovery Themes Fair</td>
</tr>
<tr>
<td>Monday 26th September 2016</td>
<td>Semester 1 Teaching Starts</td>
</tr>
<tr>
<td>Friday 21st October 2016</td>
<td>Deadline for changing Semester 1 Modules</td>
</tr>
<tr>
<td>Friday 28th October 2016</td>
<td>Deadline for students to notify TSA of Holy Day/Sabbath commitments</td>
</tr>
<tr>
<td>Friday 11th November 2016</td>
<td>Provisional Semester 1 exam timetable published</td>
</tr>
<tr>
<td>Friday 18th November 2016</td>
<td>Deadline for students wishing to take temporary leave to have completed leaver’s form</td>
</tr>
<tr>
<td>Friday 25th November 2016</td>
<td>Final Semester 1 exam timetable published</td>
</tr>
<tr>
<td>Friday 9th December 2016</td>
<td>Final Semester 1 exam timetable with rooms published</td>
</tr>
<tr>
<td>Friday 9th December 2016</td>
<td>End of Semester 1 teaching</td>
</tr>
<tr>
<td><strong>Friday 23rd December 2016 – Monday 2nd January 2017</strong></td>
<td><strong>University closed</strong></td>
</tr>
<tr>
<td>Monday 9th – Friday 20th January 2017</td>
<td>Semester 1 examinations</td>
</tr>
<tr>
<td>Monday 23rd January 2017</td>
<td>Semester 2 teaching starts. Deadline for submitting mitigating circumstances forms for Semester 1</td>
</tr>
<tr>
<td>Friday 17th February 2017</td>
<td>Deadline for changing Semester 2 modules</td>
</tr>
<tr>
<td>Friday 10th March 2017</td>
<td>Provisional Semester 2 exam timetable published</td>
</tr>
<tr>
<td>Friday 17th March 2017</td>
<td>Deadline for students wishing to take temporary leave to have completed leaver’s form</td>
</tr>
<tr>
<td>Thursday 23rd March 2017</td>
<td>Final semester 2 exam timetable published</td>
</tr>
<tr>
<td>Friday 24th March 2017</td>
<td>End of term/teaching</td>
</tr>
<tr>
<td>Wednesday 12th April 2017</td>
<td>Final Semester 2 exam timetable with rooms published</td>
</tr>
<tr>
<td><strong>Thursday 13th (p.m. only) – Tuesday 18th April 2017</strong></td>
<td><strong>University closed</strong></td>
</tr>
<tr>
<td>Monday 24th April 2017</td>
<td>Teaching recommences</td>
</tr>
<tr>
<td><strong>Monday 1st May 2017</strong></td>
<td><strong>University closed</strong></td>
</tr>
<tr>
<td>Friday 5th May 2017</td>
<td>Semester 2 teaching ends</td>
</tr>
<tr>
<td>Monday 8th – Friday 12th May 2017</td>
<td>Revision Week</td>
</tr>
<tr>
<td>Monday 15th May – Friday 2nd June 2017</td>
<td>Semester 2 examinations</td>
</tr>
<tr>
<td><strong>Monday 29th – Tuesday 30th May 2017</strong></td>
<td><strong>University closed</strong></td>
</tr>
<tr>
<td>Monday 5th June 2017</td>
<td>Deadline for submitting semester 2 mitigating circumstances forms</td>
</tr>
<tr>
<td>Friday 16th June 2017</td>
<td>End of term</td>
</tr>
<tr>
<td>Monday 3rd July 2017</td>
<td>Official results available on the Portal</td>
</tr>
<tr>
<td>Monday 10th – Friday 14th July 2017</td>
<td>Degree ceremonies all week</td>
</tr>
<tr>
<td>Monday 17th – Friday 21st July 2017</td>
<td>Degree ceremonies all week</td>
</tr>
<tr>
<td>Friday 14th July 2017</td>
<td>Deadline for applying for resits on the Portal</td>
</tr>
<tr>
<td>Monday 31st July 2017</td>
<td>Resit exam timetable with rooms published</td>
</tr>
<tr>
<td>Tuesday 15th – Friday 25th August 2017</td>
<td>Resit examinations</td>
</tr>
<tr>
<td><strong>Monday 28th – Tuesday 29th August 2017</strong></td>
<td><strong>University closed</strong></td>
</tr>
<tr>
<td>Wednesday 30th August 2017</td>
<td>Deadline for submitting August resit mitigating circumstances forms</td>
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Section 1:
Welcome to the School of Mathematics
Welcome to the School of Mathematics and the University of Leeds!

We hope you will find your studies here both rewarding and enjoyable and that this handbook will be of use to you in understanding the organisation of the School of Mathematics and its programmes of study.

Who's Who in Mathematics?

Many members of the School of Mathematics have specific responsibilities. On the following pages you will find a list of the staff you are most likely to meet.

<table>
<thead>
<tr>
<th>Head of the School of Mathematics</th>
<th>Heads of Department</th>
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<tbody>
<tr>
<td>Professor Alastair Rucklidge</td>
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<table>
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<tr>
<th>Heads of Department</th>
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<tr>
<td>Pure Mathematics</td>
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<tr>
<td>Professor H Dugald Macpherson</td>
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<tr>
<td>Applied Mathematics</td>
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<tr>
<td>Professor Mark Kelmanson</td>
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<tr>
<td>Statistics</td>
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<td>Professor Charles Taylor</td>
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<tr>
<th>Undergraduate Administration</th>
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<tbody>
<tr>
<td>Director of Student Education</td>
</tr>
<tr>
<td>Dr Margit Messmer</td>
</tr>
<tr>
<td>School Education Service Manager</td>
</tr>
<tr>
<td>Mrs Louise Feaviour</td>
</tr>
<tr>
<td>Student Support Officer</td>
</tr>
<tr>
<td>Mrs Charlotte Blackburn</td>
</tr>
<tr>
<td>Student Support Officer</td>
</tr>
<tr>
<td>Mr Nathan Martin</td>
</tr>
<tr>
<td>Student Support Officer, Disability Coordinator</td>
</tr>
<tr>
<td>Miss Heather Ugarte</td>
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<tr>
<th>Programme Coordinators</th>
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</thead>
<tbody>
<tr>
<td>BSc Mathematics</td>
</tr>
<tr>
<td>Dr Kevin Houston</td>
</tr>
<tr>
<td>MMath, BSc Mathematics</td>
</tr>
<tr>
<td>Professor Jonathan Partington</td>
</tr>
<tr>
<td>BSc Mathematical Studies</td>
</tr>
<tr>
<td>Dr Vladimir Kisil</td>
</tr>
<tr>
<td>BSc Mathematics with Finance, BSc Economics and Mathematics, BSc Management and Mathematics</td>
</tr>
<tr>
<td>Dr Jan Palczewski</td>
</tr>
<tr>
<td>MMath, BSc &amp; BSc Mathematics and Statistics,</td>
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<tr>
<td>Dr Andrew Baczkowski</td>
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<tr>
<td>BSc Actuarial Mathematics</td>
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<tr>
<td><em>Dr Graham Murphy</em></td>
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<thead>
<tr>
<th>Year in Industry Coordinator, Careers Liaison Officer</th>
<th>Year Abroad Coordinator</th>
<th>Examinations and Assessment Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Dr John Paul Gosling</em></td>
<td><em>Dr Evy Kersalé</em></td>
<td><em>Dr Philip Walker</em></td>
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</tbody>
</table>
Undergraduate Administration

<table>
<thead>
<tr>
<th>Room</th>
<th>Role</th>
<th>Name (e-mail, telephone no.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.38</td>
<td>Director of Student Education</td>
<td>Dr Margit Messmer (<a href="mailto:m.messmer@leeds.ac.uk">m.messmer@leeds.ac.uk</a> , 0113 343 5104)</td>
</tr>
<tr>
<td>8.43</td>
<td>School of Mathematics Education Service Manager</td>
<td>Mrs Louise Feaviour (<a href="mailto:l.p.feaviour@leeds.ac.uk">l.p.feaviour@leeds.ac.uk</a> , 0113 343 1426)</td>
</tr>
<tr>
<td>Taught Student Office 8.34</td>
<td>Student Support Officer</td>
<td>Mrs Charlotte Blackburn (<a href="mailto:c.l.blackburn@leeds.ac.uk">c.l.blackburn@leeds.ac.uk</a> , 0113 343 3979)</td>
</tr>
<tr>
<td>Taught Student Office 8.34</td>
<td>Student Support Officer</td>
<td>Mr Nathan Martin (<a href="mailto:n.j.martin@leeds.ac.uk">n.j.martin@leeds.ac.uk</a> , 0113 343 5111)</td>
</tr>
<tr>
<td>Taught Student Office 8.34</td>
<td>Student Support Officer</td>
<td>Miss Heather Ugarte (<a href="mailto:h.j.ugarte@leeds.ac.uk">h.j.ugarte@leeds.ac.uk</a> , 0113 343 5140)</td>
</tr>
</tbody>
</table>

For general queries your first point of contact should be the Maths Taught Student Office, where you will get advice or be referred to another member of staff.

**Work Areas and Printing Facilities**

There are various places within the School of Maths that students can use as work areas, for example, the Reading Room, Level 8 and 9 and the foyer in the Maths Satellite on Level 10 of the EC Stoner Building. Students can also take advantage of group working rooms and quiet study areas in the Brotherton and the Laidlaw Libraries.

The MyPrint service is available to all students providing access to on demand printing, copying and scanning facilities in many locations across the University campus. To use the service credits must be purchased either online, using the two money loaders on campus or using cash at the ISS Help Desk. For further information please visit: [http://it.leeds.ac.uk/info/65/print_scan_and_copy](http://it.leeds.ac.uk/info/65/print_scan_and_copy)

**Student Services Centre**

The Student Services Centre (SSC) is located in the Marjorie and Arnold Ziff Building. They operate a counter service and deal with certain student administration services, such as bursary/grant cheques, tender forms etc. as well as more general issues such as applications for registration confirmation certificates (visa, bank letters, etc.), Council Tax exemption certificates, current student transcripts and references and student card issues. Please visit the SSC counter or [http://students.leeds.ac.uk/](http://students.leeds.ac.uk/)

**Communications & Where to Look for Information**

Individual messages will be sent to you by e-mail. The plasma screens in the School and Satellite area will also be used to post announcements from time to time.

Messages for members of staff should be sent to them by e-mail. The e-mail addresses of staff members in the School of Mathematics can be found at [http://www.maths.leeds.ac.uk/people.html](http://www.maths.leeds.ac.uk/people.html)

The notice boards in the School are used for information and announcements for Maths UG students.

It is your responsibility to check your e-mail and the notice boards at frequent intervals. All these methods are used to convey important information.

**IMPORTANT**

**E-MAIL**

The School of Mathematics, as well as the University administration, frequently send information, reminders, and requests to students via e-mail. You are therefore required to check your University e-mail account frequently (preferably daily) and reply when requested.

If needed, you can have your University e-mail messages forwarded to a different account.

**WEB INFO**

The Maths Student Resources web page at [www.mathsstudents.leeds.ac.uk/undergraduate](http://www.mathsstudents.leeds.ac.uk/undergraduate) contains lots of important information and links.

**MODULES**

Information and resources for modules you are enrolled on should be accessed via the Blackboard VLE.

You can access all these resources via the PORTAL.
Section 2: Teaching & Learning
Frequently Used Terminology

<table>
<thead>
<tr>
<th>(Degree) Programme</th>
<th>A programme of study, for example Mathematics, Mathematical Studies or Mathematics with Finance.</th>
</tr>
</thead>
</table>
| Module Note: The word 'Course' sometimes refers to a programme of study, sometimes it refers to a module. Note the distinction between Level and Year. (For example, it is possible to take a Level 1 module in Year 2). | A teaching unit within a programme, typically running over one semester (sometimes over two semesters).  
- A typical module carries 10 credits, but sometimes 15, 20, or 25....  
- Each student normally takes 120 credits over one academic year.  
- Each module has a module code, e.g. MATH1025. The first digit indicates the level of the module, e.g. Level 1. |
| Academic Year/Session | For example 2016/17, divided into two semesters. |
| Term | These are the periods students are required to be in Leeds. There are three terms per academic year. See http://students.leeds.ac.uk/info/10106/academic_dates_and_deadlines for important dates. |

Frequently Asked Questions

What if...

...I need to talk to my tutor or a lecturer?

The easiest way to find a member of staff is to knock on their office door. If they are not there, try emailing them and making an appointment. All staff contact details can be found on the school website www.maths.leeds.ac.uk

...I want to change one of my modules?

You can change your module choices for most modules up to the end of the fourth teaching week in each semester, but some schools and departments within the University operate to earlier deadlines. We recommend to finalise your module choices by the end of the first teaching week. To change your module choices after the online enrolment has closed, pick up a Change of Module Form from the Maths Taught Student Office and return it completed before the relevant deadline. Please remember that it is your responsibility to ensure the modules you choose are in line with the degree programme that you are on. Please consult the Maths Taught Student Office if you are uncertain about your module choices.

...I want to change programmes?

You should talk to your personal tutor or to Dr Margit Messmer. If you are interested in switching to a programme outside Maths, please contact the relevant school or department. Once you get permission to change programmes you need to fill in a Change of Programme Form which you can get in the Maths Taught Student Office.

...I have clashes in my timetable?

If there are any clashes that involve modules compulsory to your programme, please report this to the Maths Taught Student Office. If a clash only involves optional or elective/discovery modules, then other modules available to your programme should be chosen. For guidance on understanding your timetable, please see http://students.leeds.ac.uk/info/10107/timetables.

...I have been ill?

If you miss any teaching activities due to illness or other problems, you must submit an Absence Request via the Portal. Detailed instructions can be found on the School of Mathematics Student Resources web page. You are responsible for making arrangements to catch up the work.

If you are ill for more than 5 days, you must submit a medical note to the Maths Taught Student Office.
If you are ill during the exam period and cannot attend an exam, you must contact Dr Margit Messmer, the Director of Student Education, Louise Feavour, School of Maths Education Service Manager or the Maths Taught Student Office as soon as possible.

...I want to take a year abroad?

To see if you are eligible to take a year abroad, you should talk to Dr Evy Kersalé who is the Year Abroad Coordinator. You can find information on the Study Abroad scheme on the ‘Student Resources’ page.

...I want to take a year in industry?

To see if you are eligible to take a year in industry, you should talk to the Year in Industry Coordinator, Dr John Paul Gosling. You can find more information on the Year in Industry scheme on the Student Resources page of the Maths website.

...I am having medical or personal problems?

You should talk to your Personal Tutor, or Heather Ugarte in the Taught Student Office who will be able to refer you to wider university services that may help you. If you are missing deadlines or falling behind in your work, you should also speak to the lecturers concerned. You can request an extension or an exemption for a piece of coursework by submitting a Mitigating Circumstances Form which you can get in the Maths Taught Student Office. If these problems become ongoing and/or they affect your exam performance, you should speak to Dr Margit Messmer, the Director of Student Education.

...I need to leave Leeds during term time?

If you miss any teaching activities, you must submit an Absence Request via the Portal. Detailed instructions can be found on the School of Mathematics Student Resources web page. You are responsible to make suitable arrangements to catch up on work or deadlines missed.

Modules

All students have to enrol on modules totalling 120 or 125 credits in each academic year. Most modules run over the course of one semester (11 teaching weeks). Some run over both semesters. For all modules you are enrolled on, you should be able to access information and learning resources via the Blackboard VLE.

Tutorials and Workshops

In addition to lectures, for most modules in your first year you will also meet regularly in tutorials in smaller groups. In tutorials you will get help with lectures and current work which has been set. In the second year modules are supported by workshops in larger groups.

PAL – Peer Assisted Learning

In your first year you will take part in timetabled sessions during which 2nd, 3rd, and 4th year students help 1st year students to adjust to university study and provide support. You will find the time and place for all your classes on your online timetable via the PORTAL.

Coursework

Coursework, whether or not it counts towards the final assessment, will be set regularly. You are required to hand in coursework by the designated date. A good way to learn mathematics is to collaborate with other students in solving problems.

You are encouraged to discuss the set coursework with other students, but you must submit your own solutions for marking. Copying someone else’s work and submitting it as yours is plagiarism. The penalties for plagiarism can be very severe and include exclusion from the University.

Calculators

The School of Mathematics’ policy is that only previously approved basic scientific calculators may be used in examinations for Mathematics modules. Only calculators with a special approval sticker issued by the School of Mathematics are allowed to be used in Mathematics exams. Calculators not carrying an approval sticker by the School of Mathematics will be removed by the invigilator and no replacement will be provided.

All first-year students receive a pre-approved calculator during Induction Week.

If you need to get your calculator approved, you need to go to the Maths Taught Student Office. Students need to ensure in good time before the exam that their calculator has an approval sticker.

For some Mathematics examinations calculators are not allowed at all. In such cases lecturers will make students aware of this. In other subjects the rules may be different. For course work you may use any type of calculator you like, unless you are told otherwise.
Booklists

Our general advice is that you should not buy any books before the course starts. Most books are available in the University Library. Lecturers will indicate at the start of a module whether you need to own a copy of any of the books listed (see the Booklist in the individual module descriptions).

What is Expected of You

You are required to:

a) Attend all your teaching activities as listed on your personal online timetable.
b) Hand in all your set coursework on time.
c) Attend practical sessions, workshops, peer mentoring sessions, and personal tutorials.
d) Do a reasonable amount of work outside timetabled hours (see below for what this means).
e) Consult recommended texts and read other books so as to broaden your understanding.
f) Sit the appropriate examinations.

If you miss any teaching activities, you must submit an Absence Request via the Portal.

Absence from any examination in January, May/June or August is viewed very gravely by the University and in the absence of a satisfactory explanation, can result in termination of your studies.

Attendance Monitoring

Students are expected to attend all teaching activities, including lectures, examples classes, workshops, practicals, and tutorials, including personal tutorials.

The School of Mathematics monitors students’ attendance on a continuous basis. Details and instructions about what students need to do in case of sickness and other personal circumstances are given on the School of Maths Student Resources website.

Repeated unauthorised absences will lead to warnings being sent to the student. These are part of the University ‘Unsatisfactory Students Procedure’ which ultimately can result in the student being excluded from the University.

Students’ attendance records can also be taken into account when considering mitigating circumstances submissions.

Behaviour in Lectures

For most mathematics students lectures are the most important form of teaching. Lectures should therefore be taken seriously both by attending them diligently and by behaving so as to get the most out of them. You will find advice about how to make the most of lectures elsewhere in this handbook. You should also note that you are required to behave in lectures in an adult fashion so as not to interfere with the ability of other students to benefit from the lecture.

Following suggestions from students, a code of conduct has been developed in conjunction with feedback from students and staff to ensure fair and equal access to learning opportunities. As employees of the University, all School staff also have to abide by a similar code of conduct.

This Code is designed to ensure that all students and staff have a comfortable environment in which to study, learn and work. The overriding principle is to behave in a professional and responsible manner at all times. Students at the University of Leeds sign up to the University’s Ordinances and Regulations, which form an essential part of the contract between the University of Leeds and students. These regulations state that students must not participate in ‘disorderly behaviour’, ‘harassment or other inappropriate behaviour towards staff or students’, and ‘conduct likely to bring the University into disrepute.’ In terms of students’ behaviour during classes, the School adheres to the following guidelines:

Lateness. Taught sessions will start promptly at five minutes past the hour and end promptly at five minutes to the hour, unless otherwise agreed with students for a particular session/module. If a student arrives late, he/she must enter the class room quietly and discretely and avoid disruption. The student might be asked to give an explanation for the late arrival.

Talking. Students are expected to show respect for their fellow students and lecturing staff by NOT talking during taught sessions (unless given express permission to do so by the lecturer). If a student continues to talk after being warned the lecturer may ask the student to leave the room.

Mobile phones. The use of mobile phones and similar technology is not allowed during taught sessions, unless you have been given permission. This includes receiving and writing text messages.

Food and drink. Normally eating and drinking is not allowed in teaching rooms and lecture theatres. If students have successive teaching sessions over the lunch hours, non-disruptive eating and drinking is permitted. However the handling of crisp bags, noisy wrappers or fizzy drinks is not allowed at any time.

If a student demonstrates a lack of respect and consideration for others, the lecturer or tutor can:

- Ask the student to leave the teaching session
- Ask the student to discuss his/her behaviour
What is a Reasonable Amount of Work?

You will need to spend time doing the set coursework and consolidating your understanding of the course material. It is difficult to specify an exact time this should take as students vary in how intensively and how quickly they work.

The University’s guideline is that a 10 credit module should involve 100 hours of work, including timetabled hours and preparation for exams. Based on this, our expectation is that you will normally need to spend three hours or more per week on each 10 credit module outside timetabled hours.

- Most students who fail our courses say that they had not done enough work, or left it to the last minute.
- Experience shows that a few hours of regular study each week per module is much more effective than last minute panic swotting late into the night.

What You Have a Right to Expect from Your Tutors and Lecturers

Each lecturer and tutor will make it clear either that you are free to approach them at any time outside lectures and tutorials for help, or that they specify designated ‘Office Hours’ for this purpose.

Coursework handed in for marking will normally be returned to you within ten days with a grade on a scale which will be explained. Where the set coursework involves a long project, marking may take somewhat longer.

Lecturers will cover the agreed syllabus as set out in the module descriptions. Coursework set for assessment and examination questions will be relevant to the course content. The amount of set coursework will be reasonable in relation to the expectation that you will spend at least three hours each week outside timetabled hours on each module. Lecturers and tutors will give guidance as to relevant books, specifying those that are essential.

Plagiarism (or Cheating)

Plagiarism is defined by the University as ‘presenting someone else’s work as your own. ‘Work’ means any intellectual output and typically includes text, data, images, sound or performance’. (See the Taught Student Guide.)

The penalties and procedures in cases of alleged plagiarism are set out in the Taught Student Guide. The penalties range from a written warning to exclusion from the University.

You should also be aware that when seeking references, especially for jobs in the financial sector, employers often ask about the honesty of the candidate. If you have been caught committing plagiarism, it will not be possible to write a reference saying that you are completely honest.

The following guidance about plagiarism applies to coursework and projects for Mathematics modules. Other departments provide their own guidance for their modules.

Copying from other students

We encourage you to work with other students and many students find that working together on Mathematics problems is beneficial. However, you are reminded that any coursework you submit must be your own work. It is acceptable to work with other students and share ideas, but you must not simply copy from them. If you work together, it is best to write out your final answers in separate rooms, so that you do not copy from each other. Then do not show your final solutions to anyone else before you submit them.

Direct copying from other students is plagiarising. Allowing another student to copy your work is also cheating. Students who are found to have copied their work from another student, or who have allowed another student to copy their work, will be regarded as guilty of plagiarism and will be subject to the appropriate penalties.

Quoting from books and the web

It will sometimes be appropriate to use direct quotations. But if you use direct quotations from books or the web you must indicate clearly which passages are quotations, and you must give an exact reference to where the quotations have been taken from. If you use books or web pages for background information which you then put into your own words, you must also give references for each section of your work indicating which source materials it has been based on. Note also that you cannot avoid a charge of plagiarism by just changing a few words here and there. Paraphrases should be fully referenced just as with direct quotations.

More information on plagiarism can be found via Skills@Library at: http://library.leeds.ac.uk/skills. All incoming students are required to complete an Academic Integrity Tutorial and Quiz.

Seeking Academic Help

Pupils at school are used to their teachers taking responsibility for their progress. Although we monitor your progress quite closely in your first year, we expect you, as a University student, to take more and more responsibility for your own
learning as the course progresses. Most students find they need some extra help at some stage in the course. You will find it is readily available and you should not be diffident in seeking it.

In case of academic difficulties the usual step would be to approach your appropriate tutor, but you are also free to ask your lecturers for help. If you have problems connected with the course that cannot be sorted out in this way, you should see your Programme Coordinator or the Director of Student Education.

**The Taught Student Education Committee**

This is the School of Mathematics Committee which oversees our arrangements for teaching and the support we give to undergraduates. It receives input from the Staff-Student Forum and other feedback from students.

**Programme Coordinators**

Each programme has a Programme Coordinator. A list of Programme Coordinators is given on page 10.

The role of a Programme Coordinator is to:

- Arrange welcome meetings for new students
- Monitor the programme through discussions with students and staff
- Arrange programme review meetings
- Act as a focus for students who have problems with particular modules or the programme as a whole.

**Student Feedback**

Your views on our modules and programmes of study (as well as on this Handbook) are very important to us. We welcome your comments – good and bad! If there is an immediate problem you should talk either to the lecturer concerned, one of your tutors, the Programme Coordinator or the Director of Student Education.

We collect feedback systematically in the following ways:

**Feedback from Students**

- **Module Surveys:** These are conducted for each individual module usually via a module survey form.
- **Programme Surveys:** The University annually conducts a student survey on each programme of study.
- **National Student Survey:** Towards the end of their studies, students in the final year of their degree programme will be asked to fill out the National Student Survey.
- **Staff-Student Forum:** Students can raise issues concerning teaching with the representative of their programme year on the Staff-Student Forum. Please see page 46 and the Staff-Student Forum page on the Student Resources page on [http://www.mathsstudents.leeds.ac.uk/](http://www.mathsstudents.leeds.ac.uk/)

**Feedback to Students**

- The feedback collected from students mentioned, is analysed and feeds into the Action Plan on teaching. See [http://students.leeds.ac.uk/feedback](http://students.leeds.ac.uk/feedback)
- **Coursework and Homework:** Assessed homework or coursework typically will be returned to students with some form of feedback. Students should take this feedback seriously, read it carefully, and ask their tutor for more explanation if necessary.
- **Exam Results:** will be returned to you via The Portal. You are encouraged to discuss these with your personal tutor.
- **Staff-Student Forum:** See page 46.

**The Student Complaints Procedure**

Students who wish to raise a concern about a module are encouraged to contact the lecturer of the module concerned directly or their student representative. For other concerns students should contact the Director of Student Education.

If the student's concern is not addressed satisfactorily by the lecturer, students are advised to contact their personal tutor, their Programme Coordinator, or the Director of Student Education to discuss the matter.

If students wish for the matter to be pursued further, they will be asked to put their concerns or complaints in writing (e-mail or letter) to the Director of Student Education. Students will be kept informed about the actions taken.

If the matter cannot be resolved at the School level, students will be referred to the University Student Complaints Procedure, which can also be found in the University Taught Student Guide.

**Appeals Against Examination Results**

The procedure for appealing against examination results is set out in the Taught Students Guide. The main points to note are:

- You must notify the Secretariat if you wish to appeal against any of your examination results or your degree class. You have to write setting out the grounds of your appeal within the given deadline.
- There is no process for students requesting a remarking of an exam.
• You are advised to consult the Director of Student Education in the School of Mathematics informally before deciding whether you wish to pursue an appeal.
• You should also speak to the staff of the Leeds University Union Student Advice Centre. They can advise you on whether your appeal is likely to succeed and what to say when you write your full statement of appeal.

Social Media

The School of Mathematics wants students to use social media responsibly in ways that enhance their studies and their membership of our academic community. As such, we encourage students to join our online group on Facebook and to follow our Twitter feeds. We also recognise that students may wish to set up their own informal groups. To help our students use social media responsibly we offer the following Top 10 tips:

1. Never write something that you wouldn’t want your parents or your employer to read. Employers check the online profiles of job applicants.
2. Never talk to or about somebody in ways or language that you know would not be acceptable if you were talking to them face to face.
3. Nothing on Facebook can be considered to be private. So assume that anything you write may be read by people outside the group, including your lecturers.
4. Can you keep a secret? People are just as poor at keeping secrets online as they are offline.
5. LinkedIn is not Facebook – here you are in a professional environment, so behave as you would in the office.
6. The University’s Policy on Dignity and Mutual Respect applies to you as a student both online and offline. Bullying and harassment of staff or of other students will not be tolerated.
7. Behaviour that brings or has the potential to bring the University into disrepute is not defined by where it occurs – you could find yourself in trouble with the University authorities for something that you post anywhere online. Please read the University’s guidance on Conditions of Acceptable Usage of Internet, Web and Email: http://it.leeds.ac.uk/info/116/policies/260/use_of_computer_systems_policy.
8. The Internet is not the place to let off steam – if you have a concern or a complaint don’t post it, talk to your student rep or to a member of staff. If a problem cannot be resolved within the School then you should follow the University’s complaint policy: www.leeds.ac.uk/secretariat/student_complaints.
9. Never post anything when you are upset or angry, many people regret what they write afterwards. Always calm down and re-read it before you post it. Do you really want to press send? Once it’s sent, you can’t take it back.
10. You are a future graduate of this University – look after its reputation.

The Partnership

The Partnership is an example of the University’s values in practice as they relate to learning and teaching. It describes the shared responsibilities of staff and students, working together as members of a learning community. It was developed jointly by students, represented by LUU, and the University, represented by the Taught Student Education Board. The agreement establishes general principles and guidelines which will be interpreted by individual Schools and disciplines in ways appropriate to their own context. Students should therefore consider the Partnership alongside more detailed information provided by their parent School.

More information about the Partnership can be found at http://students.leeds.ac.uk/info/10900/the_partnership.

Equality

As an international research-led University, Leeds strives to go beyond our legal duties to create a positive environment for our diverse community of staff and students. The Equality Service exists to promote good practice within the University across the main protected characteristics (race, gender including trans status, sexual orientation, religion, disability, pregnancy/maternity, marital status, and age). Please visit http://www.equality.leeds.ac.uk/

The Disabled Students’ Assessment and Support (DSAS) assess and co-ordinate the academic support requirements of disabled students and is located on the Ground Floor of Chemistry West Block. You can contact them by telephone: (0113 343 3927) or Email: disability@leeds.ac.uk or visit http://students.leeds.ac.uk/#Support-and-wellbeing.

For information on the University policy on support for students who are parents or carers, please visit http://www.equality.leeds.ac.uk/downloads/policies/Policy-on-support-for-students-who-are-parents-or-carers-updt-26.04.16.pdf
Section 3:
Personal Advice
Personal Tutors
Each taught student parented by the School of Mathematics is assigned a permanent member of the academic staff as his/her personal tutor. Normally students will keep their Personal Tutor throughout their studies. The role of a Personal Tutor is to help students with a range of problems which they might face, and to be the first person a student will usually turn to for help.

The purpose of personal tutoring is:

- To support the academic, personal and professional development of students,
- To support students in developing their independent learning and self-management,
- To raise awareness regarding the wealth of opportunities available to students for developing graduate attributes and skills at the University of Leeds,
- To help articulate the students’ various experiences and achievements gained through the curriculum and through co-curricular activities,
- To promote the University values and the L&T Partnership Agreement.

First Year UG students meet with their personal tutors at least three times, students in years 2, 3, and 4 at least twice throughout the academic year. The School runs special ‘Personal Tutoring Weeks’ during which the personal tutoring meetings are expected to take place. Students and tutors can request additional meetings throughout the academic year.

Students who wish to change their Personal Tutor should see the Director of Student Education.

More details about personal tutoring in Maths can be found on the Maths Student Resources page. You can find the name of your personal tutor and resources to prepare for your personal tutorials on Leeds for Life at http://leedsforlife.leeds.ac.uk/

Changing your Programme of Study
Most students enjoy (and complete successfully) the programme for which they are accepted (and for which they will initially register). However, because almost a year elapses between filling in the UCAS form and starting the programme, some students find that their ideas have changed, and the programme for which they originally applied is no longer the one they wish to pursue. We try to be as flexible as possible in such cases.

Transfers to another programme require both our consent and the consent of the department responsible for the programme you wish to transfer to. Their consent will depend on whether there are still places available, and on whether you meet their entry requirements. If you are thinking of transferring to another programme, you should first consult the Director of Student Education in the School of Mathematics and the equivalent in your transfer department.

The longer you leave it, the harder a transfer will be, as you will have missed work on the other programme. You are therefore advised to begin to enquire about a possible transfer as soon as possible, if this is what you wish.

Changing your Modules
You can change the modules you are enrolled for within the first few weeks of each Semester, provided the modules you wish to change to are permitted by your programme of study.

If you are thinking of changing modules you should consult the Maths Taught Student Office. To change modules you need to fill in a Change of Module Form, which can be obtained from the Taught Student Office. If the change involves modules from other Departments you will need their signatures.

You should return the form to the Taught Student Office so that the form can be signed on behalf of the School of Mathematics and your module enrolment record can be amended.

You can view the list of modules you are currently enrolled for via the PORTAL.

It is your responsibility to check that any change in your modules is compatible with the rules of your degree programme.

There are strict deadlines for the return of Change of Module Forms to the School of Mathematics. These are:

- For Semester 1 and year-long modules: Friday 21st October 2016
- For Semester 2 modules: Friday 17th February 2017
Medical and other Personal Matters affecting Student Performance

The School of Mathematics has the policy that cases for special consideration will normally be considered if, and only if, this is explicitly requested by the student concerned in writing by a specified date.

This means that if there have been medical or other personal circumstances which you think have affected your performance, and which you wish the examiners to take into account, then it is up to you to request this. In particular note that if you have submitted medical notes these will only be taken into account by examiners if you specifically request this.

Requests for consideration of mitigating circumstances must be made by the specified deadline on the appropriate form which is available from the Taught Student Office. If you need advice as to whether it is worth submitting such a request, please talk to your Personal Tutor; Heather Ugarte in the Taught Student Office or to the Director of Student Education, Dr Margit Messmer.

The deadlines for submitting requests are:

- Semester 1 exams: Monday 23rd January 2017
- Semester 2 exams: Monday 5th June 2017
- August resits: Wednesday 30th August 2017

Health & Safety

The School of Mathematics' key objectives are to prevent accidents and injuries, and to provide a safe place of work.

Whilst it is the Department's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, students and visitors to care for their own safety and the safety of others. Please see the Health and Safety website for more information www.leeds.ac.uk/safety/index

Responsibilities

You have the following health and safety responsibilities:

- To ensure your own health and safety and that of others that may be affected by your work
- To co-operate with the University on matters of health and safety
- To be aware of emergency procedures
- To be aware of both University and Local standards and procedures
- To be aware of local hazards in your area To report any concerns you may have regarding health and safety
- To carry out/be involved, as appropriate, in the risk assessments associated with your work.

Accidents

- Report accidents and incidents including near misses to the Health and Safety representative in the School and assist them with the accident reporting process
- Understand the definition of an accident and near-miss incident and what should be reported
- Work in accordance with safety procedures, standards, instructions and training and findings of accident reports. Inform line managers / supervisor of any difficulties or concerns with work practices, working environment or findings of accident reports
- Be fully aware of their responsibilities
- Report to the Health and Safety representative any problems relating to their work activities along with any shortcoming they believe exist in the arrangements made to protect them.

Fire Safety

You must:

- Evacuate on hearing of a fire alarm
- Be responsible for your own safety
- Know the evacuation procedures
- Raise any specialist requirement
- Take reasonable care of others
- Co-operate with your employer on fire safety issues
- Do not interfere with anything provided for fire safety.

Re-entry after an incident: All students must wait at the assembly point (School of Mathematics: Chancellor’s Court, Physics Research Deck: Hillary Place) until instructions have been received from Security, or fire warden assisting Security. On no account should anyone enter a building while the fire alarm is sounding.

Insurance
Please be aware that your belongings including electrical items are not covered by the University or School insurance. Please make sure that you add these onto your own insurance. Keep all these items locked away and not left on your desk as the School will not be held responsible for any items that are lost or stolen.

**Security**

The University of Leeds is committed to the health, safety and wellbeing of its staff, students and visitors. It recognises that it has both a moral and legal duty to ensure that staff, students and visitors to the University have the right to work, study or visit without being exposed to tobacco smoke. The issues involved concern the comfort, health and safety of all those working, studying or visiting the University. The University’s obligations are further enhanced by the Health Act 2006, which effectively bans smoking in workplaces and enclosed public places.

**Security & After Hours Working Hours**

The main door to the School is opened at 8.00am and locked after hours (usually 6pm) and at weekends. Due to safety issues, students are not allowed to stay in the building outside its opening hours. The School is monitored by the University Security Service; any urgent problems should be notified to the University Security Service on ext. 32222 or 0113 3432222.

**Contacts**

School of Mathematics Health and Safety representative:

Mrs Margaret Jones  
Telephone: (0113) 34 35101  
E-mail: medsjon@leeds.ac.uk

For further information on health and safety for students, please refer to www.leeds.ac.uk/safety/students

**Making a Success of your Course – Learning Mathematics at University**

There are considerable differences between learning maths at school and at university.

At university you are expected to take responsibility for your own learning.

Moreover:

- Some lectures can be very large, sometimes with 200 students.
- Students are expected to actively take part in tutorials and workshops.
- The pace of lecturing will be much faster than at school.
- There will be much less repetition.
- There will be less or no revision during lectures.
- You have to take responsibility for taking your own notes, revising, working through your notes, etc.
- Most of students’ learning will take place outside the classroom.
- Your lecturers are also researchers, and therefore are not always available to help you.

**Useful Tips**

**Make the most of lectures**

For most of your maths modules, the lectures will be your most important source of information.

- Prepare for each lecture by re-reading the notes of the previous lecture.
- Arrive in good time, with your notepad and pens.
- Date each lecture and number the pages.
- Take accurate notes; if lecturers write too fast, let them know.
- Leave some space for adding comments later.
- Make use of the opportunity to ask questions.
- After each lecture, go through your notes; check that they make sense.
- Learn any new definitions before the next lecture.
- Do the homework problems, even when they don’t count for assessment.

**Make the most of tutorials**

- Come along prepared for the topic you will be discussing.
- If you will be discussing homework problems, try them before the tutorial.
- Set the agenda; discuss this beforehand with the other members of your group.

**Collaborate with other students**
• Most students find it helps to work on problems in a small group.
• Keep this in mind when choosing your housemates.
• Be careful not to plagiarise (see page 20).

Find a suitable place to work

• The School of Mathematics provides working space for students in the Reading Room and on Levels 8 and 9 of the School of Mathematics, as well as the foyer in the Maths Satellite on Level 10 of the EC Stoner Building.
• The Library is a good place to work if your accommodation is not quiet.

Manage your time sensibly

• Start as you mean to go on; develop a regular pattern of study time.
• We reckon the average student should spend around 18 hours a week on private study.
• Relax, have fun but not at the expense of getting a poor degree.

Don’t just do the homework

• You need to learn the theory as well as doing the homework problems.
• Exams often test definitions and proofs not covered by homework problems.

Work steadily - don’t leave too much to ‘revision’

• Try to keep on top of the material during the term.
• It takes time to absorb Mathematics so don’t leave it to just before the exam.
• ‘Revision’ should not mean learning material for the first time.
• Tired brains don’t usually do well in exams.

Section 4:
Examinations, Assessment and Progression,
Degree Awards
Examinations

Information about examinations can be found at: http://students.leeds.ac.uk/info/10111/examinations_and_assessment or on the Maths Student Resources page. Details of examination dates are listed on pages 6 and 7, Calendar for Academic Year 2016-17.

Examination Information

The contact for examinations in the School of Mathematics is the School Education Service Manager, Louise Feaviour. If you find you have any examination timetable clashes, ill health affecting examinations or any other examination queries you should contact Louise.

Enrolment for Examinations

After you have enrolled for your modules you will be expected to check your registrations online and inform the Taught Student Office of any errors or omissions. Students who change their module choice after the deadlines given on page 27 may be subject to an administration fee and choices will not necessarily be provided for in the examination timetable.

If you wish to register exemption from University examinations on Sabbath or Holy days you must notify the Examinations Officer in the Student Services Centre (SSC) by 28th October 2016. If you present your notification after this date there will be an administration fee, which could be in the order of £100, if it is possible to make special arrangements.

Admission to the Examination Room

- You will be admitted to the examination room one or two minutes before the time indicated on the timetable and you should sit at the place indicated on the list posted outside the room. Slightly different rules apply to the Sports Hall complex, where entry is allowed earlier to accommodate the larger numbers of students involved.
- You will not start the examination until all the candidates present have been seated and an instruction to begin writing is given by the Invigilator.
- You will not be admitted to an examination room more than 60 minutes after the beginning of an examination.
- If you are unable, for any reason, to reach the room within the first 60 minutes of the examination period you should report to the Examinations Office IMMEDIATELY.

Reading the Question Paper

- You should read through the entire question paper before attempting to write. If you have any doubts or feel that there is a misprint you should consult an Invigilator immediately. You are advised to read the rubric at the beginning of the paper with special care.
- Be certain of the number of questions you are expected to answer and, if the paper is divided into sections, the sections from which they are chosen. Turn over the examination paper to make sure that you have seen all the questions.

Leaving the Examination Room

- If you wish to leave an examination early, you must seek permission from the Invigilator and you must hand in your script before you leave.
- You may not leave the Examination Room during the first hour nor during the last 10 minutes.
- At the end of examination, you should remain in your seat until all the scripts have been collected and you are given permission to leave.
- You are advised not to leave an examination early unless you have checked all your answers and you are sure you can add nothing to them. Examiners often find that students who leave examinations early have made slips in their answers, and that extra marks could have been gained by checking the answers for accuracy.
- For January and May/June examinations you may take your question paper with you when you leave. In the August resit examinations question papers may not be removed.

Anyone who misses an examination for any reason should report this immediately to the Examinations and Assessment Tutor, or the Director of Student Education, or the School of Maths Education Service Manager.

Failure to do this might mean that you are refused permission to retake the examination at a later date. Absences due to illness must be supported by a medical certificate from a doctor stating the nature, severity and duration of the illness in relation to the absence. If appropriate certification is not provided, the candidate will normally be considered absent without good cause.

Use of Calculators in Examinations

See page 17 for the details of our policy on the use of calculators in examinations, namely, that in examinations for Mathematics modules where calculators are permitted only previously approved basic scientific calculators carrying an approval sticker issued by the School of Mathematics may be used.

In addition the following points should be noted: If you wish to use electronic calculators in any examination in which they are permitted, then you should provide your own machine. It is your responsibility to ensure that your calculator is in good working order. It will not be possible for the University to provide calculators for use in the examinations in the event of a breakdown.
Cheating in University Examinations

Students are warned that during the examinations they are expressly forbidden to copy from another student or from notes. They are also forbidden to communicate with other students or with any person(s) except the invigilators. Any student found to be cheating may be disqualified. The penalties set out in the Taught Students Guide will be applied to candidates who have been found to have cheated in University Examinations.

Appeals

Anyone who thinks they have been treated unfairly in regard to the results of their examinations should read page 23 on ‘Appeals Against Examination Results’.

Past Examination Papers

Past examination papers can be found at: http://students.leeds.ac.uk/info/10111/examinations_and_assessment/825/past_exam_papers.

In general, for any particular module, examinations are similar in terms of length and difficulty levels from year to year, but not in terms of the exact nature of the problems. Exams are set based on the material taught in the current academic year. In order to test students’ understanding of the mathematical content of the module, lecturers will set varied examination problems from year to year.

Assessment

Apart from written examinations, part of the assessment of a module can be based on coursework or tests. Information can be found in the individual module descriptions in the module catalogue at http://webprod1.leeds.ac.uk/catalogue/modulesearch.asp.

Marks

Each student’s module mark is determined on a scale from 0 to 100, where a mark of AB is given to students who are absent from the examination. 40 is the lowest pass mark for level 0, 1, 2, and 3 modules, and 50 for level 5M modules. Please note that some schools and departments return marks on the 20 to 90 scale.

In addition, marks:

- from 70 to 100 are considered of class 1
- from 60 to 69 are considered of class 2.1
- from 50 to 59 are considered of class 2.2
- from 40 to 49 are considered of class 3

Medical and Other Personal Circumstances

If a student experiences unusually difficult circumstances due to medical or other personal problems, and would like the examiners to take these into consideration, the student has to submit a Mitigating Circumstances Form to the Maths Taught Student Office by the following deadlines for the 2016/17 academic year:

- Semester 1 exams: Monday 23rd January 2017
- Semester 2 exams: Monday 5th June 2017
- August resits: Wednesday 30th August 2017

Mitigating Circumstances Forms can be obtained from the Maths Taught Student Office or downloaded from the ‘Maths Student Resources’ page. Please note that module marks will not be raised or adjusted due to a student’s medical or personal circumstances. Depending on the circumstances, the Exam Board can for example grant a student a first attempt resit of an examination, or can take the circumstances into consideration when determining the student’s degree class. In this case the following principle applies:

The degree class should be an assessment of the performance and achievement of the student on the programme. Mitigating circumstances are only taken into account if they indicate that the student’s performance in examinations (and assessed coursework) does not accurately reflect the student’s actual achievement. A degree class is NOT meant to be an assessment of the level of achievement of which the student might be capable in better circumstances. This means that the examiners are unlikely to award the student a higher degree class unless the student has shown sufficient achievement at that level.

Missed Coursework for MATH Modules

For individual pieces of coursework counting for 15% or less of the module mark, the following applies:

(a) For coursework extensions of up to (and including) 2 working days, students must contact the lecturer before the submission deadline (if at all possible). In cases of students’ medical or personal circumstances, it is at the lecturer’s discretion to grant such extensions without supporting evidence, unless the student requests such extensions on more than one occasion, in which case the student needs to submit a request as outlined in (b). If
an extension to the submission deadline is not possible, for example if model solutions have already been distributed, lecturers are asked to make arrangements to exclude/exempt the particular piece of coursework from the overall assessment.

(b) For extensions of more than 2 working days for level 2, 3 and 5M maths modules, students must submit a Mitigating Circumstances Form to the Maths Taught Student Office no later than 5 working days after the submission deadline. Coursework extensions for level 0 and 1 maths modules cannot be granted due to the publication of the model solutions. Students can request an exemption (using a Mitigating Circumstances Form) from the piece of coursework instead. Forms can be obtained in the Maths Taught Student Office or online on the Maths Student Resources pages. If the request is submitted after 5 working days of the deadline, the student must include an explanation of why it was not possible to submit the request on time. The request must normally be supported by written evidence (medical note, etc.).

For individual pieces of coursework counting for more than 15% of the module mark, (b) above applies.

Progression

Students qualify to progress to the next year of their degree programme according to the following rules:

- Students need to have passed all modules listed as PFP (= Pass For Progression) and satisfy all requirements listed in the Programme Catalogue for their degree programme, see http://webprod1.leeds.ac.uk/catalogue/programmesearch.asp
- Normally, students need to have passed the modules which are prerequisites for compulsory modules in the next programme year
- In order to progress as an Honours Degree student, students need to have passed at least 100 credits
- In order to progress as an Ordinary Degree student, students need to have passed at least 80 credits. Please note that not all programmes allow progression as an Ordinary Degree student. Students on an Ordinary Degree programme can still obtain an Honours degree if they satisfy the overall Honours degree requirements
- Ordinary Degree students in Year 2 can progress into Year 3 as Honours Degree Students if, in addition to any passed module requirements, they have passed 200 credits altogether, including at least 100 credits in year 2.

Resit Examinations

For students who started their programme in 2016/17 (or later): Students who fail a module will have one more attempt to resit the exam during the resit period in August of the same academic year (For some modules no August resit is offered, and the resit will take place during the following academic year.)

Important Note

- Resit attempts can NOT be delayed or ‘saved up’ until later. If a student does not take the resit exam at the time described above, he/she loses this attempt.
- If a student has any mitigating circumstances preventing him/her from taking a resit exam, the student needs to submit a Mitigating Circumstances Form by the appropriate deadline.
- Resit examinations are subject to a maximum mark of 40 for level 0, 1, 2 and 3 modules, and a maximum mark of 50 for level 5M modules, unless the student has explicitly been granted first-attempt resit due to some mitigating circumstances.
- There is a fee for resits and students have to register for them by a deadline.
- If a student has had more than one attempt at a module, the highest of the marks will count towards the student’s degree classification, unless the student has been granted a first-attempt resit (see next point).
- If a student has been granted a first-attempt resit for a module, the mark on the resit exam overrides the original mark, even if it is lower, and even if it is an ‘absent’ mark (resulting in a mark of zero). This rule applies even if the student does not register for the resit exam. Therefore it is absolutely crucial for students to inform the School of Maths before the start of the exam period if they are not taking up a first-attempt resit exam that has been granted to them.

Rules for Degree Awards and Degree Classification

This is a summary of the rules for degree awards. More details can be found on the Maths Student Resources web pages.

Levels and Years of Study

Students should note that the University makes a clear distinction between levels of study and years of study. Years are defined as the academic year of a programme – e.g. Year 1, Year 2 etc. Levels are defined as the level of a module – e.g. MATH1025 is a level 1 module; MATH2040 is a level 2 module. Students must ensure that they have gained not only the sufficient number of credits to progress between years (made up of one or more levels of modules), but also the correct number of credits at each level of study. Credits with a higher level value can count ‘backwards’ towards lower level credits, but this cannot be done in reverse.

Credit Rules

Apart from the individual programme requirements, the following credit rules apply.
For the BSc

To obtain an Honours BSc Degree in Mathematics, Mathematics & Statistics, Mathematical Studies, Mathematics with Finance, or Actuarial Mathematics, you need to have passed:

- At least 280 credits in total, of which
  - At least 180 credits are at level 2 and 3, and
  - At least 80 credits are at level 3, and
- Your overall classification average must be at least 4.0.

To obtain an Honours BSc Degree in Biology & Mathematics, Economics & Mathematics, Management & Mathematics or Mathematics & Music you need to have passed:

- At least 300 credits in total, of which
  - At least 200 credits are at level 2 and 3, and
  - At least 100 credits are at level 3, and
- Your overall classification average must be at least 4.0.

For all Joint Honours programmes, to obtain an Honours degree, students must pass:

- At least 80 credits of level 2 and 3 modules with
- At least 40 credits at level 3 in each subject.

For the BSc Maths & Stats you must pass:

- At least 40 credits of level 3 Mathematics (not Statistics) and
- At least 40 credits of level 3 Statistics modules.

For students who have entered year 2 of the programme in 2015/16, or later, to obtain an Ordinary degree in BSc Mathematics & Statistics, you need to have passed at least 20 credits at Level 3 in each of Mathematics and Statistics.

To obtain an Ordinary BSc Degree in Mathematics, Mathematics & Statistics, Mathematical Studies, Mathematics with Finance, Actuarial Mathematics, Biology & Mathematics, Economics and Mathematics, Management and Mathematics or Mathematics & Music you need to have passed:

- At least 240 credits in total, with:
  - At least 80 credits passed in each Year 1 and Year 2,
  - At least 160 credits passed at level 2 and 3, and with
  - At least 60 credits at level 3, and
- Your overall classification average across 200 credits in Year 2 and 3 must be at least 4.0.

Note that students on the Honours programme who only qualify for an Ordinary Degree have the right to resit failed exams. They have to inform the University by the published deadline if they want to waive their right to resits and obtain the Ordinary Degree.

For the MMath, BSc

To obtain an MMath, BSc Degree in Mathematics or Statistics, you need to have passed:

- At least 400 credits in total, of which
  - At least 100 credits are at level 1,
  - At least 100 credits are at level 2,
  - At least 100 credits are at level 3, and
  - At least 100 credits are at level 5, and
- Your average across 120 credits of level 5M modules must be at least 50%, and
- Your overall classification average must be at least 4.0.

(Higher level credit can replace lower level credit, but cannot be counted twice.)

Classification Average

A student's classification average takes into account ALL modules taken in Years 2 and 3 for the BSc degree, and in Years 2, 3, and 4 for the MMath, BSc degree, in the following way:

Module marks on the 0 to 100 scale are converted to marks on the 2.0 to 9.0 (plus 0) scale by a piecewise linear function which converts:

- AB, 0, and 1 to 2.0
- 30 to 3.0; 80 to 8.0; 100 to 9.0

The classification average is the better of the following two averages of all module marks on the 2.0 to 9.0 (plus 0) scale, weighted by the credits for each module:

For the BSc
• 1:1 average, giving equal weight to Year 2 and Year 3 marks.
• 1:2 average, giving single weight to Year 2 marks, and double weight to Year 3 marks.

(Note that for the BSc International and Industrial, the Year Abroad and in Industry does not contribute towards the classification average.)

For the MMath, BSc

• 1:1:1 average, giving equal weight to Year 2, Year 3, and Year 4 marks.
• 1:1:2 average, giving single weight to Year 2 and Year 3 marks, and double weight to Year 4 marks.

(Note that for the MMath, BSc Industrial programme the Year in Industry does not contribute towards the classification average.)

For the MMath, BSc

• 1:1:1 average, giving equal weight to Year 2, Year 3, and Year 4 marks.
• 1:2:2 average, giving single weight to Year 2 marks, and double weight to Year 3 and Year 4 marks.

Note that marks from Special Skills modules always carry single weight, even when taken in the final year.

**Degree Classes**

The final degree class is determined according to the following table:

<table>
<thead>
<tr>
<th>Classification Average</th>
<th>Degree Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.85 – 9.00</td>
<td>1</td>
</tr>
<tr>
<td>5.90 – 6.84</td>
<td>2.1</td>
</tr>
<tr>
<td>4.95 – 5.89</td>
<td>2.2</td>
</tr>
<tr>
<td>4.00 – 4.94</td>
<td>3</td>
</tr>
</tbody>
</table>

**Examiners’ Discretion**

The final degree class is determined during an Examiners’ Meeting including External Examiners. Examiners are empowered to use their discretion to raise a student’s degree class according to the following guidelines:

**Borderline Discretion**

If a student’s classification average is within 0.05 of the threshold for the next higher degree class, the examiners have the discretion to raise the student’s degree class, taking into account:

• The External Examiners’ comments on the student’s examination scripts;
• The student’s grade profile, including:
  • The marks achieved at the higher level,
  • The number of credits achieved at the higher level,
  • The class averages and mark distributions of the modules taken,
  • The level of the modules taken,
  • The scaling applied to the student’s module marks.
• The performance on the Year Abroad or on the Year in Industry, if applicable.

Mitigating Circumstances the student experienced during their studies can be taken into consideration.

**Prizes and Scholarships**

Upon the recommendation of the Head of the School the School of Mathematics awards the following prizes and scholarships on a yearly basis:

**Brodetsky Prize**

Emeritus Professor S Brodetsky, on his retirement from the chair of Applied Mathematics in 1948, made a donation to the University to establish a prize in Mathematics. A Brodetsky prize is awarded to the student whose work in the final exam in the degree of mathematics is judged to be of the greatest merit. In the event of there being two or more candidates of
equal merit, the prize will be divided. The prize will not be awarded in any year unless a sufficiently high standard is attained.

Cowling Prize, Ruse Prize and Ursell Prize

These prizes were instituted in 1980 in recognition of the services to the University of Professor Cowling, Professor of Applied Mathematics from 1948 to 1970; Professor Ruse, Professor of Pure Mathematics from 1946 to 1970; and Dr Ursell, Reader in Analysis from 1948 to 1967. The prizes will be awarded to students studying for a first degree in Mathematics. The Ruse prize will normally be awarded to a first year student who has made exceptional progress in his or her studies. The Cowling prize will be awarded to the student who has achieved an outstanding performance during the second or final year.

The Cowling and Ruse Prizes will be awarded annually provided there are candidates of sufficient merit. The Ursell prize will be awarded from time to time, when the performance of a student, who has not been awarded the Brodetsky Prize or the Cowling Prize, is felt to deserve it.

Goldsworthy Prize

The Goldsworthy Prize was established by Professor F. A. Goldsworthy, a Professor in the Department of Applied Mathematical Studies from 1964 to 1994. The value of the prize is £50 and is awarded for outstanding work in Applied Mathematics.

King Prize

The King prize was established in 2004 through the generosity of Professor A.C King. The prize is awarded to the student in the final year of any undergraduate programme in the School of Mathematics, leading to the award of BSc or MMath, BSc, whose work in Applied Mathematics is judged to be of the greatest merit.

Kuznetsov Prize

This prize has been newly established in 2006 by the School of Mathematics in memory of our colleague Dr Vadim Kuznetsov who died on the 16 December 2005 at the age of 42. The prize is awarded to the student who achieves the best mark in a final year project.

Price Prize

Emeritus Professor H L Price, on his retirement from the Chair of Mathematics for Applied Science in 1982, made a donation to the University to establish a prize. The prize is awarded for good work in Applied Mathematics.

Erasmus Prize

Dr D Salinger, on his retirement from the University established an endowment for this prize. The Erasmus prize will be awarded to the undergraduate student on any programme parented by the School of Mathematics (including all Joint Honours programmes with Mathematics or Statistics as a named subject) with the best Year 2 average who will study a year abroad in Europe, or failing a suitable candidate, the student with the best Year 2 average who will study a year overseas, as part of his/her Leeds degree.

Scholarships

The top 10 undergraduate students in each year will be offered scholarships of £1000 for their continued studies on their course in Leeds. Scholarships will normally be offered to the top 10 students studying for School of Mathematics degrees in years 1, 2 and 3, and on a pro rata basis for Joint Honours degrees which include Mathematics or Statistics. The scholarships will be awarded after the exams in August, and paid when the student recommences their studies at the University. For students spending their third year in industry, or abroad, this means that a scholarship awarded at the end of their second year will normally be paid at the start of their fourth year.

There are also a number of other prizes awarded from external mathematical organisations including:

Royal Statistical Society Prize

A Royal Statistical Society Prize is awarded to the student whose work in the final examinations in Statistics is judged to be of the greatest merit.

Institute of Mathematics and its Applications

The Institute of Mathematics and its Applications (IMA) introduced a prize in 1985 for outstanding performance in Mathematics final examinations. The prize is awarded to the best student of the year in the honours mathematics final degree.
Past Examination Results

The following table shows the numbers of degrees awarded in each degree class for the degree programmes offered by the School of Mathematics for the past five years.

<table>
<thead>
<tr>
<th>BSc degrees awarded by School of Maths</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>45</td>
<td>44</td>
<td>54</td>
<td>47</td>
<td>39</td>
</tr>
<tr>
<td>2.1</td>
<td>80</td>
<td>61</td>
<td>68</td>
<td>59</td>
<td>68</td>
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<td>2.2</td>
<td>52</td>
<td>33</td>
<td>44</td>
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<td>3</td>
<td>10</td>
<td>11</td>
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<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Ord</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>192</td>
<td>159</td>
<td>191</td>
<td>159</td>
<td>153</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MMath, BSc degrees awarded by School of Maths</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>13</td>
<td>17</td>
<td>20</td>
<td>21</td>
<td>20</td>
</tr>
<tr>
<td>2.1</td>
<td>9</td>
<td>15</td>
<td>12</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>2.2</td>
<td>1</td>
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<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>23</td>
<td>32</td>
<td>33</td>
<td>31</td>
<td>28</td>
</tr>
</tbody>
</table>
Section 5:
Get Involved!
Coming to University is not only about getting your degree. It is also a great chance to join in with extra-curricular activities where you can meet new people and gain new skills to add to your CV.

Perhaps you haven’t realised that many of these experiences can be found within the School of Mathematics itself. As an undergraduate in this school, you have the opportunity to become involved with learning and teaching issues, social and sporting events, and school events. So get involved!

**Staff Student Forum**

The School of Mathematics Staff-Student Forum meets every term to discuss issues raised by the students. The forum is made up of student representatives and certain members of staff.

Issues raised by the Staff-Student Forum are discussed by the School Taught Student Education Committee which takes action where appropriate, so it is an ideal opportunity to make positive changes to the student experience in your school. All student representatives receive training from the Leeds University Union which will give you key communication skills.

For full guidelines on the remit of the Staff-Student Forum, please see the School of Maths Student Resources web pages.

**Maths Society**

The Maths Society is open to all members of the School of Mathematics, undergraduates, postgraduates and staff alike. Their aim is to bring Maths students together, to help each other with problems, and to have fun through social events and sporting activities. Social events include Otley Runs, club nights, curry nights, day trips and a Maths Society Ball. They currently have successful football, netball and hockey teams and are always looking to expand into different sports.

Being a member of the Maths Society is an easy way to meet people from your course. It is also an opportunity to gain new skills as elections are held each year to fill the positions of President, Treasurer and Sports Secretary.

To find out more visit the Mathematics Society Facebook page or Twitter feed:

[https://twitter.com/leedsmathsoc](https://twitter.com/leedsmathsoc)
[https://www.facebook.com/groups/1757629117785364/](https://www.facebook.com/groups/1757629117785364/)
Maths Society Executive

President: Hannah Linford mm14hjl@leeds.ac.uk
Vice President: Emma Andrews mm14ela@leeds.ac.uk
Secretary: Olivia Gardner ll13org@leeds.ac.uk
Treasurer: Antonia Hartshorn mm14arh@leeds.ac.uk
Social Secretaries: Natalja Dorosenko mm14nd@leeds.ac.uk and Jasper White mm14jw@leeds.ac.uk
Female Sports Secretaries: Georgina Knight mm14gk@leeds.ac.uk and Jessica Lewis ll13jel@leeds.ac.uk
Male Sports Secretary: James Young mm13jty@leeds.ac.uk

Become a Student Ambassador

Student volunteers are always required to act as tour guides for prospective students or speak to students and answer questions about their experiences in the School of Maths. Occasionally, the School also requires students who would be willing to provide a profile for promotional brochures or websites. This is a great opportunity to make a difference to the school and you will also be paid for the hours that you contribute. If you are interested in becoming a Student Ambassador, please pick up an application form in the Maths Taught Student Office.

Become a Peer Mentor

Every year the School of Maths looks for volunteers to become peer mentors to new students. This is a great opportunity to improve your transferable skills like communication and organisation, as well as your CV. If you are interested, please e-mail Dr Margit Messmer on m.messmer@leeds.ac.uk, towards the end of the academic year.

Bright Sparks

This event is aimed at numerate students. Although it is a fairly small event the fair attracts key employers year on year such as Deloitte, KPMG, EY and others, so is ideal for students to find out more about future employment options and job opportunities.

Usually held in November, this is an ideal chance to find out more about roles in the actuarial, financial and statistical sectors. For more information on careers please follow the link from the School of Maths website.

Leeds for Life

Hopefully all our students get the best out of the whole experience of coming to study at the University of Leeds. We want Leeds students and graduates to be distinctive, to stand out from the competition by being able to demonstrate academic excellence and the skills and attributes that fit them for the challenges of the 21st century. Leeds for Life encapsulates that aim; it’s the way we view the Leeds University academic community to which you belong.

Societies, volunteering, internships, sport, work-experience, project work – these are all opportunities which can provide you with really valuable experience and new or enhanced skills that will benefit you while you are at University and when you move on. Funding is available, through the Leeds for Life Foundation, to help you to undertake your own projects.

The Leeds for Life student dashboard gives you easy access to explore the variety of opportunities offered at Leeds and provides you with on-line forms to help you prepare for your personal tutorials. Records of your personal tutorials can be stored in the ‘Living CV’ area of the dashboard alongside your University Transcript, the notes you’ve made about Leeds for Life opportunities and links you want to keep to relevant websites. You’ll be able to draw on this information (and the guidance on developing a CV and career planning which is also provided) when compiling your CV, filling in job applications or asking your tutor for a reference.

To find out more about what Leeds for Life can do for you, log in via the Portal and discuss it with your personal tutor at your first meeting.
Section 6:
Undergraduate Programmes of Study
Undergraduate Degrees

For a short description of the programmes see: [http://courses.leeds.ac.uk/](http://courses.leeds.ac.uk/)

For a detailed description, including module choices, etc., see the Programme Catalogue at [http://webprod1.leeds.ac.uk/catalogue/programmesearch.asp](http://webprod1.leeds.ac.uk/catalogue/programmesearch.asp)

The School of Mathematics is the parent school for the following programmes of study:

<table>
<thead>
<tr>
<th>Programme</th>
<th>UCAS code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc Mathematics</td>
<td>(G100)</td>
</tr>
<tr>
<td>BSc Mathematics and Statistics</td>
<td>(GG13)</td>
</tr>
<tr>
<td>BSc Mathematical Studies</td>
<td>(G150)</td>
</tr>
<tr>
<td>BSc Mathematics with Finance</td>
<td>(G1N3)</td>
</tr>
<tr>
<td>BSc Actuarial Mathematics</td>
<td>(NG31)</td>
</tr>
<tr>
<td>BSc Biology and Mathematics</td>
<td>(CG11)</td>
</tr>
<tr>
<td>BSc Economics and Mathematics</td>
<td>(GL11)</td>
</tr>
<tr>
<td>BSc Management and Mathematics</td>
<td>(GN12)</td>
</tr>
<tr>
<td>BSc Mathematics and Music</td>
<td>(GW13)</td>
</tr>
<tr>
<td>MMath, BSc Mathematics</td>
<td>(G101)</td>
</tr>
<tr>
<td>MMath, BSc Mathematics and Statistics</td>
<td>(GG1H)</td>
</tr>
</tbody>
</table>

There are also other programmes available which include the study of Mathematics, and which are parented by other schools and departments, such as:

- BSc Chemistry and Mathematics
- BSc Geography and Mathematics
- BSc Computer Science with Maths
- BSc French and Mathematics
- BSc German and Mathematics
- BSc Mathematics and Philosophy
- MNatSci
- BSc Natural Sciences
- MPhys
- BSc Theoretical Physics

Transfers between some of these programmes are possible. Students who are interested in a possible transfer should consult the Director of Student Education or the relevant Programme Coordinators.

For more information visit: [http://webprod1.leeds.ac.uk/catalogue/programmesearch.asp?T=S&L=UG](http://webprod1.leeds.ac.uk/catalogue/programmesearch.asp?T=S&L=UG)
Year Abroad Scheme

Details of the study abroad scheme with the list of possible universities can be found on the ‘Student Resources’ page at: www.mathsstudents.leeds.ac.uk/undergraduates.

BSc Year Abroad Scheme

Students on all BSc programmes parented by the School of Mathematics who are doing adequately well (normally an average of at least 60 is required) have the opportunity to apply to study their third year abroad. They will come back to Leeds to complete their degree in Year 4.

Note: In this option, students are required to do adequately well during their year abroad to receive the BSc International degree, but their grades abroad will not be included in the classification average.

MMath, BSc Year Abroad Scheme

Students on the MMath, BSc Mathematics programme who are doing adequately well (normally an average of at least 60 is required) also have the opportunity to apply to study their third year abroad. They will come back to Leeds to complete their degree in Year 4.

Note: In this option, students will be given an average for their performance during the Year abroad, which will be included in their classification average.

Students interested in spending the year abroad in a non-English speaking country should decide at the end of their Year 1 whether they wish to transfer to this programme, since they might be required to take some foreign language modules in Year 2.

Year in Industry Scheme (Industrial Placement)

Students on all undergraduate programmes parented by the School of Mathematics, who are doing adequately well on their programme (normally an average of at least 55 is required), are eligible to apply to suspend their studies and spend their third year in full-time employment, returning to University to complete their degree in Year 4 (and 5 for the MMath). It is the student’s responsibility to find a suitable 9-12 months placement in the UK or abroad. The School of Mathematics as well as the University Careers Centre has contacts with interested employers, and will advise and support students finding a suitable placement.

Note: In this option, students are required to do adequately well during their year in industry in order to qualify for the BSc-Industrial degree, but their performance during that year will not be included in the classification average.

Details of the year in industry scheme can be found on the ‘Maths Student Resources’ page at http://www.mathsstudents.leeds.ac.uk/undergraduates

The MMath versus BSc Degrees

We offer MMath programmes in Mathematics and in Mathematics & Statistics. The MMath programme is a 4-year Integrated Masters Programmes. (Contrary to what the title suggests, this is a single undergraduate degree scheme.) The BSc is a 3-year Bachelor Programme. The first two years of these two programmes are identical; so students can easily switch between them. At the end of Year 2 students should make a definite choice, but can still keep their option open into Year 3 by making appropriate module choices in Year 3. Students on the MMath programme need to do adequately well (normally an average of at least 58% in Year 2 and passing of sufficient credits in years 2 and 3 is required) in order to continue on the MMath programme. Students who don’t meet these requirements normally have to switch to the BSc programme.

Students on the MMath programme need to inform the Maths Taught Student Office by the end of April of their third year at the latest if they want to receive the BSc degree in the summer.

Please note that the MMath programme is usually referred to as MMath, BSc.

For programme details and requirements, please check the Programme Catalogue.

Why Choose Which?

Both the BSc and the MMath, BSc degree in mathematics are very valuable qualifications for employment in a wide range of areas keen to recruit mathematics graduates, including actuarial work, banking, insurance, finance in general, teaching, operational research etc. However, for those who seek employment involving mathematical knowledge and skills – work with technological and scientific companies, research councils, etc. – or who wish to undertake research work, the MMath, BSc is a stronger qualification. The MMath, BSc is also recommended to those who simply wish to delve deeper into mathematics. It is sometimes referred to as an Integrated Masters degree, considered as an undergraduate programme extended by one year to reach Masters level. It gives students the opportunity to experience both a wider and deeper mathematics curriculum, and the chance to undertake a substantial project.
Section 7: Postgraduate Opportunities
Introduction

For students who have a deep interest in mathematics and are strongly driven by the prospect of discovering and elaborating new mathematical structures, or finding novel applications of existing mathematical techniques, there is the option to follow a postgraduate degree in mathematics.

Approximately one quarter of our graduates register for a postgraduate degree either at the University of Leeds or elsewhere. Possibilities include:

PGCE

Students interested in the teaching of mathematics can stay in Leeds for an extra year to study for the PGCE (Postgraduate Certificate in Education) to become a qualified teacher through the School of Education. Please see: www.education.leeds.ac.uk/prospective/pgce/programme.php

MSc/MA

If you find a topic of particular interest an MSc or MA is an ideal way to study your interests further.

Graduate Diploma in Mathematics (1 year)

The programme aims to prepare students who wish to pursue postgraduate studies in one of the MSc programmes offered by the School of Mathematics.

Graduate Diploma in Financial and Actuarial Mathematics (1 year)

The programme aims to prepare students who wish to pursue postgraduate studies in the MSc in Financial Mathematics or MSc in Actuarial Finance. It will provide students with the required background knowledge of Probability and Statistics, Finance and Financial/Actuarial Mathematics in order to prepare for the relevant MSc programmes.

MSc Actuarial Finance

The MSc in Actuarial Finance (parented by the Business School) brings together the business knowledge of Leeds University Business School and the mathematical expertise of the School of Mathematics to deliver a distinct specialist programme.

The programme combines theoretical knowledge and technical expertise as well as the specialist knowledge and practitioner orientation required in the actuarial industry. The mixture of lectures and seminars will deliver the theoretical basis and understanding as well as the practical application of a wide range of techniques that actuaries are required to have. Critical awareness of current issues in actuarial finance which is informed by current research and modelling techniques.

MSc Financial Mathematics

This is a challenging postgraduate degree for individuals with ambitions to make their mark in the financial world. The MSc Financial Mathematics (parented by the Business School) gives you access to highly qualified and experienced academic staff of international standing in finance and financial mathematics. They have excellent research expertise, consultancy and business experience in financial services, banking and applied mathematics. With their help, you will learn about advanced finance concepts, knowledge and skills which are both rigorous and have direct application to the professional environment – for a degree that is valued by employers in financial markets across the globe. The programme combines in a unique way finance modules (delivered by Leeds University Business School) and mathematics modules (taught by staff from the School of Mathematics) to provide you with the best of both worlds.

For more information please see www.leeds.ac.uk/lubs/msc-fm and contact Professor Charles Taylor at C.C.Taylor@leeds.ac.uk or e-mail the Postgraduates Admissions Office at masters@lubs.leeds.ac.uk or telephone 0113 343 2613.

MSc Mathematics

This course is designed to build on existing mathematical skills and allow students from a wide range of backgrounds to both broaden and deepen their understanding of their chosen branch of mathematics. The course allows specialisation in areas of pure mathematics, applied mathematics or statistics and allows the flexibility to cover a range of areas or to concentrate in one specific area.

There are a range of taught modules to choose from which provide the opportunity to combine mainstream, advanced mathematical topics and innovative methods selected from the research interests of the School of Mathematics. The programme provides a solid training in mainstream mathematics and will give you an insight into modern developments in mathematics.

For more information contact Professor Jonathan Partington at J.R.Partington@leeds.ac.uk or telephone 0113 343 5123.
MSc Mathematics and Computer Science

This interdisciplinary Masters degree programme combines teaching and research from the School of Mathematics and the School of Computing. You will be introduced to sophisticated techniques at the forefront of mathematics and computer science. The programme has two main strands: algorithms and complexity theory, and connections to logic and combinatorics. It is expected that most students will specialise in one of these two areas during the course, (although not essential).

For further information contact Dr Alison Parker at A.E.Parker@leeds.ac.uk or telephone 0113 343 5126.

MSc Statistics

This is a flexible course that combines in-depth training in mainstream advanced statistical modelling with a broad range of specialisation, including financial mathematics, statistical bioinformatics, shape analysis and risk management.

The course allows you the chance to broaden your understanding of statistics and develop skills across a range of statistical techniques required for a career in statistics or further academic research.

For more information contact Dr Arief Gusnanto at A.Gusnanto@leeds.ac.uk or telephone 0113 343 5135.

MSc Statistics with Applications to Finance

The MSc in Statistics with Applications to Finance at the University of Leeds is a focussed degree programme enabling students from a wide range of backgrounds to both broaden and deepen their understanding of statistics and financial applications.

The programme provides training in a core of statistical techniques (and transferable skills) suitable for either careers in statistical finance or for further academic research.

For more information contact Dr Arief Gusnanto at A.Gusnanto@leeds.ac.uk or telephone 0113 343 5135.

MSc Medical Statistics

The MSc in Medical Statistics is a flexible degree programme blending theoretical and applied statistical disciplines ideal for training in medical statistics. It combines compulsory and optional modules allowing students to train in a range of statistical techniques (and transferable skills) suitable for either careers in medical statistics and research-related professions, or for further academic research.

For more information contact Dr Arief Gusnanto at A.Gusnanto@leeds.ac.uk or telephone 0113 343 5135.

MSc Atmosphere-Ocean Dynamics

This course is designed for students from a mathematical background who wish to apply their skills to understanding the complex behaviour of Earth’s atmosphere and oceans. The focus of the course is on analysing the equations of fluid dynamics and thermodynamics via mathematical and numerical modelling. Training is therefore offered in both modern applied mathematics and atmosphere-ocean science, using teaching resources from the School of Mathematics and School of Earth and Environment.

For more information contact Dr Stephen Griffiths at S.D.Griffiths@leeds.ac.uk or telephone 0113 343 5186.

MSc Data Science and Analytics

The Data Science and Analytics MSc is a highly flexible course which offers the opportunity to develop a range of skills, including analysing structured and unstructured data, analysing large datasets and critically evaluating results in context, through a combination of compulsory and optional modules. By choosing appropriate modules you can follow specific pathways, in business management, healthcare or geographic information systems (GIS), which will allow you to tailor the programme to suit your background and needs.

For more information contact Dr Arief Gusnanto at A.Gusnanto@leeds.ac.uk or telephone 0113 343 5135.

PhD (3-4 years)

Research students work with one or more members of staff as supervisor(s).

You may like to take up the challenge of being part of the creative process of developing new mathematics, and actively contributing to state-of-the-art research.

Leeds is one of the foremost research Universities (a member of the Russell Group) and mathematical research is among the core activities of the School of Mathematics. Among the School’s staff are research leaders and world experts in a wide range of specialist mathematical fields. Students who are driven to be a part of this enterprise may want to pursue a PhD degree, which entails an in-depth research project of several years’ duration, with the opportunity to work under the supervision of experts in specific subject areas.

Each of the three departments of Applied Mathematics, Pure Mathematics, and Statistics offers both MPhil and PhD research degrees. Well qualified students can usually obtain studentships from the EPSRC (Engineering and Physical
Sciences Research Council) or a CASE award, in which research is carried out in co-operation with an industrial, medical or government established partner.

Most postgraduate research is undertaken within the School itself, although there are many opportunities to participate in projects run jointly with other departments in the University, with industrial partners such as ICI and Rolls Royce, and with several government funded establishments such as the Meteorological Office and the British Antarctic Survey.

The topics of research available at any one time depend on the interests of the various members of staff. In addition postgraduates are encouraged to attend lecture courses on advanced topics. There are excellent computing facilities in the School of Mathematics which access a wide range of statistical packages and sophisticated graphics facilities.

For further information about the MSc programmes or research areas we offer please see our postgraduate web pages.

For PhD Courses
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E-mail: maths-phd@leeds.ac.uk
Telephone: 0113 343 5102

For MSc Programmes
Mr Seb Torres
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Fees and Grants
Fees and full grants are available for MSc and PhD degrees, as well as opportunities to assist in marking and tutorial work (for which payment is made).
Section 8:
University Services
Section 9:
Appendices
Appendix I: Library Services

University Library

Your University Library can help you in many ways throughout your time at Leeds. The libraries can provide you with study space (offering both silent and group study), computers, books, journals, advice and workshops.

The “Use the Library” webpages introduce you to the practical information that you will need to make the most of the Library, including where the libraries are on campus, when they’re open and how many books you can borrow: http://library.leeds.ac.uk/use-the-library/

Your subject page on the Library website provides information about resources in your area: http://library.leeds.ac.uk/subjects

Finding books and journal articles

To find items in the Library, use Search@Library (http://library.leeds.ac.uk/library-search). You can look for a specific book, journal or article by searching for the title, or you can search by keyword if you just want to know what books the Library has on a particular topic.

If you have any problems, Library staff will be happy to help.

Joining the Library

Your Student Card is also your Library Card. You need your Student Card to get into the libraries and to borrow books. If you lose it, tell the Library straight away so that they can stop anyone else using your card.

Computing facilities

All libraries on campus have computer clusters and you can access the University’s secure wireless network from all Library sites.

Printing, copying and scanning

Print, copy, scan devices are available in all Libraries for printing, copying and scanning: https://library.leeds.ac.uk/use-the-library

Skills@Library

Skills@Library offer a range of services to help you to develop your academic skills in order to be a successful student. This includes free workshops, online resources and one-to-one drop in sessions. To find out more, go to the Skills@Library website http://library.leeds.ac.uk/skills

Help

Library staff are here to help you, so don’t hesitate to ask them a question! Every Library has an enquiry desk, and you can ask questions online or by phone too: http://library.leeds.ac.uk/contact
Useful information and telephone numbers

Using internal telephones on the campus you need only dial the last 5 digits of a University of Leeds number.

School of Mathematics Director of Student Education
0113 343 5104
Dr Margit Messmer
m.messmer@leeds.ac.uk

School of Mathematics Education Service Manager
0113 343 1426
Mrs Louise Feaviour
l.p.feaviour@leeds.ac.uk

Taught Student Office
ug.office.maths@leeds.ac.uk
www.mathsstudents.leeds.ac.uk/undergraduate

Student Support Officer
0113 343 5140
Miss Heather Ugarte

Student Support Officer
0113 343 5111
Mr Nathan Martin

Student Support Officer
0113 343 3979
Mrs Charlotte Blackburn

Emergencies
(Fire, Police, Ambulance) from an internal phone dial 32222

School of Mathematics
www.maths.leeds.ac.uk