QUICK GUIDE
You don’t need to read every word in this Handbook immediately, but you should browse through it, so you know what information it contains.

The key things to do first are:
1 Check the Calendar for important dates.
2 If you need help see Section 1.5 for whom to ask.

IMPORTANT

- EMAIL - 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 School of Maths MSc Student Resources web page at http://www.mathsstudents.leeds.ac.uk/taught-postgraduates.html 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.
CONTENTS

CALENDAR FOR ACADEMIC YEAR 2016-2017................................................................. 5

SECTION 1: THE SCHOOL OF MATHEMATICS .............................................................. 6
  1.1  Welcome to the School of Mathematics ............................................................. 6
  1.2  Who’s Who in Mathematics? ............................................................................ 6
  1.3  Layout of the School of Mathematics .............................................................. 6
  1.4  Communications / Where to Look .................................................................. 6
  1.5  Who to Ask for Help or Advice ....................................................................... 7
  1.6  Computing and Photocopying Resources ....................................................... 7
  1.7  The Student Committees ................................................................................. 7
  1.8  The Mathematics Society ................................................................................ 8

SECTION 2: TEACHING AND LEARNING ..................................................................... 9
  2.1  Frequently Used Terminology ......................................................................... 9
  2.2  Modules ............................................................................................................ 9
  2.3  Coursework ..................................................................................................... 9
  2.4  Calculators ...................................................................................................... 9
  2.5  Booklists ......................................................................................................... 10
  2.6  What is Expected of You ................................................................................ 10
  2.7  Attendance Monitoring ................................................................................... 10
  2.8  Behaviour in Lectures .................................................................................... 10
  2.9  What is a Reasonable Amount of Work? ......................................................... 11
  2.10  What You Have a Right to Expect from Lecturers ........................................ 11
  2.11  Plagiarism (or Cheating) ............................................................................... 12
  2.12  Referencing Styles ....................................................................................... 12
  2.13  Seeking Academic Help .............................................................................. 12
  2.14  Student Feedback ......................................................................................... 13
  2.15  The Student Complaints Procedure ............................................................... 13
  2.16  Appeals Against Examination Results .......................................................... 13
  2.17  Student Employment .................................................................................... 13

SECTION 3: PERSONAL ADVICE .............................................................................. 14
  3.1  Personal Tutors ............................................................................................... 14
  3.2  Changing your Modules ................................................................................ 14
  3.3  What to Do in Case of Illness ......................................................................... 15
  3.4  Health & Safety .............................................................................................. 15
  3.5  Timetables ..................................................................................................... 16

SECTION 4: MAKING A SUCCESS OF YOUR COURSE ............................................ 167
  4.1  Useful Tips ...................................................................................................... 17

SECTION 5: EXAMINATIONS AND ASSESSMENT .................................................. 18
  5.1  Examination Information ................................................................................ 18
  5.2  Medical and Other Personal Matters Affecting Student Performance .......... 20
  5.3  Plagiarism and Cheating in University Examinations .................................... 20
  5.4  Appeals ......................................................................................................... 21
  5.5  Classification (including resit rules) .............................................................. 21

SECTION 6: NOTES ON DISSERTATION .................................................................... 22

SECTION 7: FURTHER POSTGRADUATE OPPORTUNITIES .................................... 24
  7.1  PhDs .............................................................................................................. 24
  7.2  Postgraduate Certificate in Education (PGCE) ............................................ 25
### SECTION 8: UNIVERSITY SERVICES

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>University Library</td>
</tr>
<tr>
<td>8.2</td>
<td>Taught Student Administration (TSA)</td>
</tr>
<tr>
<td>8.3</td>
<td>Careers Centre</td>
</tr>
<tr>
<td>8.4</td>
<td>Equality Policy Unit</td>
</tr>
<tr>
<td>8.5</td>
<td>Disabled Students’ Assessment and Support</td>
</tr>
<tr>
<td>8.6</td>
<td>Leeds Student Medical Practice</td>
</tr>
<tr>
<td>8.7</td>
<td>Chaplaincy</td>
</tr>
<tr>
<td>8.8</td>
<td>International Student Office</td>
</tr>
<tr>
<td>8.9</td>
<td>Student Counselling Centre</td>
</tr>
<tr>
<td>8.10</td>
<td>LUU Student Advice Centre</td>
</tr>
</tbody>
</table>

### APPENDIX I: USEFUL TELEPHONE NUMBERS
## Calendar for Academic Year 2016-2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 26th September</td>
<td>Semester 1 teaching starts</td>
</tr>
<tr>
<td>Sunday 2nd October</td>
<td>Online module enrolment deadline</td>
</tr>
<tr>
<td>Friday 21st October</td>
<td>Deadline for changing Semester 1 modules</td>
</tr>
<tr>
<td>Monday 24th October</td>
<td>Deadline for registration onto programme</td>
</tr>
<tr>
<td>Friday 28th October</td>
<td>Deadline for students to notify Taught Student Administration of Sabbath &amp; Holy Day commitments</td>
</tr>
<tr>
<td>Friday 11th November</td>
<td>Provisional Semester 1 exam timetable published</td>
</tr>
<tr>
<td>Friday 18th November</td>
<td>Deadline for students wishing to take temporary leave to have completed leaver’s form</td>
</tr>
<tr>
<td>Friday 25th November</td>
<td>Final Semester 1 exam timetable published</td>
</tr>
<tr>
<td>Friday 9th December</td>
<td>Semester 1 exam timetable with exam rooms published</td>
</tr>
<tr>
<td>Friday 9th December</td>
<td>End of Semester 1 teaching</td>
</tr>
<tr>
<td>Friday 23rd December – Monday 2nd January</td>
<td>University closed</td>
</tr>
<tr>
<td>2017</td>
<td></td>
</tr>
<tr>
<td>Monday 9th – Friday 20th January</td>
<td>Semester 1 examinations</td>
</tr>
<tr>
<td>Monday 23rd January</td>
<td>Semester 2 teaching starts</td>
</tr>
<tr>
<td>Monday 23rd January</td>
<td>Deadline for submitting Mitigating Circumstances Forms for Semester 1</td>
</tr>
<tr>
<td>Friday 17th February</td>
<td>Deadline for changing Semester 2 modules</td>
</tr>
<tr>
<td>March</td>
<td>Choose MSc Dissertation topic <em>(more information will be circulated closer to this time)</em></td>
</tr>
<tr>
<td>Friday 10th March</td>
<td>Provisional Semester 2 exam timetable published</td>
</tr>
<tr>
<td>Friday 17th March</td>
<td>Deadline for students wishing to take temporary leave to submit a leaver’s form</td>
</tr>
<tr>
<td>Thursday 23rd March</td>
<td>Final Semester 2 exam timetable published</td>
</tr>
<tr>
<td>Friday 24th March</td>
<td>End of teaching for Easter break</td>
</tr>
<tr>
<td>Wednesday 12th April</td>
<td>Semester 2 exam timetable with exam rooms published</td>
</tr>
<tr>
<td>Thursday 13th April (pm) – Tuesday 18th April</td>
<td>University closed</td>
</tr>
<tr>
<td>Monday 24th April</td>
<td>Semester 2 teaching recommences</td>
</tr>
<tr>
<td>Monday 1st May</td>
<td>University closed</td>
</tr>
<tr>
<td>Friday 5th May</td>
<td>End of Semester 2 teaching</td>
</tr>
<tr>
<td>Monday 8th – Friday 12th May</td>
<td>Revision week</td>
</tr>
<tr>
<td>Monday 15th May – Friday 2nd June</td>
<td>Semester 2 examinations</td>
</tr>
<tr>
<td>Monday 29th – Tuesday 30th May</td>
<td>University closed</td>
</tr>
<tr>
<td>Monday 5th June</td>
<td>Deadline for submitting Mitigating Circumstances Forms for Semester 2</td>
</tr>
<tr>
<td>Friday 16th June</td>
<td>End of term</td>
</tr>
<tr>
<td>June – August</td>
<td>Work on MSc Dissertation topic</td>
</tr>
<tr>
<td>Monday 3rd July</td>
<td>Taught module results available on the Portal</td>
</tr>
<tr>
<td>Monday 31st July</td>
<td>August resit exam timetable with exam rooms published</td>
</tr>
<tr>
<td>Tuesday 15th – Friday 25th August</td>
<td>August resit examinations</td>
</tr>
<tr>
<td>End of August <em>(specific date to be confirmed)</em></td>
<td>Submission deadline for MSc Dissertation</td>
</tr>
<tr>
<td>Monday 28th – Tuesday 29th August</td>
<td>University closed</td>
</tr>
<tr>
<td>Wednesday 30th August</td>
<td>Deadline for submitting Mitigating Circumstances Forms for August resits</td>
</tr>
<tr>
<td>Beginning – mid September <em>(specific date to be confirmed)</em></td>
<td>MSc Dissertation oral presentations</td>
</tr>
</tbody>
</table>

Students are required to remain in Leeds throughout all terms, except weekends. If you need to be away during the term for medical or personal reasons you need to submit an absence request via the PORTAL. 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)
Section 1: The School of Mathematics

1.1 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.

In this Handbook we have tried to collect together some of the most important information that you will need. It is designed as your first source of reference. Please read it carefully and keep it for reference in the future. If you have a query or problem that cannot be resolved by looking in this Handbook, please ask for help. The Sections 1.2 Who’s Who in Mathematics? and 1.5 Who to Ask for Help or Advice will point you in the right direction.

1.2 Who’s Who in Mathematics?

Head of the School of Mathematics: Professor Alastair Rucklidge

Head of the Department of Applied Mathematics: Professor Mark Kelmanston
Head of the Department of Pure Mathematics: Professor H Dugald Macpherson
Head of the Department of Statistics: Professor Charles Taylor

Programme Co-ordinators:
MSc Statistics, MSc Statistics with Applications to Finance, MSc Medical Statistics and MSc Data Science and Analytics
MSc Mathematics and Graduate Diploma Mathematics: Dr Arief Gusnanto
MSc Mathematics and Computer Science: Dr Alison Parker
MSc Atmosphere-Ocean Dynamics: Dr Stephen Griffiths
Graduate Diploma Financial-Actuarial Mathematics: Dr Georgios Aivaliotis

Administration:
Director of Student Education: Dr Margit Messmer
School Education Service Manager: Mrs Louise Feaviour
Student Support Officer: Miss Heather Ugarte
Student Support Officer: Mrs Charlotte Blackburn
Student Support Officer: Mr Nathan Martin
Health & Safety Representative: Mrs Margaret Jones

Note that the Student Support Officers should be your first point of contact if you have a query.

1.3 Layout of the School of Mathematics

The School of Mathematics has recently undergone a major refurbishment and there are new student working areas on Levels 8 and 9. Some members of academic staff are located in the Maths Satellite Area, which can be found on Level 10 of the EC Stoner Building and there are also some staff in the Physics Research Deck. The School of Mathematics webpages give you each staff office location.

1.4 Communications / Where to Look

Individual messages for you will usually be sent to you by e-mail. Messages for members of staff should be sent by e-mail. There are noticeboards and whiteboards in the Mathematics building, which contain useful information and important notices.

The School’s website: [http://www.mathsstudents.leeds.ac.uk/taught-postgraduates.html](http://www.mathsstudents.leeds.ac.uk/taught-postgraduates.html) provides useful information on all aspects of your student life and provides various forms for download.

It is your responsibility to check your e-mail and the notice boards at frequent intervals. Both of these methods are used to convey important information.
1.5 Who to Ask for Help or Advice

There are lots of people in the University who can help you with problems, both within the School of Mathematics and elsewhere. Here we suggest the people you should contact in particular cases, more information can be found in later sections of this handbook.

If you have personal problems: Personal Tutor, Programme Co-ordinator, Student Support Officer, the Student Advice Centre at Leeds University Union, the University Counselling Service or Nightline.

If you have any complaints: Personal Tutor, Programme Co-ordinator, Director of Student Education or the Student Advice Centre at Leeds University Union.

If you have problems with procedures or forms: Student Support Officers or the Student Services Centre (Marjorie & Arnold Ziff building).

If you have problems with accommodation: The University Accommodation Office, Student Advice Centre, or UNIPOL.

If you have problems with your timetable: Please contact the School Education Service Manager.

If you change your home or term time address: Please ensure that you keep these addresses updated on the Portal and if you have any problems contact the Student Support Officers. It is very important that we have your current Leeds and home addresses in case of any emergencies.

If you don’t know who to ask: Ask your Personal Tutor or the Student Support Officers.

1.6 Computing and Photocopying Resources

The MyPrint service is available to all students and it provides access to on demand printing, copying and scanning facilities in many locations throughout the University campus. To use the service you must purchase credits either online, use the 2 money loaders on campus or use cash at the ISS Help Desk and have an ID card so that you can login to the print, copy and scan devices (all student cards are pre-registered). Photocopying facilities are also available in all the University Libraries, please check here for further information: http://it.leeds.ac.uk/info/65/print_scan_and_copy. The Print and Copy Bureau, located on the Ground Floor (Level 6) opposite the Waterside Cafe in the Roger Stevens Building, also provides a range of printing and copying services and the School of Maths has a printer located in the Reading Room on Level 9, which you will need printer credits to use.

There are various places within the School of Maths that students can use as work areas and where computers are available, for example, the Reading Room, Levels 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 available at the Brotherton and Edward Boyle Libraries.

1.7 The Student Committees

The School of Mathematics has a Staff-Student Forum (for taught students) made up of elected student representatives and certain members of staff. It meets regularly to discuss issues raised by students. The minutes of the meetings are written by the Secretary of the Committee and they are circulated to all members of the academic staff. Issues raised by the Staff-Student Forum are discussed by the School Taught Student Education Committee which takes action where appropriate.

There are lots of good reasons for being a Student Representative, such as: gaining a variety of personal skills: communication, negotiation, presentation, problem solving and working in a team; also developing confidence and assertiveness, and having a sense of responsibility and achievement.

If you are interested in being a Representative please contact Nathan Martin in the Taught Student Office.
1.8 The Mathematics 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.

The committee is in place for one year with the change-over taking place towards the end of the year.

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

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

https://twitter.com/leedsmathsoc

https://www.facebook.com/groups/1757629117785364/
Section 2: Teaching and Learning

2.1 Frequently Used Terminology

**Module**
The teaching units into which each programme of study is divided. Each module has a module code. Modules are usually worth 15 or 20 credits, but may be worth 10 or 60 credits. You take modules amounting to 180 or 185 credits with about 60 credits in each Semester. See Section 2.2 for more information on modules.

**Module Code**
The letters indicate the School which teaches the module. The first number tells you the level of the module. For example, MATH3802 is the code for Level 3 module Time Series.

**Compulsory Module**
A module in your programme you are automatically enrolled on.

**Optional Module**
One of a list of Mathematics and related modules from which students in particular programmes of study can choose.

**Programme of study**
A particular course. For example, MSc Statistics and MSc Mathematics are two of the Taught Postgraduate programmes of study.

**Semester**
These are two periods into which an academic year is divided with examinations at the end of each one. The summer period is devoted to the dissertation.

**Session**
The academic year.

**Term**
These are periods when you are required to be in Leeds. There are three terms per academic year separated by holidays, at Christmas and at Easter. You need to submit an absence request via the PORTAL if you need to be away during term time.

2.2 Modules

Lectures normally start at 5 minutes past the hour and last for 50 minutes. Other timetabled slots may be designated as “Practical Workshops”, “Examples classes” or “Computer Practicals”. Further information about online module enrolment is available at [http://students.leeds.ac.uk/info/10103/module_enrolment](http://students.leeds.ac.uk/info/10103/module_enrolment). Once you have accessed online module enrolment, you will find links to module descriptions.

2.3 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 is to collaborate with other students in solving problems. You are encouraged to discuss the set coursework with other students, but you should submit your own solutions for marking. For guidance on the difference between collaborating and copying, see Section 2.10 Plagiarism (or Cheating).

2.4 Calculators

The School of Mathematics' policy is that only calculators with a special approval sticker issued by the School of Mathematics are allowed to be used in Mathematics exams. Standard models which will be approved are:

- **Casio fx-83, fx-85, fx-350 series**
- **Sharp EL-531 series**

To get your calculator approved, you need to go to the Taught Student Office (room 8.34 in the School of Mathematics). Students need to ensure in good time before the exam that their calculator has an approval sticker. Calculators not carrying an approval sticker by the School of Mathematics will be removed by the
invigilator and no replacement will be provided. 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 coursework you may use any type of calculator you like, unless you are told otherwise.

2.5 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).

2.6 What is Expected of You

Partnership Agreement - The Partnership Agreement 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 Learning and Teaching Board. The Partnership Agreement can be found at: http://students.leeds.ac.uk/info/10900/the_partnership.

You must adhere to the behaviour specified in the University's Code of Conduct which requires you to:

a) Attend lectures regularly.
b) Hand in all your set coursework on time.
c) Attend practical sessions and workshops.
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 (see also Section 5).

If you fail to hand in a piece of set work, you must provide a reason (such as ill health) to the relevant tutor, to whom you hand in the work. If you are absent from a teaching activity you must submit an absence request via the PORTAL.

Students who neither meet these requirements nor provide adequate reasons will be subject to penalties, including, in extreme cases, being required to leave the University.

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.

2.7 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.

2.8 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 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 be respectful and considerate of others, both of fellow students and staff. Students are expected 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 behavior
- Ask the student to attend a formal meeting with the School’s Director of Student Education - a formal record of this meeting will be retained on the student’s academic record.
- In extreme and persistent cases the School can refer students to the University’s Office of Academic Appeals and Regulations which may impose one or more penalties, such as a fine, a formal warning or suspension from the University.

**2.9 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 15 credit module should involve 150 hours of work, including timetabled hours and preparation for exams. Based on this, our expectation is that you will normally need to spend four hours or more per week on each 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.

**2.10 What You Have a Right to Expect from 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. Lecturers and tutors will give guidance as to relevant books, specifying those that are essential.

2.11 Plagiarism (or Cheating)

Please visit http://students.leeds.ac.uk/info/10110/cheating_and_plagiarism which provides you with all the information you need to know with regard to plagiarism, for example:

- The University’s definition of plagiarism: What is it? Why is it important?
- Penalties and procedures – what to expect if your tutor thinks you have plagiarised
- Examples of good and bad practice
- How to avoid plagiarism – tutorials on steps you can take to ensure your work is plagiarism free

You must also complete and pass the Academic Integrity Tutorial, which you can find at the following link: http://library.leeds.ac.uk/tutorials/integrity/generic/

2.12 Referencing Styles

Harvard (also called the Author-date style) and Numeric (also called the Numbered List or Vancouver style) are the standard forms of citation styles in Maths and you should use one of these styles unless the Module Manager informs you otherwise. You can find information about these on the skills@library website.

- If you are writing an article for publication in an academic journal, refer to the publisher’s guidelines for authors.
- For your University work, check first with your supervisor to see if you are required to use a particular style of referencing.
- Make sure you use the correct conventions for the style of citation you have chosen.
- Be consistent in your use of a referencing style.
- Always acknowledge the sources of all your quotations, arguments and ideas, even if you don’t quote the source directly.
- When writing your bibliography you must ensure that you include all the required details about each information source. These vary according to the type of materials you have used, so a reference for a book will include different information to a reference for a patent.
- Note that, in most referencing styles including Harvard and Numeric, the title and subtitle are made prominent by italicising the text. You may underline instead if you wish.
- If there are more than three authors, you can include the name of the first and then replace the others with "et al".
- Keep a detailed record of the sources of information you use in your research as you consult them – it may be impossible to find them again later if you haven’t noted all the bibliographic details the first time.
- If you photocopy a journal article, make sure it shows the journal title, volume and issue numbers, and page numbers. If it doesn’t, write them on.
- Keep print-outs of any webpages you have consulted.
- If you’ve lost the details of one of your references, you won’t be able to use it in your assignment – using it without an acknowledgement would be plagiarism.
- One traditional method of storing your references is to write the details of each useful source you’ve consulted on a small card, which you can file in alphabetical order.

2.13 Seeking Academic Help

We expect you, as a University student, to take responsibility for your own learning. 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 difficulties the usual step would be 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 Co-ordinator.
2.14 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, your Personal Tutor or the Programme Co-ordinator.

We collect feedback systematically through module and course surveys. Another way to make suggestions or to raise problems is through your representative on one of the Student Committees (see Section 1.7 The Student Committees).

2.15 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. 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, see: http://students.leeds.ac.uk/info/100006/feedback_and_complaints.

2.16 Appeals Against Examination Results

The procedure for appealing against examination results is available at the following link: http://students.leeds.ac.uk/info/10111/examinations_and_assessment/823/appeals. 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 set out the grounds of your appeal within the published deadlines.

You are advised to consult the Programme Co-ordinator 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.

There is no process for students requesting a remarking of an exam.

2.17 Student Employment

You might want to get a part-time job whilst studying for your University award to help earn some extra money as well as gain valuable work experience and learn new skills. As a full-time student, you are advised to work no more than 10 hours per week during term-time. For information on part-time, temporary and casual work visit Joblink in the LUU Building - http://www.leedsuniversityunion.org.uk/jobs/

Tel: (0113) 3801 448

Email: joblink@leeds.ac.uk
Section 3: Personal Advice

3.1 Personal Tutors

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 with them. Personal Tutors can help students as:

**Academic Adviser:** Advising students on academic choices particularly on the choice of modules, explaining the University's rules and regulations, and helping students with academic difficulties.

**Personal Counsellor:** Helping students with personal problems.

**Advocate:** Representing the student at appropriate times when they have problems with the central administration or other departments.

**Referral Agent:** Pointing the student in the direction of specialised advice services within the University e.g. the Counselling Service, Student Advice Centre, Accommodation Service, Medical Centre, University Chaplains, Careers Centre, International Student Adviser, Adviser for Students with Disabilities, and the Careers Centre.

**Job References:** Students frequently ask their Personal Tutor to write references for them when they are applying for jobs. It is your responsibility to ensure that your Personal Tutor has the relevant information, for example about your non-academic activities that would be helpful when writing references.

You will find the name of your Personal Tutor on Leeds for Life. Students who wish to change their Personal Tutor should see their Programme Co-ordinator.

3.2 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. More information is available on: http://students.leeds.ac.uk/info/10103/module_enrolment

If you are thinking of changing modules you should consult your Personal Tutor or your Programme Co-ordinator. To change modules you need to fill in a Change of Module Form, which can be obtained from the Taught Student Office (room 8.34 in the School of Mathematics).

You should return the form to the Taught Student Office so that the form can be processed, and your record updated.

You can view the list of modules you are currently enrolled for on the web at https://studentservices.leeds.ac.uk

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 modules: Friday 21st October 2016.
For Semester 2 modules: Friday 17th February 2017.
3.3 What to Do in Case of Illness

If you miss any teaching activities, you must submit an absence request via the PORTAL; for details see http://students.leeds.ac.uk/info/10108/attendance_and_absences. Where the absence through illness exceeds 5 days, a medical certificate will be required and this should also be given to the Taught Student Office. You must keep your Personal Tutor fully informed of illness which may affect your studies.

3.4 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 School’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 Web-site for more information. http://www.leeds.ac.uk/safety/index.htm

Roles and responsibilities

Employees, research staff and students.

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 miss 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 (Chancellors Court) 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 as the School will not be held responsible for any items that are lost or stolen.

Smoking:
The University of Leeds is committed to the health, safety and well being 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:
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.

The Health and Safety representative in the School is Mrs Margaret Jones (contact number (0113) 3435101 email on: medsjon@leeds.ac.uk).

3.5 Timetables
You can access your personal timetable online via the PORTAL. Please make sure to check it regularly since changes occur occasionally.

If you have a timetable clash, please contact the School Education Service Manager, Louise Feaviour at L.P.Feaviour@leeds.ac.uk
Section 4: Making a Success of Your Course

4.1 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 rereading 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.

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 Section 2.10).

Find a suitable place to work

- The School of Mathematics provides working space for students on levels 8 and 9 and in the Maths Satellite.
- The library is a good place to work if your flat, hall or house isn’t quiet.

Manage your time sensibly

- Start as you mean to go on; develop a regular pattern of study time.
- 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.

Do not 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 5: Examinations and Assessment

5.1 Examination Information

The contact for examinations in the School of Mathematics is the School Education Service Manager Louise Feaviour (L.P.Feaviour@leeds.ac.uk). If you find you have any examination timetable clashes, ill health affecting examinations or any other examination queries you should contact Louise or call in to the Taught Student Office.

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 in Section 3.2 may be subject to an administration fee and your name might not appear on the seating list for the examination.

Examination Timetables

The provisional exam timetables will be published on the Student Services Centre website on the dates noted in the Calendar at the start of this Handbook.

You must check the timetable carefully to make sure that the examinations you will be taking do not clash. The provisional timetable is published in order that any difficulties can be addressed.

Once the final timetable has been published it is your responsibility to note the dates, times and venues of your examinations carefully.

If you wish to register exemption from University examinations on Sabbath or Holy days you must notify the Examinations Officer in TSA (Taught Student Administration is located in Student Services Centre, Marjorie & Arnold Ziff building) 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.

Examinations

In the majority of cases, modules are assessed principally by written examinations held in:

- January for Semester 1
- May/June for Semester 2

In common with all UK Universities, external examiners comment on the acceptability of examination papers and check standards of marking of students’ examination scripts and project reports. It is not normal practice in the School of Mathematics for students to be called for oral examination by examiners, except for certain 100% project and assignment modules.

You require your Student Card for examinations, which must be placed on your desk during each examination so that it can be seen by the Invigilator. During examinations, silence must be preserved in the examination rooms and smoking is not permitted. If you require anything you should raise your hand but do not leave your place.

Should you wish to leave the room temporarily you must be accompanied by an Invigilator. The University also requires that students who leave an examination before the last 10 minutes must hand in their answer book(s) to the Invigilator. They must not be left on the desk.

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, who will be able to obtain clarification from an Examiner. 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 or 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 (unless this is printed on pink paper). In the August resit examinations question papers may not be removed.

Assessment / Progression

Beside written examinations, some proportion of the assessment may be through coursework or tests. Details are given in module descriptions of the weights of components used in assessment. You will be given a numerical grade for each module. You can find detailed information about module marks at http://www.mathsstudents.leeds.ac.uk/undergraduates/holder-for-ug-stuff/module-marks.html

If you fail a taught module, you normally have the opportunity to resit the exam for the module in the summer for a maximum mark of 40 for level 3 modules, and for a maximum mark of 50 for level 5M modules. More details about resits can be found at http://www.mathsstudents.leeds.ac.uk/taught-postgraduates/holder/resits.html.

Absence from Examinations

It should be emphasised that the University authorities adopt a very strict attitude to failure to attend examinations.

Anyone who misses an examination for any reason should report this immediately to Louise Feaviour.

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, however, appropriate certification is not provided the candidate will be normally considered absent without good cause.

Past Examination Papers

It is a good idea to obtain copies of past examination papers available at: http://students.leeds.ac.uk/info/10111/examinations_and_assessment/825/past_exam_papers

Please note that examinations are based on the material as taught in the current academic year, and can vary considerably from year to year.
Use of Calculators in Examinations

See page 9 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. Some Schools may permit the use of more sophisticated calculators for their modules. However, the use of miniature information processors for the storing of examination notes is not permitted and would be regarded as cheating.

5.2 Medical and Other Personal Matters Affecting Student Performance

If you have any medical or other mitigating circumstances affecting your performance you must complete a Mitigating Circumstances Form by a set date and submit it to the Taught Student Office. You can find these on the Maths Student webpages or in the Taught Student Office.

If you need advice as to whether you should submit a request for consideration of mitigating circumstances, please talk to your Personal Tutor, your Programme Co-ordinator or Heather Ugarte in the Taught Student Office. Please note that such requests must be submitted by the deadlines noted in the Calendar.

Missed coursework/coursework extension.

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

For extensions of more than 2 working days, students must submit a Mitigating Circumstances Form to the Maths Taught Student Office no later than 5 working days after the submission deadline. Forms can be obtained in the Maths Taught Student Office or online at http://www.mathsstudents.leeds.ac.uk/taught-postgraduates.html. 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.

5.3 Plagiarism and Cheating in University Examinations

Plagiarism

See Section 2.10 for a definition of “plagiarism” and the penalties which can be applied to students found guilty of it.

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.
5.4 Appeals

Anyone who thinks they have been treated unfairly in regard to the results of their examinations should read Section 2.14 on Appeals Against Examination Results.

5.5 Classification (including resit rules)

MSc

The MSc is assessed in two parts - the taught programme and the dissertation. The taught programme is assessed through two formal examination periods, one at the end of each semester. The dissertation project is examined through the submission of a dissertation and an oral examination/presentation.

For level 3 modules (modules coded as MATH3xyz), the pass mark is 40 and for level 5 modules (coded MATH5xyzM) the pass mark is 50. To obtain a pass overall, students must pass modules worth at least 150 credits with at least 135 level 5 credits passed, and achieve an overall average of at least 50. If the average mark for the course exceeds 60 the MSc is awarded with Merit; greater than 70 gets a Distinction.

Graduate Diploma

The Graduate Diploma is assessed only on the taught programme and does not include a dissertation. To obtain a Graduate Diploma in Mathematics or in Financial and Actuarial Mathematics, in addition to the specific programme requirements, you need to have passed at least 100 credits in total, of which at least 60 credits are at level 3 and your overall classification average must be at least 4.0.

Students with satisfactory performance will be eligible for a place on one of the MSc programmes in the following academic year. The conditions will typically be a weighted average of 60% or greater over all modules taken, with a weighted average of at least 60% over all level 3 or higher modules, and possibly more specific conditions depending on the MSc programme the applicant is aiming for.

For resit rules please visit: http://www.mathsstudents.leeds.ac.uk/taught-postgraduates/holder/resits.html
Section 6: Notes on Dissertation

For details regarding the dissertation please refer to the MATH5000M, MATH5871M and MATH5872M Dissertation Handbooks.

Your dissertation should be prepared in the format described below using the mathematical typesetting package LaTeX. Training in LaTeX will be provided in Semester 2.

Length

The total length of the dissertation must not exceed 80 pages, including figures and tables. If appropriate, supplementary data, diagrams, etc. can be included as an appendix.

Page numbers

Consecutive, centred at the top or bottom of the page, starting with first page of text proper, usually the introduction.

Title page

First page of the dissertation, not numbered.

Abstract

Very important, should be on single page, not numbered, following the title page. Line spacing may be reduced, if necessary, to keep the abstract on a single page. It must be written carefully in the third person, present tense, passive voice. Because the abstract is a summary which presents the main findings of the work, it should be written last.

A separate copy of the abstract, headed by dissertation title and name of author is also required and is to be submitted along with the signed Academic Integrity Form, available from the Taught Student Office.

Contents

A full list of contents, with page numbers, is required. Lists of figures and tables, with location page numbers, should follow the text contents. These contents pages should be numbered using roman numerals.

Symbols and abbreviations

If you use them in several different places, provide a list here of all symbols and abbreviations used in the dissertation, with definitions. This page follows the contents.

Acknowledgements

May be made on the page following symbols and abbreviations, still numbered with roman numerals. You must acknowledge assistance, both from companies/organisations outside the university and from supervisors.

Text

Plan this as a series of chapters that develop logically from one another. Begin with an introduction to the problem, describe methods, then results before the interpretation. Always keep data and interpretation separate.
Copies

The final report must be written in LaTeX and then the pdf file should be submitted electronically via the VLE, which will be checked for plagiarism using the standard University plagiarism software.

Any student who has been working in co-operation with an organisation outside the University must submit an additional copy for donation to that organisation. You should enquire of the intended recipients as to whether they require a bound-copy - you may only have to supply a spiralbound copy, which is cheaper. All costs of binding must be met by the student.

Plagiarism

Subject material, diagrams, test results etc. produced by others can be used in the dissertation, but they MUST be attributed. Otherwise, the use of unattributed material is regarded as plagiarism and could result in failing the course (please see Section 2.10 for further details).

Topic and Supervisor

Further guidance and notes will be circulated after the January examination period.
Section 7: Further Postgraduate Opportunities

7.1 PhDs

Each of the three departments of Applied Mathematics, Pure Mathematics, and Statistics has 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, please see http://www.maths.leeds.ac.uk/postgraduate-research.html

Applied Mathematics

Most of the department's research can be included under the headings:

Applied Nonlinear Dynamics
Astrophysical and Geophysical Fluid Dynamics
Computational PDEs
Integrable Systems and Mathematical Physics
Mathematical Biology
Non-Newtonian and Polymeric Fluid Dynamics

Pure Mathematics

Among the current interests of the Department are the following topics:

Algebra: Non-commutative rings, modules, commutative rings and algebraic geometry, representation theory of algebras, permutation groups.

Analysis: Banach algebras, operator algebras, differential geometry, harmonic analysis, harmonic maps, Hardy spaces.

Differential Geometry: harmonic maps and morphisms, submanifold theory, geometric singularity theory, soliton dynamics and mathematical physics.

Mathematical Logic: Computability theory, degrees of unsolvability, generalized recursion theory, model theory, set theory, proof theory, theoretical computer science.

Statistics

Areas of interest include:

Shape Analysis
Spatial Linear Model
Sums of Independent Random Variables
Robustness
Medical Image Analysis
Classification
7.2 Postgraduate Certificate in Education (PGCE)

The University has a large School of Education for those wishing to stay in Leeds for an extra year to study for a PGCE to become qualified teachers. For further details contact:

**Telephone:** 0113 343 4550

**E-mail:** pgce@education.leeds.ac.uk
Section 8: University Services

8.1 University Library

The library web pages include an excellent introduction to using the university’s library at:
http://library.leeds.ac.uk/use-the-library and http://library.leeds.ac.uk/mathematics

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

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.

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.

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

Print, copy, scan devices are available in all Libraries for printing, copying and scanning.

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

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

8.2 Taught Student Administration (TSA)

Taught Student Administration is part of the Student Services Centre located in the Marjorie and Arnold Ziff building and is responsible for:

Taught student registration
Module enrolment
Examinations
Graduation
Student record management

Contact Details:
Tel: 0113 343 8877
http://students.leeds.ac.uk/
8.3 Careers Centre

The University Careers Centre is located just around the corner from the Student Union building. It not only provides information about possible career openings, but also organises workshops on topics such as “How to write a CV”, practice interviews, etc. and organises interviews with major employers. There is an extensive library and a team of Careers Advisers who specialise in different subject areas.

Contact Details:
Address: 5-7 Cromer Terrace
University of Leeds
Leeds LS2 9JT
Tel: 0113 343 5295
http://careerweb.leeds.ac.uk/

8.4 Equality Policy Unit

The Equality Policy Unit (EPU) has a strategic and developmental role in helping to drive the equality and diversity agenda forward within the University. The team works across the main protected characteristics (race, sex, gender reassignment, sexual orientation, religion or belief, disability, pregnancy and maternity, marriage and civil partnership, and age) and delivers major projects relating to staff training, policy development and strategic planning.

Contact Details:
Address: Equality Policy Unit
Ground Floor
Social Sciences Building
University of Leeds
Leeds LS2 9JT
Tel: 0113 343 3927
E-mail: equality@leeds.ac.uk
http://www.equality.leeds.ac.uk/

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-upd-26.04.16.pdf

8.5 Disabled Students’ Assessment and Support

The Disabled Students Assessment and Support Team (DSAS) includes the Leeds Assessment Centre, the Disability Team, the Support Worker Team, the Mental Health Team, RNIB and University of Leeds Transcription Centre. Its one main function is to assess and co-ordinate the academic support requirements of disabled students.

For further information please visit: http://students.leeds.ac.uk/#Support-and-wellbeing

Contact Details for the School of Maths Disability Coordinator:

Miss Heather Ugarte
Taught Student Office
School of Mathematics
University of Leeds
Leeds LS2 9JT
Tel: 0113 343 5140
h.j.ugarte@leeds.ac.uk
8.6 Leeds Student Medical Practice

All students should be registered with a doctor. You may register with the Leeds Student Medical Practice, which has a small sick bay for use during term time, or if you prefer you may register with a family general practice near to where you live in Leeds. However, if you choose this second option you should be aware that, as the Leeds Student Medical Practice is permitted to treat only those students who are registered with them, you will not be able to consult them during the day while you are on campus, and some students may find this inconvenient. It is vital that you should register with a doctor as soon as you arrive in Leeds; if you do fall ill, the doctor needs to have your medical records to hand.

Contact Details:
Address: 4 Blenheim Court
Blenheim Walk
Leeds LS2 9AE
Tel: 0113 295 4488
http://www.leedsstudentmedicalpractice.co.uk/

8.7 Chaplaincy

The Chaplaincy offers spiritual and pastoral care for Christian and non-Christian students. There is a drop-in service at the Emmanuel Centre and there is a programme of worship, education and other activities for a wide range of religions. The chaplains are happy to see anyone, whether religious or not, who just wants someone to talk to.

Contact Details:
Address: The Chaplaincy operates out of several locations, the addresses of which are available on their website.
Tel: 0113 343 5071.
E-mail: chaplaincy@leeds.ac.uk
http://www.leeds.ac.uk/chaplaincy/

8.8 International Student Office

Situated on level 11 of the Marjorie and Arnold Ziff building, the office offers advice on issues relating to immigration, academic and social life here in Leeds for current international students and their families.

Contact Details:
Address: International Student Office
Level 11, Marjorie and Arnold Ziff Building
University of Leeds
Leeds LS2 9JT
Tel: 0113 343 3930
E-mail: internationalstudents@leeds.ac.uk
http://students.leeds.ac.uk/info/10500/international_students/877/international_student_office

8.9 Student Counselling Centre

The Student Counselling Centre provides support to students who are experiencing emotional or psychological difficulties and it aims to promote emotional well-being by offering a variety of activities designed to enhance students’ coping skills during potentially stressful situations, with an increasing emphasis on using preventative measures.

All counsellors’ are fully qualified and extremely experienced in working with a wide variety of problems and offer a confidential service.
You may call to make an appointment, or you may use the drop-in service provided every day at 3 p.m. The Service is based at Clarendon Place.
Contact Details:
Address: The Student Counselling Centre
19 Clarendon Place
Leeds LS2 9JY
Tel: 0113 343 4107
Email: scc@leeds.ac.uk
http://students.leeds.ac.uk/info/100001/counselling

8.10 LUU Student Advice Centre

The University Union has a very good Advice Centre which can give you assistance with personal, financial, housing and other problems. It keeps in touch with the wider support network in the University, and if appropriate may refer you to a more specialist service. A Legal Adviser visits the Union regularly and may be consulted without charge.

Details are also available of how to apply for the University’s Access Funds, which are intended for students who experience financial problems.

Tel: 0113 380 1290
E-mail: advice@luu.leeds.ac.uk
https://www.luu.org.uk/helpandadvice
Appendix I: Useful 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 Education Service Manager
0113 343 1426
Mrs Louise Feaviour
l.p.feaviour@leeds.ac.uk

Student Support Officer
0113 343 5140
Miss Heather Ugarte
h.j.ugarte@leeds.ac.uk

Student Support Officer
0113 343 5111
Mr Nathan Martin
n.j.martin@leeds.ac.uk

Student Support Officer
0113 343 3979
Mrs Charlotte Blackburn
c.l.blackburn@leeds.ac.uk

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

School of Mathematics
www.maths.leeds.ac.uk
http://www.mathsstudents.leeds.ac.uk/taught-postgraduates.html