

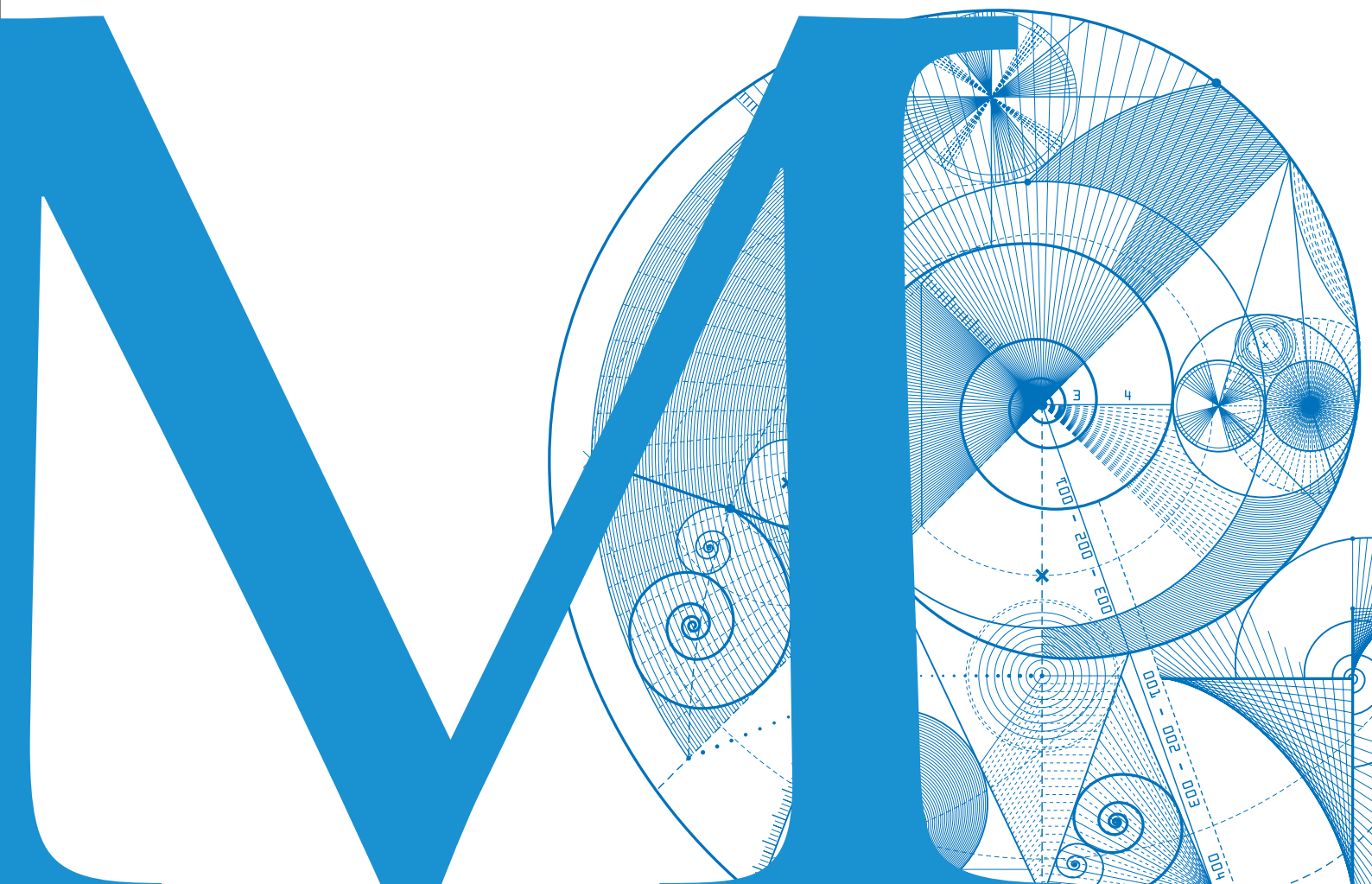
School of Mathematics



UNIVERSITY OF LEEDS

Student handbook
2011-12

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





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 13 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

- **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. See <http://iss.leeds.ac.uk/downloads/how46.pdf> for details.

- **WEB INFO** – The Maths Student Resources web page at <http://www.maths.leeds.ac.uk/school/students/> contains lots of important information and links.
- **MODULES** – Information and resources for specific modules should be accessed via the Blackboard VLE. You can access all these resources via the PORTAL.

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Calendar for Academic Year 2011-12

Monday 19 September – Friday 23 September 2011	Intro Week
Wednesday 21 September 2011	Electives Fair
Monday 26 September 2011	Semester 1 Teaching Starts
Friday 21 October 2011	Deadline for changing Semester 1 Modules
Friday 28 October 2011	Deadline for students to notify TSA of Holy Day/ Sabbath commitments
Tuesday 15 November 2011	Provisional Semester 1 exam timetable on campusweb
Friday 18 November 2011	Deadline for students wishing to take temporary leave to have completed leaver's form
Monday 28 November 2011	Final Semester 1 exam timetable on campusweb
Friday 09 December 2011	End of Semester 1 teaching
Friday 09 December 2011	Final Semester 1 exam timetable with rooms on campusweb
Friday 23 December 2011 – Monday 02 January 2012	University Closed
Monday 09 January – Friday 20 January 2012	Semester 1 examinations
Monday 23 January 2012	Semester 2 teaching starts. Deadline for submitting special circumstances forms for Semester 1
Friday 3rd February 2012	Provisional results available online for Semester 1 exams
Friday 17 February 2012	Deadline for changing Semester 2 modules
Wednesday 07 March 2012	Provisional Semester 2 exam timetable on campusweb
Friday 16 March 2012	Deadline for students wishing to take temporary leave to submit a leaver's form
Tuesday 20 March 2012	Final Semester 2 exam timetable on campusweb
Friday 16 March 2012	End of term/teaching
Monday 16 April 2012	Final Semester 2 exam timetable with rooms on campusweb
Thursday 05 April – Tuesday 10 April 2012	University Closed
Monday 07 May 2012	University Closed
Monday 16 April 2012	Teaching recommences
Friday 04 May 2012	Semester 2 teaching ends
Friday 04 May 2012 – Tuesday 08 May 2012	Revision Week. Online module enrolment for 2012/13 commences
Monday 14 May – Wednesday 30 May 2012	Semester 2 examinations
Wednesday 31 May 2012	Deadline for submitting Semester 2 special circumstances forms
Monday 04 June – Tuesday 05 June 2012	University Closed
Friday 15 June 2012	End of term
Friday 29 June 2012	Official results available online
Monday 09 July 2012	Degree Ceremonies all week
Monday 16 July 2012	Degree Ceremonies all week
Thursday 19 July 2012	Deadline for applying for resits online
Wednesday 01 August 2012	Resit exam timetable on campusweb
Tuesday 14 August – Friday 24 August 2012	Resit examinations
Monday 27 August – Tuesday 28 August 2012	University Closed
Wednesday 29 August 2012	Deadline for submitting August resit special circumstances forms



Section 1:
The School of Mathematics



Welcome

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. Here is a list of the staff you are most likely to meet.

Heads of Department



Head of the School of Mathematics
Professor
Charles Taylor



Head of the Department of Applied Mathematics
Professor Alastair
Rucklidge



Head of the Department of Statistics
Professor John Kent



Head of the Department of Pure Mathematics
Professor
Jonathan Partington

Undergraduate Administration



Director of Student Education
Dr Margit Messmer



Senior Administrator
Mrs Louise Feaviour



Undergraduate Student Officer
Miss Heather Ugarte



Taught Postgraduate and Undergraduate Student Officer
Miss Iwona
Malinowska

Programme Coordinators



BSc Mathematics
Dr Kevin Houston



MMath, BSc Mathematics
Professor
David Hughes



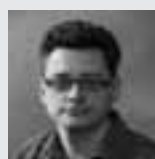
BSc Mathematical Studies
Professor Barry Cooper



BSc Mathematics with Finance, BSc Actuarial Mathematics, BSc Economics & Mathematics, BSc Management & Mathematics
Prof Klaus
Schenk-Hoppé



BSc Biology & Mathematics, Year Abroad Coordinator
Dr Grant Lythe



BSc Geography & Mathematics
Dr Martin Speight



BSc Mathematics & Music
Dr Rob Sturman



BSc Mathematics & Statistics, Disability Coordinator
Dr Andrew Baczkowski



Year in Industry Coordinator; Careers Liaison Officer
Professor Mark
Kelmanson



Examinations and Assessment Tutor
Dr Oleg Chalykh

Undergraduate Administration

Room	Role	Name (e-mail, Phone #)
Office. 8.19j	Senior Administrator	Mrs Louise Feaviour (e-mail: l.p.feaviour@leeds.ac.uk, telephone: 0113 343 1426)
Taught Student Office. 8.19c	Undergraduate Student Officer	Miss Heather Ugarte (e-mail: h.j.ugarte@leeds.ac.uk, telephone: 0113 343 5140)
Taught Student Office. 8.19c	Taught Postgraduate and Undergraduate Student Officer	Miss Iwona Malinowska (e-mail: i.malinowska@leeds.ac.uk, telephone: 0113 343 5111)
8.18i	Director of Student Education	Dr Margit Messmer (e-mail: m.messmer@leeds.ac.uk, telephone: 0113 343 5104)

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.

Student Services Centre

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. Please see the website www.leeds.ac.uk/ssc/index.htm for further details on fees enquiries, visa problems and exam and graduation queries.

For 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 visit <http://www.leeds.ac.uk/studentservicescentre/>.

Communications & Where to Look for Information

Individual messages will be sent to you by e-mail. The plasma screen on Level 9 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/school/people/>.

You can find the e-mail addresses of all students and staff on the University's web page www.campus.leeds.ac.uk/phone.htm

The notice boards on Level 8 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.

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If needed, you can have your University e-mail messages forwarded to a different account. See <http://iss.leeds.ac.uk/downloads/how46.pdf> for details.

- **WEB INFO** – The Maths Student Resources web page at <http://www.maths.leeds.ac.uk/school/students/> contains lots of important information and links.
- **MODULES** – Information and resources for specific modules should be accessed via the Blackboard VLE.

You can access all these resources via the PORTAL.



Section 2: Teaching & Learning



Frequently Used Terminology

(Degree) Programme	A programme of study, for example Mathematics, Mathematical Studies or Mathematics with Finance
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). <ul style="list-style-type: none"> ● A typical module carries 10 credits, but sometimes 5, 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 2011/12, divided into two semesters.
Term	These are the periods students are required to be in Leeds. There are 3 terms per academic Year. See http://www.leeds.ac.uk/ssc/termdates 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?

It is easy to change one or more of your modules in the first 4 weeks of each semester. Pick up a Change of Module Form from the Maths Taught Student Office, and return it completed before the 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 modules, then other modules available to your programme should be chosen. For guidance on understanding your timetable, please see www.leeds.ac.uk/timetable

...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, see link 'When you get ill'. 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 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 Grant Lythe who is the Year Abroad Coordinator. Upon his permission you should hand in a completed Change of Programme form to the Maths Taught Student Office. You can find information on the Study Abroad scheme on the 'Student Resources' page at www.maths.leeds.ac.uk.

...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, Professor Mark Kelmanson. Upon his permission you should hand in a completed Change of Programme form to the Maths Taught Student Office. 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, 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 Coursework Extension Request 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.

Calculators (New in 2011/12)

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. 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 one of the special drop-in sessions (to be announced in Semester 1). If you are not able to attend any of those, you can obtain an approval sticker from the Taught Student Office (room 8.19c 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 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 (see page 23).

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 (see http://www.leeds.ac.uk/AAandR/unsatis_stu_proc.htm).

Students' attendance records can also be taken into account when considering special 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 on page 21. 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 and suspension from the University.

You can also watch the video production by Maths students on conduct and behavior at lectures on YouTube <http://www.youtube.com/watch?v=Uss7iLBPOdE>

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 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

In project work, 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://skills.library.leeds.ac.uk/avoiding_plagiarism.php.

During induction, all Maths students are asked to complete an online tutorial on plagiarism.

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 the Director of Student Education.

The Teaching and Learning 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 9.

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 Dr Margit Messmer.

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 31 and the Staff-Student Forum page on the Student Resources page on www.maths.leeds.ac.uk

Feedback to Students

- The feedback collected from students mentioned, is analysed and feeds into the Action Plan on teaching. See www.leeds.ac.uk/respondingtoyourfeedback/
- The School informs students about changes introduced as a result from feedback via the notice boards on level 8 of the School of Maths.
- **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 by the published dates (see page 23). You are encouraged to discuss these with your personal tutor.
- **Staff-Student Forum:** See page 31.

The Students 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, see <http://www.leeds.ac.uk/qmeu/tsg/13scp.htm>, 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 Office of Academic Appeals and Regulations 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.
- 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 Networking Sites

Social Networking Sites (SNSs), such as Facebook or Myspace, and blogs are becoming increasingly useful tools. Leeds University Union and even some Schools make frequent use of these for communication purposes. Students are, however, requested to use such sites carefully. Neither the University nor LUU would in any way wish to inhibit freedom of expression, but students are reminded that any libellous, defamatory or personally abusive comments about other students or about staff or the posting of images of individuals without their consent could be viewed as bullying/harassment, and could have legal/disciplinary implications.

The University will not seek in anyway to monitor the use of such sites, but if issues of concern are raised by individuals, it has a duty of care to investigate and take appropriate action. In the first instance, this would typically be a request to remove or amend the relevant text or images. However, if this request does not lead to a resolution, the University reserves the right to take action under the General University Disciplinary Regulations. The individuals concerned might also initiate legal action independently of the University. We are particularly keen that student members of the University do not inadvertently post items that might lead to risk of action. If students have genuine concerns or complaints about their course or any other provision from the University, the most effective route to having these addressed is to use the established procedures including raising the issue with their personal tutor, Head of School or their Staff Student Forum.

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.

A copy of the Partnership can be found via the Student Resources pages.

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 meeting 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 at <http://www.maths.leeds.ac.uk/school/students/GettingHelp.html>

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, Dr Margit Messmer, 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 on Level 8. 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 Mathematics, and a copy sent to Central Student Administration.

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 2011
- For Semester 2 modules:
Friday 17th February 2012.

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 on Level 8. If you need advice as to whether it is worth submitting such a request, please talk to your Personal Tutor or to the Director of Student Education, Dr Margit Messmer.

The deadlines for submitting requests are:

- Semester 1 exams: Monday 23rd January 2012
- Semester 2 exams: Wednesday 31st May 2012
- August resits: Wednesday 29th August 2012.

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

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 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 and not left on your desk 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 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

Access doors are locked after hours (usually 5pm) and at weekends. Students are allowed to stay in the School of Maths building until 8pm, but are not allowed to be in the building on week-ends. 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.htm

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 15).

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 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,
Progression, Degree Awards



Examinations

Information about examinations can be found at:
www.leeds.ac.uk/ssc/exams.htm or at the 'Student Resources'
page at: www.maths.leeds.ac.uk

Semester 1

Exam Period:

Monday 9th – Friday 20th January 2012

Provisional Semester 1 Exam timetable published:

Tuesday 15th November 2011

Final Semester 1 Exam timetable published:

Monday 28th November 2011

Final Semester 1 Exam timetable with venues published:

Friday 9th December 2011

Semester 2

Exam Period:

Monday 14th May – 30th May 2012

Provisional Semester 1 Exam timetable published:

Wednesday 7th March 2012

Final Semester 1 Exam timetable published:

Tuesday 20th March 2012

Final Semester 1 Exam timetable with venues published:

Monday 16th April 2012

Official examination results available online:

Friday 29th June 2012

Resits

Resit Exam Period:

Tuesday 14th – Friday 24th August 2012

Resit Exam timetable with venues published:

Wednesday 1st August 2012

Examination Information

The contact for examinations in the School of Mathematics is the Senior Administrator, Louise Feaviour. If you find you have any examination timetable clashes, ill health affecting examinations or any other examination queries you should contact Louise in room 8.19j.

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 19 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 Friday 28th October 2011. 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, Dr Oleg Chalykh or the Director of Student Education, Dr Margit Messmer.

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 be normally considered absent without good cause.

Use of Calculators in Examinations (New in 2011/12)

See page 14 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 Departments may permit the use of more sophisticated calculators or their modules. However, the use of miniature information processors for the storing of examination notes is not permitted and would be regarded as cheating.

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 17 on 'Appeals Against Examination Results'.

Past Examination Papers

Past examination papers can be found at: www.leeds.ac.uk/ssc/exampapers/index.htm

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 Special Circumstances Form to the Maths Taught Student Office by the following deadlines for the 2011/12 academic year:

For Semester 1 exams:
Monday 23rd January 2012

For Semester 2 exams:
Wednesday 31 May 2012

For August 2012 Resit Exams:
Wednesday 29th August 2012

Special Circumstances Forms can be obtained from the Maths Taught Student Office (8.19c) or downloaded from the 'Student Resources' page at www.maths.leeds.ac.uk. Please note that normally 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. Special 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.

More details can be found at http://www.maths.leeds.ac.uk/school/students/Special_Circs.html

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, students must submit a Coursework Extension Request Form to the Maths Taught Student Office before the submission deadline. Forms can be obtained in the Maths Taught Student Office or online at <http://www.maths.leeds.ac.uk/school/students/>. If the request is submitted after 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

Students in Year 1 and Year 2 who fail a module normally have two more attempts to resit the exam as follows: (For some modules no August resit is offered.)

This also applies to level 1 and 2 modules taken by MMath students in their third year.

1st Resit. During the Resit Period in August of the same academic year.

2nd Resit. During the next academic year when the module is examined. In this case, students normally resit the exam as External Candidates, which means:

- that they do not attend teaching for the module concerned,
- that they will be provided with an exam paper based on the module as it was taught when they took the module with teaching, and,
- that the coursework mark will normally be carried forward.

Upon special request, students can be granted to resit failed modules as Internal Candidates, in which case:

- the student will have to pay a higher fee,
- the student will attend teaching again for the module concerned,
- the old coursework mark is NOT carried forward, and the student is expected to hand in coursework, if applicable, and,
- the student will sit the exam for the module as it is taught during the semester in which he/she is resitting internally.

Students taking a resit during the academic year, and who are not sure about their status should check with the Maths Taught Student Office.

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 special circumstances preventing him/her from taking a resit exam, the student needs to submit a Special 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 special 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.

Students in Year 3 and Finalists

In line with Faculty-wide standards, starting in 2011/12 no August resits will be available for level 3 and level 5 Maths modules.

Year 3 MMath students who fail a level 3 or 5M module in their third year, have the opportunity to resit the exam for this module as an external candidate during the next academic year.

Finalists who are on an Honours degree programme and do not qualify for an Honours degree, or who do not qualify for a degree are entitled to take one resit for failed modules. These resits will normally take place during the following academic year during the regular time the module is next examined.

Students who are ill or have any special circumstances during the exam period need to submit a Special Circumstances Form by the appropriate deadline.

August 2012 Resit Examination Period:
Tuesday 14th – Friday 24th August 2012

Students have to apply for August resits by
Thursday 19th July 2012

See www.leeds.ac.uk/ssc/exams.htm for details

Rules for Degree Awards and Degree Classification

This is summary of the rules for degree awards. More details can be found at http://www.maths.leeds.ac.uk/school/students/Degree_Rules.html

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, 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, Biology & Statistics, Economics & Mathematics, Economics & statistics, Geography & Mathematics (& BA), Geography & Statistics, 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.

To obtain an Ordinary BSc Degree in Mathematics, Mathematics & Statistics, Statistics, Mathematical Studies, Mathematics with Finance, Actuarial Mathematics, Biology & Mathematics, Geography & 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 are at level 3, and
your overall classification average across 200 credits in
Year 2 and 3 must be at least 4.0.

Currently there is no ordinary degree award for BSc Economics & Mathematics and BSc Management & Mathematics.

Note that students on the Honours programme who only qualify for an Ordinary Degree have the right to resit failed exams the following year. 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,
your average across 120 credits of level M modules
must be at least 50% (this applies to students having
entered the programme in 2009 or after) 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 European, American, 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.
- 1:2:2 average, giving single weight to Year 2 marks, and double weight to Year 3 and Year 4 marks.

For the MMath, BSc European, American and International

- 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 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:

Classification Average	Degree Class
6.85 – 9.00	1
5.90 – 6.84	2.1
4.95 – 5.89	2.2
4.00 – 4.94	3

Examiners' Discretion

The final degree class is determined during an Examiners' Meeting including all academic members of the School of Mathematics and three 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 (subject to approval).

Final Year Discretion

(This only applies to students who have entered Year 2 in 2009 or earlier.)

If a student's final year average is at least 0.25 above the threshold for the next higher degree class, the examiners have the discretion to raise the student's degree class, taking into account the same factors as above.

Special 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:

Prizes and Scholarships 2010-11	Winners
<p>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.</p>	<p>Luke Delves, Year 3, BSc Mathematics</p>
<p>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, each of £50, 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.</p> <p>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.</p>	<p>Cowling Prize Luke Miller, Year 4, MMath Mathematics</p> <p>Ruse Prize Zeyu He, Year 1, MMath Mathematics</p> <p>Ursell Prize Catherine Atherton, Year 3, BSc Mathematics</p>
<p>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 up to £75 and is awarded for outstanding work in Applied Mathematics.</p>	<p>Abdul Khalid, Year 1, MMath Mathematics</p> <p>Paul Sobieralski, Year 1, MMath Mathematics</p> <p>Adam Smith, Year 1, MMath Mathematics</p>
<p>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.</p>	<p>Claire McIlroy, Year 4, MMath Mathematics</p>
<p>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.</p>	<p>Luke Miller, Year 4, MMath Mathematics</p>
<p>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.</p>	<p>Megan Hughes, Year 3, BSc Mathematics and Physics</p>
<p>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.</p>	<p>Daniel Blades Year 2, MMath Mathematics (Int)</p>

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 June, 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.

BSc Mathematics		2007	2008	2009	2010	2011
Degree class	1	18	17	16	21	22
	2.1	26	21	26	32	26
	2.2	28	29	20	13	14
	3	9	8	9	5	6
	Ord	5	3	5	2	5
Total		86	78	76	73	73

BSc Mathematical Studies		2007	2008	2009	2010	2011
Degree class	1	1	4	2	2	2
	2.1	0	3	3	5	4
	2.2	1	3	4	3	4
	3	0	3	1	4	0
	Ord	0	0	0	2	0
Total		2	10	12	16	10

BSc Mathematics with Finance		2007	2008	2009	2010	2011
Degree class	1	2	5	7	4	7
	2.1	12	10	11	16	15
	2.2	11	6	10	10	13
	3	9	5	4	1	4
	Ord	1	1	0	0	0
Total		35	27	31	31	39

MMath		2007	2008	2009	2010	2011
Degree class	1	6	15	13	14	17
	2.1	7	1	5	4	10
	2.2	1	1	0	1	1
	3	0	0	0	0	0
	Ord	0	0	0	0	0
Total		14	17	19	19	28

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 http://www.maths.leeds.ac.uk/school/students/Get_Involved.html

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 Black Tie 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.

Maths Society Executive

President: Lauren Youd – mm09lay@leeds.ac.uk

Secretary: Jamie Taylor – mm09jt@leeds.ac.uk

Social Secretary: Emily Thomas – jl09ect@leeds.ac.uk

Treasurer: Will Fendwick – mm10wvf@leeds.ac.uk

Male Sports Secretary: Adam Peel – mm09ap@leeds.ac.uk

Female Sports Secretary: Ruth Downes – mm09rd@leeds.ac.uk

Open Days and Post Application Visits

The School of Mathematics Admissions team are active in their effort to recruit undergraduates, and Post Application Visit Afternoons (PAVAs) are a huge part of this. 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. 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 or would like to know more, please e-mail j.m.korzepa@leeds.ac.uk at the start of the year.

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, the Director of Student Education on m.messmer@leeds.ac.uk, towards the end of the academic year.

Bright Sparks

The Bright Sparks Careers Fair is organised by the School of Mathematics and is aimed at numerate students. Although it is only a small event the fair attracts key employers year on year such as Deloitte, KPMG and Ernst and Young, 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. Students also have the chance to speak to our dedicated careers advisors to find out about graduate career paths, writing a CV and gain tips on vital interview skills. 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://www.leeds.ac.uk/coursefinder?type=UG>

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

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

Programme	UCAS code
BSc or MMath, BSc Mathematics	(G100)
BSc Mathematics and Statistics (and BSc or MMath, BSc Statistics)	(GG13)
BSc Mathematical Studies	(G150)
BSc Mathematics with Finance	(G1N3)
BSc Actuarial Mathematics	(NG31)
BSc Biology and Mathematics (and BSc Biology and Statistics)	(CG11)
BSc Economics and Mathematics (and BSc Economics and Statistics)	(GL11)
BSc Geography and Mathematics (and BA Geography and Mathematics)	(FG81)
BSc Management and Mathematics	(GN12)
BSc Mathematics and Music	(GW13)

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 Computer Science with Maths
BSc French and Mathematics
BSc German and Mathematics
BSc Mathematics and Philosophy
BSc Physics and Mathematics
MNatSc, 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, Dr Margit Messmer, or the relevant Programme Coordinators.

For more information visit: <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.maths.leeds.ac.uk

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)

BSc Year in Industry Scheme

Students on all BSc 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. 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 'student resources' page at www.maths.leeds.ac.uk.

MMath versus BSc

The MMath, BSc Mathematics programme is a 4-year Integrated Masters Programme.

(Contrary to what the title suggests, this is a single undergraduate degree scheme.) The BSc is a 3-year Bachelor Programme.

At the end of Year 2, students on the MMath, BSc Mathematics Programme who do adequately well (normally an average of at least 58% in Year 2 is required), have the choice to continue with the MMath, BSc degree programme or to switch to the BSc Mathematics programme. Students with an average below 58% normally have to switch to the BSc programme.

Students who have the choice between the MMath and the BSc can keep their option open into Year 3 by making appropriate module choices in Year 3, but need to inform the Maths Taught Student Office by the end of April of their third year the latest if they want to receive the BSc degree in the summer.

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 (1 year)

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 (1 year)

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

MSc Actuarial Finance

New for 2011! Our MSc in Actuarial Finance 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 modeling techniques.

MSc in Financial Mathematics

This is a challenging postgraduate degree for individuals with ambitions to make their mark in the financial world. The MSc Financial Mathematics 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 the Centenary Chair in Financial Mathematics, Professor Klaus Schenk-Hoppé at K.R.SchenkHoppe@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 David Hughes at dwh@maths.leeds.ac.uk or telephone 0113 343 5105.

MSc in 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 Professor H.D. Macpherson at H.D.Macpherson@leeds.ac.uk or telephone 0113 343 5166.

MSc in 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 Stuart Barber at stuart@maths.leeds.ac.uk or telephone 0113 343 5168.

MSc in 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 Stuart Barber at stuart@maths.leeds.ac.uk or telephone 0113 343 5168.

MSc in 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 sdg@maths.leeds.ac.uk or telephone 0113 343 5186.

MSc in Computational Fluid Dynamics

A one year taught masters run by the Centre for Computational Fluid Dynamics which has input from the School of Mechanical Engineering, School of Computing, School of the Environment and Department of Applied Mathematics.

For further information contact Dr Duncan Borman at d.j.borman@leeds.ac.uk or telephone 0113 343 2354

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 at www.maths.leeds.ac.uk/school/postgraduate/index.html or contact:

For PhD Courses

Mrs Jeanne Shuttleworth
Postgraduate Secretary
School of Mathematics
University of Leeds
Woodhouse Lane
Leeds LS2 9JT

E-mail: j.s.shuttleworth@leeds.ac.uk
Telephone: 0113 343 5102

For MSc Programmes

Miss Iwona Malinowska
Taught Postgraduate & UG Student Officer
Room 8.19c, School of Mathematics
University of Leeds
Woodhouse Lane
Leeds LS2 9JT

E-mail: i.malinowska@leeds.ac.uk or
maths-msc@maths.leeds.ac.uk
Telephone: 0113 343 5111

Fees and Grants

Fees and full grants are available for many MSc and PhD degrees, as well as opportunities to assist in marking and tutorial work (for which payment is made).



Section 8: University Services



University Library

<http://library.leeds.ac.uk>

Skills Centre

Tel: 0113 343 4096

<http://skills.library.leeds.ac.uk>

Student Services

Tel: 0113 343 8877

www.leeds.ac.uk/student-services-centre

Careers Centre

Tel: 0113 343 5295

<http://careerweb.leeds.ac.uk>

Student Support

www.leeds.ac.uk/ssn/

Equality Unit

Tel: 0113 343 3927

<http://www.equality.leeds.ac.uk>

Leeds Student Medical Practice

Tel: 0113 295 4488

www.leeds.ac.uk/lsmpr

Chaplaincy

Tel: 0113 343 5071

www.leeds.ac.uk/chaplaincy

International Centre

Tel: 0113 343 3930

www.leeds.ac.uk/international

Student Counselling Centre

Tel: 0113 343 4107

www.leeds.ac.uk/student-counselling

www.leeds.ac.uk/ahead4health

LUU Student Advice Centre

Tel: 0113 380 1290

<http://www.leedsuniversityunion.org.uk/helpandadvice/>

E-mail: advice@luu.leeds.ac.uk

Appendices

Appendix I: List of Teaching Staff

Name	E-mail
Dr N. Abouraschi	N.Abourashchi@leeds.ac.uk
Dr Georgios Aivaliotis	matga@leeds.ac.uk
Dr R.G. Aykroyd	robert@maths.leeds.ac.uk
Dr A.J. Baczkowski	A.J.Baczkowski@leeds.ac.uk
Dr S. Barber	stuart@maths.leeds.ac.uk
Professor R. Bielawski	rb@maths.leeds.ac.uk
Dr L.V. Bogachev	L.V.Bogachev@leeds.ac.uk
Dr O. Chalykh	O.Chalykh@leeds.ac.uk
Professor S.B. Cooper	s.b.cooper@leeds.ac.uk
Professor W. Crawley-Boevey	W.Crawley-Boevey@leeds.ac.uk
Dr M.D.P. Daws	mdaws@maths.leeds.ac.uk
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Dr J. Niesen	jitse@maths.leeds.ac.uk
Professor F.W. Nijhoff	nijhoff@maths.leeds.ac.uk
Dr J. Palczewski	jp@maths.leeds.ac.uk
Dr A. Parker	parker@maths.leeds.ac.uk

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Dr P. Walker	p.walker@leeds.ac.uk
Professor J.C. Wood	j.c.wood@leeds.ac.uk

Appendix II: List of Modules Offered in 2011/12

Module Code	Module Title	Credits	Semester	Lecturer
MATH0111	Elementary Differential Calculus (1)	10	1	Professor S.B. Cooper
MATH0131	Elementary Differential Calculus (2)	20	1	Professor S.B. Cooper
MATH0212	Elementary Integral Calculus	10	2	Professor C.J. Read
MATH0360	Introduction to Applied Mathematics 1	10	1	Professor S.M. Tobias
MATH0365	Foundation Probability and Statistics	10	1	tbd
MATH0370	Introduction to Applied Mathematics 2	10	2	Dr T. Wagenknecht
MATH0380	Foundation Applied Mathematics for Business	10	2	Dr M. Mobilia
MATH1010	Mathematics 1	25	1	Dr M. Daws/Professor S. Tobias
MATH1012	Mathematics 2	25	2	Professor S. Falle
MATH1025	Number Systems	15	1	Professor J.K. Truss
MATH1026	Sets, Sequences and Series	15	2	Dr M. Speight
MATH1050	Calculus and Mathematical Analysis	10	1	Dr S.D. Griffiths
MATH1055	Numbers and Vectors	10	1	Dr C. Harris
MATH1060	Introductory Linear Algebra	10	2	Dr C. Harris
MATH1225	Introduction to Geometry	10	1	Dr R. Elwes
MATH1331	Linear Algebra with Applications	15	1	Professor C.J. Read
MATH1400	Modelling with Differential Equations	10	2	Professor A.M. Rucklidge
MATH1510	Financial Mathematics	15	2	Dr J. Niesen
MATH1715	Introduction to Probability	10	1	Dr R.G. Aykroyd
MATH1725	Introduction to Statistics	10	2	Dr A.J. Baczkowski
MATH1920	Computational Maths	10	2	Dr R. Sturman
MATH2015	Analysis 2	20	1&2	Professor J.C. Wood/Dr K. Houston
MATH2033	Rings, Polynomials and Fields	10	2	Professor P.P. Martin
MATH2040	Mathematical Logic 1	10	1	Professor M. Rathjen
MATH2051	Geometry of Curves and Surfaces	10	1	Dr J.M. Speight
MATH2080	Further Linear Algebra	10	1	Professor W. Crawley-Boevey
MATH2090	Real and Complex Analysis	10	2	Dr A. Parker
MATH2200	Linear Algebra 2	10	1	Dr P.Schuster
MATH2210	Introduction to Discrete Mathematics	10	2	Dr D. Lockett/Dr D. Penazzi
MATH2340	The Mathematics of Music	10	1	Dr R. Sturman
MATH2365	Vector Calculus	15	1	Dr O. Chalykh
MATH2375	Linear Differential Equations and Transforms	15	2	tbd
MATH2391	Nonlinear Differential Equations	10	2	Professor A.V. Mikhailov
MATH2410	Special Relativity	10	2	Professor S.S. Komissarov
MATH2420	Multiple Integrals and Vector Calculus	10	1	Dr N. Morrison
MATH2431	Fourier Series, PDEs and Transforms	10	2	Professor S. Ruijsenaars
MATH2450	Mathematics for Geophysical Sciences 3	10	1	Dr G.D. Lythe
MATH2490	Mathematics for Geophysical Sciences 4	10	2	Professor A. Fordy
MATH2515	Financial Mathematics 2	10	1	Dr J. Niesen
MATH2525	Financial Mathematics 3	10	2	Dr N. Abouraschi
MATH2600	Numerical Analysis	10	1	Dr E. Kersalé
MATH2620	Fluid Dynamics	10	2	Dr E. Kersalé
MATH2640	Introduction to Optimisation	10	1	Professor C.A. Jones
MATH2650	Calculus of Variations	10	1	Professor D. Hughes
MATH2715	Statistical Methods	10	1	Dr A.J. Baczkowski
MATH2735	Statistical Modelling	10	1	Dr A. Gusnanto

Module Code	Module Title	Credits	Semester	Lecturer
MATH2740	Environmental Statistics	10	2	tbd
MATH2750	Introduction to Markov Processes	10	2	Dr R. Aykroyd
MATH2775	Survival Analysis	10	2	Dr L. Bogachev
MATH2800	Mathematics into Schools	10	1&2	Dr M. Messmer
MATH3000	Information Skills in Mathematics	10	1&2	Professor D. Lesnic
MATH3015	History of Mathematics	15	2	Dr R. Sturman/Dr K. Houston/ Professor C. Taylor
MATH3021	Philosophy of Logic and Mathematics	20	2	Professor M. Rathjen/Dr R. Williams
MATH3024	Homotopy and Surfaces	15	2	Professor J.C. Wood
MATH3033	Graph Theory	15	1	Professor H.D. MacPherson
MATH3044	Number Theory	15	2	Professor R. Bielawski
MATH3071	Groups and Symmetry	15	1	Dr A. Parker
MATH3082	Project in Pure Mathematics 1	15	1	Professor P.P. Martin
MATH3083	Project in Pure Mathematics 2	15	2	Professor P.P. Martin
MATH3113	Differential Geometry	15	2	Professor R. Bielawski
MATH3123	Set Theory	15	1	Dr A. Lewis
MATH3143	Combinatorics	15	2	Professor A. Pillay
MATH3153	Coding Theory	15	2	Dr C. Harris
MATH3163	Computability and Unsolvability	15	1	Professor S.B. Cooper
MATH3172	Algebra and Numbers	15	1	Dr C. Harris
MATH3193	Algebras and Representations	15	1	Dr A.W. Hubery
MATH3215	Hilbert Spaces and Fourier Analysis	15	2	Dr V.V. Kisil
MATH3224	Topology	15	1	Dr P. Schuster
MATH3232	Transformation Geometry	15	1	Professor J.K. Truss
MATH3355	Hamiltonian Systems	15	2	Professor A. Fordy
MATH3375	Hydrodynamic Stability	15	1	Professor D. Hughes
MATH3385	Quantum Mechanics	15	1	tbd
MATH3397	Nonlinear Dynamics	15	1	Professor C. Jones
MATH3414	Analytic Solutions of PDEs	15	1	Professor D. Lesnic
MATH3422	Project in Applied Mathematics	15	1	Dr R. Sturman
MATH3423	Project in Applied Mathematics	15	2	Dr R. Sturman
MATH3451	Introduction to Polymeric Fluids	15	2	Dr O. Harlen/Dr D. Read
MATH3457	Geophysical and Astrophysical Fluid Dynamics	15	2	Dr S. Griffiths/Professor S. Tobias
MATH3474	Numerical Methods	10	1	Professor M.A. Kelmanson
MATH3475	Modern Numerical Methods	15	2	Professor M.A. Kelmanson
MATH3501	Modelling with Fluids	10	1	tbd
MATH3531	Cosmology	10	2	Professor S.S. Komissarov
MATH3565	Mathematical Biology	15	1	Dr G.D. Lythe
MATH3714	Linear Regression and Robustness	15	1	tbd
MATH3723	Statistical Theory	15	2	Professor A. Veretennikov
MATH3733	Stochastic Financial Modelling	15	1	Professor A. Veretennikov
MATH3752	Project in Statistics 1	15	1	Professor A. Veretennikov
MATH3753	Project in Statistics 2	15	2	Professor A. Veretennikov
MATH3772	Multivariate Analysis	10	1	Dr J.P. Gosling
MATH3802	Time Series	10	2	Dr J. Voss
MATH3823	Generalised Linear Models	10	2	Professor J. Kent

Appendix II: List of Modules Offered in 2011/12 (continued)

Module Code	Module Title	Credits	Semester	Lecturer
MATH3841	An Introduction to Hidden Markov Models	10	2	Professor W. Gilks
MATH3880	Introduction to Statistics and DNA	10	1	Dr A. Gusnanto
MATH8001	Training in the Workplace	120	1&2	Professor M.A. Kelmanson
MATH9001	Year Abroad	120	1&2	Dr G.D. Lythe
MATH5000M	Dissertation in Mathematics	60	3	Professor D. Hughes
MATH5003M	Assignment in Mathematics (30cr)	30	1&2	Professor P.P. Martin/Dr R. Sturman/ Professor A. Veretennikov
MATH5004M	Assignment in Mathematics (40cr)	40	1&2	Professor P.P. Martin/Dr R. Sturman/ Professor A. Veretennikov
MATH5015M	Linear Analysis 1	20	1	Dr V.V. Kisil
MATH5021M	Philosophy of Logic and Mathematics	20	2	Professor M. Rathjen/Dr R. Williams
MATH5033M	Advanced Graph Theory	20	1	Professor H.D. MacPherson
MATH5113M	Advanced Differential Geometry	20	2	Professor R. Bielawski
MATH5124M	Advanced Set Theory	20	1	Dr A. Lewis
MATH5164M	Advanced Computability and Unsolvability	20	1	Professor S.B. Cooper
MATH5253M	Commutative Algebra and Algebraic Geometry	20	2	Dr A.W. Hubery
MATH5300M	Applied Financial Modelling	15	2	Dr M. Mobilia
MATH5310M	Mathematical Review	15	1	Professor R. Poulson
MATH5315M	Applied Statistics and Probability	15	1	Dr A. Baczowski
MATH5320M	Discrete Time Finance	15	1	Dr G. Aivaliotis
MATH5325M	Models in Actuarial Science	15	2	Dr L. Bogachev
MATH5330M	Continuous Time Finance	15	2	Dr J. Palczewski
MATH5340M	Risk Management	15	2	Dr G. Aivaliotis
MATH5350M	Computations in Finance	15	2	Dr J. Palczewski
MATH5356M	Advanced Hamiltonian Systems	20	2	Professor A. Fordy
MATH5360M	Optimisation Methods for Finance	15	2	Dr G. Aivaliotis
MATH5376M	Advanced Hydrodynamic Stability	20	1	Professor D. Hughes
MATH5386M	Advanced Quantum Mechanics	20	1	tbd
MATH5398M	Advanced Nonlinear Dynamics	20	1	Professor C. Jones
MATH5452M	Advanced Polymeric Fluids	20	2	Dr O. Harlen/Dr D. Read
MATH5457M	Advanced Geophysical and Astrophysical Fluid Dynamics	20	2	Dr S. Griffiths/Professor S. Tobias
MATH5476M	Advanced Modern Numerical Methods	20	2	Professor M.A. Kelmanson
MATH5566M	Advanced Mathematical Biology	20	1	Dr G.D. Lythe
MATH5714M	Linear Regression and Robustness and Smoothing	20	1	tbd
MATH5772M	Multivariate and Cluster Analysis	15	1	Dr J.P. Gosling
MATH5802M	Time Series and Spectral Analysis	15	2	Dr J. Voss
MATH5824M	Generalise Additive Models	15	2	Professor J. Kent
MATH5825M	Independent Learning and Skills Project	15	2	Dr S. Barber
MATH5835M	Statistical Computing	15	1	Dr J. Voss
MATH5841M	Hidden Markov Models and their application in Bioinformatics	15	2	Professor W. Gilks
MATH5871M	Dissertation in Statistics	60	3	Dr S. Barber
MATH5875M	Project in Statistics	15	1 & 2	Professor A. Veretennikov
MATH5880M	Statistics and DNA	15	1	Dr A. Gusnanto



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.

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Director of Student Education

0113 343 5104
Dr Margit Messmer

Senior Administrator

0113 343 1426
Mrs Louise Feaviour

Undergraduate Student Officer

0113 343 5140
Miss Heather Ugarte

Taught Postgraduate and Undergraduate Student Officer

0113 343 5111
Miss Iwona Malinowska

University Student Support Services

Leeds Student Medical Practice

0113 295 4488

Student Counselling Service

0113 343 4107

University Main Switchboard

0113 243 1751

Nightline

0113 380 1380/1381

University Accommodation Services

08701 2001 89

UNIPOL

0113 24 30169

Emergencies

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



Notes

Notes

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