

**SCHOOL OF MATHEMATICS**  
**ASSESSED TAUGHT COURSES AND TRAINING**  
**USER NOTES (from January 2014)**

These 'User Notes' provide practical information on what you need to do to satisfy the following requirements, which we hope you will find useful.

**REQUIREMENTS**

The following are compulsory requirements for PhD students at the School of Mathematics:

- 1. Assessed taught courses: 100 hours worth of lectures or equivalent, taken and passed over the first three years of study (normally at least 50 hours must be taken in Year 1).**
- 2. Subject-specific seminars and/or training as agreed with the supervisor(s).**
- 3. Generic skills training package as described in Section 3 below.**

<http://www.mathsstudents.leeds.ac.uk/research-postgraduates.html>

The above website has a training section with links to MMath and M-level module descriptions, MAGIC courses, and generic skills training providers.

**1. Assessed Taught Courses**

**(MMath / MAGIC / APTS / M-level modules, and similar)**

**MMath Modules**

Links to all undergraduate and taught postgraduate modules

<http://webprod3.leeds.ac.uk/catalogue/modulesearch.asp?T=S&L=UG>

<http://webprod3.leeds.ac.uk/catalogue/modulesearch.asp?Y=201415&T=S&L=TP>

You do not have to formally enrol on these modules; the School policy is that you informally attend the modules but you must be assessed at the end.

You need to check who the module leader is and e-mail them to:

(a) explain you are a School of Maths PhD student and want to take their module as part of your PhD programme's assessed taught course requirements and ask their e-mail permission to attend their module

**and**

(b) ask them what form of assessment they will require you to take for their module (e.g. take-home exam, examples sheets, homework, computer practical, oral presentation or oral exam, etc). This is up to the module leader so it's important you are fully aware of the assessment method and requirements and date of assessment.

Once you have obtained the module leader's agreement to attend, please forward it to Charlotte Blackburn ([C.L.Blackburn@leeds.ac.uk](mailto:C.L.Blackburn@leeds.ac.uk)) asking her to register you on the VLE for that module. Charlotte's office is School of Mathematics Taught Student Office, Maths Satellite, EC Stoner 10.15.

The VLE is the Virtual Learning Environment. More information is on <http://www.leeds.ac.uk/vle/> On the VLE for a taught module you will find course notes and timetable information. The course leaders also use the VLE to send messages to all students attending their module – so it is important to register as described above.

For timetable information go to:

<http://www.leeds.ac.uk/timetable/index.htm>

Individual module timetables are at:

[http://www.leeds.ac.uk/timetable/student\\_timetables.html](http://www.leeds.ac.uk/timetable/student_timetables.html)

The above website also has a campus map and links to building and room information/directions

If personal circumstances cause difficulty with the module assessment then you should complete a 'Special Circumstances' form which can be downloaded under the section 'Exams and assessment' from: <http://www.mathsstudents.leeds.ac.uk/undergraduates.html>

Please hand this 'Special Circumstances' form to the School of Mathematics Postgraduate Research Office as soon as possible (either before or immediately after the assessment). It will be made available to academic staff so the special or extenuating circumstances you have noted can be taken into account for your assessment results.

It is the responsibility of the module leader to advise you of the results of your assessment and you should ask for this in writing (preferably via e-mail) and then forward this e-mail to your Supervisor, cc the PGR Support Officer ([mthPGRadmin@leeds.ac.uk](mailto:mthPGRadmin@leeds.ac.uk)), who will keep the results on your file.

## **MAGIC**

MAGIC (Mathematics Access Grid: Instruction and Collaboration) is a video conferencing facility offered by the School – the MAGIC room is in 11-14 Blenheim Terrace, Room 2.01. The building is opposite Halo on Woodhouse Lane. Information about the MAGIC programme is on: <http://www.mathsstudents.leeds.ac.uk/research-postgraduates.html>

If you want to attend any MAGIC course you need to register online – log in to the MAGIC website by going to <https://maths-magic.ac.uk/admin/index.php>

Use your Leeds University email address <name>[@leeds.ac.uk](mailto:@leeds.ac.uk) as your user name and request the password reminder (even if you have never had a password before). If you have any problems with logging in then please contact the PGR Support Officer on [mthPGRadmin@leeds.ac.uk](mailto:mthPGRadmin@leeds.ac.uk)

**APTS** (Academy for PhD Training in Statistics) is a collaboration between major UK statistics research groups to organise courses for first-year postgraduate researchers in statistics and applied probability nationally. APTS organises four residential weeks of training each year, with two intensive course modules per APTS week. Each APTS week requires preparatory work by students; and APTS students are typically required by their home department to complete short assessment tasks afterwards. Full details on: <http://www2.warwick.ac.uk/fac/sci/statistics/aps/>

## **Ad-hoc postgraduate courses at Leeds**

These can also be taken to count towards your assessed taught course requirements but you must ensure you agree with the academic staff leading the course the form and date of assessment.

## **2. Subject Specific Seminars and/or Training**

Postgraduate researchers are encouraged – through meetings around preparation of their training plan – to engage in other activities as appropriate to their interests or training needs. For example:

- Presenting at or attending school/department/group seminars
- Presenting or attending postgraduate seminars
- Attending or giving a presentation/poster at a conference in or outside Leeds
- Organising a conference or workshop, e.g. a MAGIC conference.  
There is scope to organise the admin side (obtaining funding, booking venues, accommodation, etc. and preparing accounts) and/or the academic side (programme, speakers, abstracts/proceedings, etc.)
- Involvement in teaching (marking, tutoring, workshops, teaching support)
- Membership in a University, School or departmental committee
- Permanent substantial roles involving management, organisation and other relevant skills (e.g. running a student society, organising an event or tournament)

Other courses could include Scientific/Mathematical Writing, FORTRAN, MATLAB, LaTeX, etc. The web page <http://www.mathsstudents.leeds.ac.uk/research-postgraduates.html> gives links to all University of Leeds generic skill providers and courses offered.

### **3. Generic Skills Training**

The faculty of MaPS has put together a package of training intended to provide you with the basics to complete each year of your studies.

<b>Year 1</b>	<b>Booked via:</b>
School Induction (including Health & Safety)	School
Faculty Induction	School
Starting your Research Degree	School
Project Managing your Research Degree	You
LaTeX for Beginners/Improvers OR Word for Thesis & Long Documents	You
Preparing for your Transfer	You

<b>Year 2</b>	<b>Booked via:</b>
Health & Safety Renewal	eCourse
Writing for Research Students in the Sciences OR in-house training	You
Effective Poster Presentation	You
Effective Seminar/Conference Presentation	You
Options Outside Academia OR Developing your Academic Career	You

<b>Year 3</b>	<b>Booked via:</b>
Health & Safety Renewal	eCourse
Preparing for your Viva OR confirmation of practice viva	You
Final Stages of your Research Degree	You

Please ensure that you book onto courses and workshops at the appropriate time in your studies.

More details can be found at <http://www.maps.leeds.ac.uk/postgraduate-research/faculty-training-policy.html> including a link to the SDDU booking system.

### **4. How to Record Your Training on the PDRS**

#### **To record assessed taught courses on the PDRS:**

You must enter all assessed taught courses taken (together with the assessment results) on the Training Log tab on the Postgraduate Development Record System (PDRS)

<https://www.pdr.leeds.ac.uk/>

- (i) Click on: 'Training log' tab
- (ii) In the 'Add a training event' window – select the following:
  - 'Provider': select the following from the drop-down list:
    - Other (non-generic)
  - 'Event': select one of the following options from the drop-down list:
    - 'Assessed: APTS' (for Statistics students only)
    - 'Assessed: MAGIC'
    - 'Assessed: Module'
    - 'Assessed: Other'

- ‘Date attended’: you cannot enter a date in the future, so please enter either
  - the date you are entering the information
  - or**
  - the actual start date of the assessed taught course
- ‘Comments/reflections’: enter the following information (in exact order given below):
  - Course title: this should be the full title with course number and description, e.g. MAGIC022 Mathematical Methods, or MATH5124 Advanced Set Theory, etc.
  - Hours: enter the number of lecture hours here (please contact the module leader if you do not know this)
  - Assessment type: e.g. take-home exam, examples, homework, presentation, etc.
  - Assessment result with date: e.g. 75/100, 14 April 2015 This should be entered later when known – to do this go to the ‘**Training recorded locally**’ window on the Training log tab, then select the relevant assessed taught course listed and click on ‘reflections’ or ‘edit’ option (whichever is listed) and then update with the result and date information.

### **To record subject specific and generic skills training courses on the PDRS:**

Most centrally organised courses have their details automatically added following attendance, and some Faculty or School sessions may also be logged in this way. However, you are expected to check that this has occurred, and to add details of any missing School or Faculty events, and external events yourself. It can take up to two weeks for School or central courses to show on the system, so please don’t duplicate the record by adding it yourself before checking.

- Subject specific and generic skills training are added via the Training Log tab on the Postgraduate Development Record System (PDRS) <https://www.pdr.leeds.ac.uk/> Click on: Training log tab
- In the ‘Add a training event’ window:
  - ‘Provider;’: select from drop-down list
  - ‘Event’: select from drop-down list
  - ‘Date attended’: enter the start date of the generic skills training
  - ‘Comments/reflections’: for generic skills training this entry is optional

If the training you attended is not shown on the Event drop-down list then please email the PGR Support Officer ([mthPGRadmin@leeds.ac.uk](mailto:mthPGRadmin@leeds.ac.uk)) with the following information: Provider name, Event title and date(s) attended, with the start/end time(s) – she will then be able to add this to the PDRS for you.

### **PDR ‘My Training Plan’**

Even once the Training Plan form has been uploaded to the PDR, you still have the opportunity to add things to your record through the use of the PDR tool, ‘My Training Plan’, available through the sidebar of the PDR. Your supervisor can confirm a specific course has been completed, and you can add to this at any point in the year.

The PDR lists a point value for each course taken, and provides a ‘Points Summary’ at the bottom of the tab. However, this facility is not used in Faculty of MaPS so you can disregard this aspect.

### **5. Who to Contact if Queries or Problems**

Any queries on what courses/training to take or about course content should be discussed with your supervisor(s) and/or your Departmental Postgraduate Research Tutor.

For any other queries or for help, please contact the PGR Support Officer - [mthPGRadmin@leeds.ac.uk](mailto:mthPGRadmin@leeds.ac.uk)