

**School of Mathematics**

FACULTY OF MATHEMATICS AND PHYSICAL  
SCIENCES



**UNIVERSITY OF LEEDS**

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# Taught Postgraduate Student Handbook

## 2011-2012

**QUICK GUIDE**

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

The key things to do first are:

- ❶ Put your name and address on this page
- ❷ Look at *Section 1.3* for help with finding your way about the School of Mathematics building.
- ❸ Check the Calendar on pages 6 and 7 for important dates.
- ❹ See Appendix II for "*A Check List for New Postgraduates*".
- ❺ **and if you need help** see *Section 1.5* for whom to ask.

This handbook contains lots of useful information about the School of Mathematics and the University of Leeds. It is distributed free of charge to new postgraduates in the School of Mathematics. You will find the Handbook useful throughout your studies. Please add your name and current address in the space provided below so that it can be returned to you if it is mislaid.

This Handbook is the property of:

If found please return to either:

Taught Postgraduate and Undergraduate Student  
Officer  
School of Mathematics  
The University of Leeds  
LEEDS LS2 9JT

Or to the address given below:

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..... postcode.....

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## Calendar for Academic Year 2011-2012

### 2011

Monday 01 Aug to Sunday 02 Oct	You must enrol for your modules online at: <a href="http://www.leeds.ac.uk/studentguide/">http://www.leeds.ac.uk/studentguide/</a> You can discuss module choices with your Programme Co-ordinator at the Welcome Meeting on Wed 21 September 2011
Monday 12 September to Sunday 18 September 10.00am – 4.00pm	Online registration for International Students International Welcome Week Michael Sadler Building
Monday 19 September to Friday 23 September 10.00am – 4.00pm	Online registration for home Students Parkinson Court, Parkinson Building
Online registration is available from 01 Aug: Go to <a href="http://myuni.leeds.ac.uk">http://myuni.leeds.ac.uk</a> and read guide at: <a href="http://www.leeds.ac.uk/studentguide">http://www.leeds.ac.uk/studentguide</a>	
Tuesday 20 September 2.00pm – 3.00pm OR Tuesday 20 September 3.00pm – 4.00pm	IT Induction Training – IT Cluster Bragg A/Bragg B IT Induction Training – IT Cluster Bragg A/Bragg B
Wednesday 21 September 11.00am	WELCOME MEETING MALL 1 (Maths Active Learning Lab) Level 8 – room 8.20d in School of Maths
Wednesday 21 September – Wednesday 28 September (various times and venues)	University English Language Test (UFLT) See leaflet in Welcome Pack for times & location (This test is compulsory for all new students whose first language is not English)
Thursday 22 September IT Training 14:00pm – 17:00pm OR Friday 23 September IT Training 10:00am – 13:00pm IT Training 14:00pm – 17:00pm Friday 23 September 10:00am – 13:00pm	School of Maths Computer Training Level 9 - Ed Redfern Room – room 9.21e Level 9 - Ed Redfern Room – room 9.21e Level 9 - Ed Redfern Room – room 9.21e 'R' Training for MSc Stats/Stats with Applications to Finance students IT Cluster: Bragg A/Bragg B
Monday 26 September	TERM 1 BEGINS - Semester 1 Teaching Starts
Sunday 02 October	Online module enrolment DEADLINE TODAY
Wednesday 05 October 5:00pm – 7:00pm - Level 9 Foyer	School of Maths WELCOME PARTY for MSc and PhD students
Friday 21 October *important*	Deadline for changing Semester 1 (and year-long) Change of Module Forms must be returned to the School of Mathematics by this date
Monday 24 October *important*	Final date for Registration onto Programme
Friday 28 October *important*	Deadline for students to notify Taught Student Administration of Sabbath & Holy Day commitments
Tuesday 15 November	Provisional Semester 1 Exam Timetable published on campusweb
Friday 18 November	Deadline for students wishing to take temporary leave to have completed leaver's form
Monday 28 November	Final Semester 1 Exam Timetable published
Friday 09 December	TERM 1 ENDS Semester 1 Exam Timetable with exam rooms published on campusweb

## 2012

Monday 09 January	TERM 2 BEGINS
Monday 09 January – Friday 20 January	Semester 1 Examinations
Monday 23 January	Semester 2 Teaching Starts
Monday 23 January *important*	Deadline for submitting Special Circumstances Form for Semester 1 Examinations (see <i>Section 3.4 for details</i> )
Friday 03 February	Provisional Semester 1 results published online
Friday 17 February *important*	Deadline for changing Semester 2 modules Forms must be returned to the School of Mathematics by this date
Wednesday 07 March	Provisional Semester 2 Exam Timetable published on campusweb
Friday 16 March	Deadline for students wishing to take temporary leave to submit a leaver's form
Friday 16 March	TERM 2 ENDS
Monday 16 April	Semester 2 Exam Timetable with exam rooms published on campusweb TERM 3 BEGINS Semester 2 teaching recommences
Friday 04 May	End of teaching
Tuesday 08 – Friday 11 May	Revision Week
Monday 14 – Wednesday 30 May	Semester 2 Examinations
Thursday 31 May	Deadline for submitting Special Circumstances Form for Semester 2 Exams (see <i>Section 3.4 for details</i> )
Friday 15 June	TERM 3 ENDS
Friday 29 June	Official examination results published online
November – date to be advised	Degree results published

Note that the University is closed on the following days (in addition to Saturdays and Sundays): 23<sup>rd</sup> December 2011 to 2<sup>nd</sup> January 2012; 5<sup>th</sup> (half day) to 10<sup>th</sup> April 2012; 7<sup>th</sup> May 2012; 4<sup>th</sup> to 5<sup>th</sup> June 2012, 27<sup>th</sup> and 28<sup>th</sup> August 2012.

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

## Section 1: The School of Mathematics

### 1.1 Welcome to the School of Mathematics

Welcome to the School of Mathematics and the University of Leeds! We hope you will find your studies here both rewarding and enjoyable and that this Handbook will be of use to you in understanding the organisation of the School of Mathematics.

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

### 1.2 Who's Who in Mathematics?

Head of the School of Mathematics:	Professor Charles Taylor
Head of the Department of Applied Mathematics:	Professor Alastair Rucklidge
Head of the Department of Pure Mathematics:	Professor Jonathan Partington
Head of the Department of Statistics:	Professor John Kent

#### Programme Co-ordinators:

MSc Statistics and MSc Statistics with Applications to Finance:	Dr Stuart Barber
MSc Mathematics:	Professor David Hughes
MSc Mathematics and Computer Science:	Professor Dugald Macpherson
MSc Atmosphere-Ocean Dynamics:	Dr Stephen Griffiths

#### Administration:

Director of Student Education:	Dr Margit Messmer
Senior Administrator:	Mrs Louise Feaviour
Taught Postgraduate and Undergraduate Student Officer:	Miss Iwona Malinowska
Undergraduate Student Officer:	Miss Heather Ugarte
School Computing Officer:	Dr Tim Hainsworth
Administrative Office and Health & Safety Representative:	Mrs Margaret Jones
RVC Coordinator and Facilities:	Miss Jessica Brennan
School Secretary:	Mrs Pauline Holmes

### 1.3 Layout of the School of Mathematics building

The School of Mathematics building comprises five levels. A detailed floor plan of the School is located near the stairs on each floor and shows the location of all offices. An outline guide follows:

**Level 11** Postgraduate Room

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**Level 10** Dolche Vita Café Bar  
 School of Maths Research Visitors' Centre  
 Maths Magic Seminar Room  
 MSc Room (10.22d)  
 Postgraduate and Staff offices

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**Level 9** Mathematics Reception and General Office  
 Student Reading Room  
 Lounge Area for students

Board Room  
 Ed Redfern Room (IT Resource room) (9.21e)  
 Notice board for Seminars  
 Photographs of current members of staff, post docs and postgraduates  
 Mathematics Common Room with staff and postgraduate pigeonholes  
 Administrative Officer  
 Research Postgraduate Office (room 9.19h)  
 Staff offices

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**Level 8** Taught Student Office  
 MALL (Mathematics Active Learning Lab)  
 Leonard Rogers Room  
 Photographs of current undergraduates  
 Tutorial Room 4  
 Staff and postgraduate offices

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**Level 7** Postgraduate Room including 5 MSc Hot Desks

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**Satellite Area** This is on level 10 (by Staircase 1) in EC Stoner building  
 and contains Staff and postgraduate offices  
 Tutorial Rooms and student area

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#### 1.4 Communications / Where to Look

Individual messages for you will either be put in the postgraduate student pigeonholes in the Common Room on level 9 or will be sent to you by e-mail. Messages for members of staff should either be put in the staff pigeonholes in the Common room or sent by e-mail.

The notice boards on level 9 are used for information about Seminars (including last minute changes) and other information for postgraduates and the notice boards on level 8 for teaching and examination information.

The School's website: <http://www.maths.leeds.ac.uk/school/students/> provides useful information on all aspects of your student life and provides various forms for download.

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

#### 1.5 Who to Ask for Help or Advice

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

- a) ***If you have personal problems:*** Personal Tutor, Programme Co-ordinator, Taught Postgraduate Student Officer, the Student Advice Centre at Leeds University Union, the University Counselling Service or Nightline.
- b) ***If you have any complaints:*** Personal Tutor, Programme Co-ordinator, Head of Department, Head of School, the Student Advice Centre at Leeds University Union or the University Counselling Service.
- c) ***If you have problems with procedures or forms:*** Taught Postgraduate and Undergraduate Student Officer or the Student Services Centre (Marjorie & Arnold Ziff building).
- d) ***If you have problems with accommodation:*** The University Accommodation Office, Student Advice Centre, or UNIPOL.

- e) **If you have day-to-day problems with computers:** Tim Hainsworth, the Computer Officer is the administrator of the School's computers and printers. Any faults should be reported on <http://www.maps.leeds.ac.uk/mitsupport> *Never turn off any of the workstations!*
- f) **If you are unhappy with your Personal Tutor:** You can discuss this in confidence with your Programme Co-ordinator, Head of Department or Head of School.
- g) **If you change your home or term time address:** The Taught Postgraduate and Undergraduate Student Officer. Please ensure that you keep these addresses updated on the Portal and if you have any problems contact the Taught Postgraduate and Undergraduate Student Officer.

***It is very important that we have your current Leeds and home addresses in case of any emergencies.***

- g) **If you don't know who to ask:** Ask your Personal Tutor or the Taught Postgraduate and Undergraduate Student Officer.

## 1.6 Photocopying Facilities

You may make copies in connection with your postgraduate work on one of the photocopiers situated in the School of Mathematics. Please see the Taught Postgraduate and Undergraduate Student Officer to obtain a PIN number for the photocopier. If you need any stationery please see **Pauline Holmes** in the Maths Reception/General Office who will show you where it is kept. Please be economical with stationery and photocopying.

Photocopying facilities (including colour photocopying) are also available in the University of Leeds in the Print and Copy Bureau (under Roger Stevens Lecture Theatres on level 6) and in the Libraries at 5p per A4 copy (up to 5 copies) and then 4p per A4 copy (over 5 copies) and 10p per A3 copy.

## 1.7 The Student Committees

The School of Mathematics Staff-Postgraduate Student Committee is made up of elected Student Representatives and the Postgraduate Research Tutors. It meets regularly to discuss issues raised by Postgraduate Students. The minutes of the meetings are written by a member of the committee. Issues raised by the Staff-Postgraduate Student Committee are discussed by other School committees as appropriate.

Depending on other commitments and how much spare time a Student Representative has, they can: identify problems and needs of students; represent students to the staff and be the student voice; attend Student Representative Meetings to exchange ideas, experiences and support each other; encourage students' involvement in their department and their University.

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

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

If you are interested in being a Representative on either of these Committees please contact the Taught Postgraduate and Undergraduate Student Officer.

### **1.8 The Mathematics Society**

The Maths Society is open to all members of the School of Mathematics, undergraduates and postgraduates. The Maths Society's aim is to bring Maths students together, to help each other and to have fun through socials, sports events and activities. Previous socials' have included Otley runs, a trip to Amsterdam, club nights, curry nights and various day trips. The Maths Society has its own football, netball and hockey teams and arranges inter-departmental sporting matches as well as entering university competitions. The committee is in place for one year with the change-over taking place towards the end of the year.

## Section 2: Teaching and Learning

### 2.1 Frequently Used Terminology

<i>Module</i>	The teaching units into which each programme of study is divided. Each module has a module code. Modules are usually worth 15 or 20 credits, but may be worth 10 or 60 credits. You take modules amounting to 180 or 185 credits with about 60 credits in each Semester. See Section 2.2 for more information on modules.
<i>Module Code</i>	The letters indicate the School which teaches the module. The first number tells you the level of the module. For example, MATH3802 is the code for Level 3 module Time Series.
<i>Compulsory Module</i>	A module in your programme you are automatically enrolled on.
<i>Optional Module</i>	One of a list of Mathematics and related modules from which students in particular programmes of study can choose.
<i>Programme of study</i>	A particular course. For example, MSc Statistics and MSc Mathematics are two of the Taught Postgraduate programmes of study.
<i>Semester</i>	These are two periods into which an academic year is divided with examinations at the end of each one. The summer period is devoted to the dissertation.
<i>Session</i>	The academic year.
<i>Term</i>	These are periods when you are required to be in Leeds. There are three terms per academic year separated by holidays, at Christmas and at Easter. You need to submit an absence request via the PORTAL if you need to be away during term time.

### 2.2 Modules

Lectures normally start at 5 minutes past the hour and last for 50 minutes. Other timetabled slots may be designated as "Practical Workshops", "Examples classes" or "Computer Practicals". Online module enrolment is available on: <http://www.leeds.ac.uk/studentguide/enrolment.htm>. Once you have accessed online module enrolment, you will find links to module descriptions.

### 2.3 Computing Resources

The School of Mathematics has a wide range of computing facilities for postgraduates concentrated into two main computer rooms within the Mathematics building and the Satellite. The Ed Redfern Room (Level 9, 9.21e) contains 20 workstations (a combination of Linux and Sun workstations), one laser printer (lp4) and a scanner. There are also 4 Linux computers in the Satellite IT Resource Room (EC Stoner, Level 10). There are colour laser printers in the General Office, Taught Student Office and Satellite Resource Room. Some postgraduate offices also have computing facilities and access to the University's wireless network. For most Postgraduate Students the School of Mathematics resources provide more than adequate facilities and it is rare for students to also need Central University resources. If you are in any doubt as to what systems to use ask your Supervisor or Departmental Computer Representative.

**All new Postgraduates are allocated a username on the School of Mathematics' computer system. This can be collected at the Welcome Meeting for new postgraduates or from the School Computing Officer, Tim Hainsworth, at other times.**

All Postgraduate Students in Applied Mathematics and Statistics make extensive use of these computing facilities; those in Pure Mathematics generally make more limited use. Your Supervisor should be able to advise you on your likely requirements. You may also find your Departmental Computer Representative a useful contact for general information on appropriate software for your research. Some of the most widely used mathematics and statistics software is listed below - this is in addition to the usual email and web browsers.

Maple, Matlab	
and Mathematica	Computer algebra and mathematical programming
Fortran, C, NAG	Algorithmic programming
R	Statistical programming language
TeX and LaTeX	Wordprocessing (particularly good for mathematics)
Open Office	Wordprocessing, spreadsheet, presentation
Microsoft Office	Wordprocessing, spreadsheet, database, etc
IDL, Gnuplot	Data visualisation and Image processing
Gimp, Inkscape, xv	Image / diagram editing and display

Information for these can be found on: <http://doc.maths.leeds.ac.uk/tutorial/overview.html>

Any faults should be reported on the MAPS Faculty Support webpage at:  
<http://www.maps.leeds.ac.uk/mitsupport>

**Never turn off any of the workstations!**

Further software is available on the University computing network including statistical packages such as Minitab, SPSS and SAS. In addition there are several internet and email platforms available for use.

The School IT Committee considers all aspects of the School computer facilities. If you have any comment on the current facilities please see your Departmental Computer Representative:

Applied Mathematics: **Professor Steve Tobias**, who is also Chairman of the IT Committee, and **Dr Evy Kersalé**; Pure Mathematics: **Dr J Martin Speight** and Statistics: **Dr Jochen Voss**. The School Computing Officer is **Dr Tim Hainsworth**.

## 2.4 Coursework

Coursework, whether or not it counts towards the final assessment, will be set regularly. You are required to hand in coursework by the designated date. A good way to learn is to collaborate with other students in solving problems. You are encouraged to discuss the set coursework with other students, but you should submit your own solutions for marking. For guidance on the difference between collaborating and copying, see Section 2.11 Plagiarism (or Cheating).

## 2.5 Calculators

The School of Mathematics' policy is that only previously approved basic scientific calculators may be used in examinations for Mathematics modules. Only calculators with a special approval sticker issued by the School of Mathematics are allowed to be used in Mathematics exams.

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.

## 2.6 Booklists

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

## 2.7 What is Expected of You

Partnership Agreement - The Partnership Agreement is an example of the University's values in practice as they relate to learning and teaching. It describes the shared responsibilities of staff and students, working together as members of a learning community. It was developed jointly by students, represented by LUU, and the University, represented by the Learning and Teaching Board.

The Partnership Agreement can be found at: <http://www.leeds.ac.uk/partnershipagreement>.

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

- a) Attend lectures regularly.
- b) Hand in all your set coursework on time.
- c) Attend practical sessions and workshops.
- d) Do a reasonable amount of work outside timetabled hours (*see below for what this means*).
- e) Consult recommended texts and read other books so as to broaden your understanding.
- f) Sit the appropriate examinations (*see also Section 5*).

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

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

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

## 2.8 Behaviour in Lectures

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

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

This Code is designed to ensure that all students and staff have a comfortable environment in which to study, learn and work. The overriding principle is to be respectful and considerate of others, both of fellow students and staff. Students are expected to behave in a professional and responsible manner at all times.

Students at the University of Leeds sign up to the University's Ordinances and Regulations, which form an essential part of the contract between the University of Leeds and students. These regulations state that students must not participate in "disorderly behaviour", "harassment or other inappropriate behaviour towards staff or students", and "conduct likely to bring the University into disrepute." In terms of students' behaviour during classes, the School adheres to the following guidelines:

- **Lateness.** Taught sessions will start promptly at five minutes past the hour and end promptly at five minutes to the hour, unless otherwise agreed with students for a particular session/module. If a student arrives late, he/she must enter the class room quietly and discretely and avoid disruption. The student might be asked to give an explanation for the late arrival.
- **Talking.** Students are expected to show respect for their fellow students and lecturing staff by NOT talking during taught sessions (unless given express permission to do so by the lecturer). If a student continues to talk after being warned the lecturer may ask the student to leave the room.
- **Mobile phones.** The use of mobile phones and similar technology is not allowed during taught sessions, unless you have been given permission. This includes receiving and writing text messages.
- **Food and drink.** Normally eating and drinking is not allowed in teaching rooms and lecture theatres. If students have successive teaching sessions over the lunch hours, non-disruptive eating and drinking is permitted. However the handling of crisp bags, noisy wrappers or fizzy drinks is not allowed at any time.

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

- ask the student to leave the teaching session
- ask the student to discuss his/her behavior
- ask the student to attend a formal meeting with the School's Director of Student Education. A formal record of this meeting will be retained on the student's academic record.
- In extreme and persistent cases the School can refer students to the University's Office of Academic Appeals and Regulations which may impose one or more penalties, such as a fine, a formal warning or suspension from the University.

## **2.9 What is a Reasonable Amount of Work?**

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

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

- Most students who fail our courses say that they had not done enough work, or left it to the last minute.

- Experience shows that a few hours of regular study each week per module is much more effective than last minute panic swotting late into the night.

## 2.10 What You Have a Right to Expect from Lecturers

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

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

Lecturers will cover the agreed syllabus as set out in the module descriptions. Coursework set for assessment and examination questions will be relevant to the course content. Lecturers and tutors will give guidance as to relevant books, specifying those that are essential.

## 2.11 Plagiarism (or Cheating)

Please visit the University of Leeds plagiarism site at <http://www.ldu.leeds.ac.uk/plagiarism/> which provides you with all the information you need to know with regard to plagiarism, for example:

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

### Referencing styles

- Harvard (also called the Author-date style) and Numeric (also called the Numbered List or Vancouver style) are two of the most commonly used forms of citation styles, but there are many others. Some examples include: MHRA (Modern Humanities Research Association) for literature and the Humanities; APA (American Psychological Association) for Psychology; AIP (American Institute of Physics) for Physics, and many others. If you are unsure which style to use, check with your tutor.
- If you are writing an article for publication in an academic journal, refer to the publisher’s guidelines for authors.
- For your University work, check first with your department to see if you are required to use a particular style of referencing.
- Make sure you use the correct conventions for the style of citation you have chosen.
- Be consistent in your use of a referencing style.
- Always acknowledge the sources of all your quotations, arguments and ideas, even if you don’t quote the source directly.
- When writing your bibliography you must ensure that you include all the required details about each information source. These vary according to the type of materials you have

used, so a reference for a book will include different information to a reference for a patent.

### Practical tips and use of abbreviations

- Note that, in most referencing styles including Harvard and Numeric, the title and subtitle are made prominent by *italicising* the text. You may underline instead if you wish.
- If there are more than three authors, you can include the name of the first and then replace the others with "*et al*".

### Keeping a record of your references

- Keep a detailed record of the sources of information you use in your research as you consult them – it may be impossible to find them again later if you haven't noted all the bibliographic details the first time.
- If you photocopy a journal article, make sure it shows the journal title, volume and issue numbers, and page numbers. If it doesn't, write them on.
- Keep print-outs of any webpages you have consulted.
- If you've lost the details of one of your references, you won't be able to use it in your assignment – using it without an acknowledgement would be plagiarism.
- One traditional method of storing your references is to write the details of each useful source you've consulted on a small card, which you can file in alphabetical order.

## 2.12 Seeking Academic Help

We expect you, as a University student, to take responsibility for your own learning. Most students find they need some extra help at some stage in the course. You will find it is readily available and you should not be diffident in seeking it. In case of difficulties the usual step would be to ask your lecturers for help. If you have problems connected with the course that cannot be sorted out in this way, you should see your Programme Co-ordinator.

## 2.13 Student Feedback

Your views on our modules and programmes of study (as well as on this Handbook) are very important to us. We welcome your comments - good and bad! If there is an immediate problem you should talk either to the lecturer concerned, your Personal Tutor or the Programme Co-ordinator.

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

## 2.14 The Student Complaints Procedure

Students who wish to raise a concern about a module are encouraged to contact the lecturer of the module concerned directly or their student representative. For other concerns students should contact the Director of Learning & Teaching. If the student's concern is not addressed satisfactorily by the lecturer, students are advised to contact their personal tutor, their Programme Leader, 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://campus.leeds.ac.uk/docs/stucompsproc.pdf>, which can also be found in the University Taught Student Guide.

## 2.15 Appeals Against Examination Results

The procedure for appealing against examination results is set out in the Taught Students Guide - <http://www.leeds.ac.uk/qmeu/tsg/>. 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 published deadlines.
- You are advised to consult the Programme Co-ordinator in the School of Mathematics informally before deciding whether you wish to pursue an appeal.
- You should also speak to the staff of the Leeds University Union Student Advice Centre. They can advise you on whether your appeal is likely to succeed and what to say when you write your full statement of appeal.

You will also find further information on the Office of Academic Appeals and regulations website : <http://www.leeds.ac.uk/AAandR/>.

## 2.16 Student Employment

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

Joblink in LUU Building <http://www.leedsuniversityunion.org.uk/jobs/>  
Tel: (0113) 380 14444  
Email: [joblink@luu.leeds.ac.uk](mailto:joblink@luu.leeds.ac.uk)

## Section 3: Personal Advice

### 3.1 Personal Tutors

The role of a Personal Tutor is to help students with a range of problems which they might face, and to be the first person a student will usually turn to for help with them. Personal Tutors can help students as:

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

*Personal Counsellor:* Helping students with personal problems.

<i>Advocate:</i>	Representing the student at appropriate times when they have problems with the central administration or other departments.
<i>Referral Agent:</i>	Pointing the student in the direction of specialised advice services within the University e.g. the Counselling Service, Student Advice Centre, Accommodation Service, Medical Centre, University Chaplains, Careers Centre, International Student Adviser, Adviser for Students with Disabilities, and the Careers Centre.
<i>Job References:</i>	Students frequently ask their Personal Tutor to write references for them when they are applying for jobs. It is your responsibility to ensure that your Personal Tutor has the relevant information, for example about your non-academic activities that would be helpful when writing references.

Students who wish to change their Personal Tutor should see their Programme Co-ordinator.

### 3.2 Changing your Modules

You can change the modules you are enrolled for within the first few weeks of each Semester, provided the modules you wish to change to are permitted by your programme of study. More information is available on <http://www.maths.leeds.ac.uk/school/students/>

If you are thinking of changing modules you should consult your Personal Tutor or your Programme Co-ordinator. To change modules you need to fill in a Change of Module Form, which can be obtained from the **Taught Student Office** room 8.19c on level 8.

You should return the form to the **Taught Student Office** room 8.19c on level 8 so that the form can be signed on behalf of Mathematics, and a copy sent to Taught Student Administration.

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

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

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

- For Semester 1 modules: Friday 21 October 2011.
- For Semester 2 modules: Friday 17 February 2012.

If you submit a Change of Module form after the deadline, you may be required to pay a fine.

### 3.3 What to Do in Case of Illness

If you miss any teaching activities, you must submit an absence request via the PORTAL; for details see <http://www.leeds.ac.uk/student-services-centre/counterservices/sickness.htm>. Where the absence through illness exceeds 5 days, a medical certificate will be required and this should also be given to the **Taught Student Office** room 8.19c. You must keep your Personal Tutor fully informed of illness which may affect your studies.

### 3.4 Health & Safety

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

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

### **Roles and responsibilities**

Employees, research staff and students

You have the following health and safety responsibilities:

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

Accidents:

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

### **Fire Safety:**

You must:

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

Re- entry after an incident: All Students must wait at the assembly point (Chancellors Court) until instructions have been received from Security, or fire warden assisting Security. On no account should anyone enter a building while the fire alarm is sounding.

### **Insurance:**

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

**Appliances:**

Kettles, heaters and other similar appliances must not be used in offices without first obtaining consent from the School Safety representative.

Offices must be kept reasonably tidy and uncluttered to allow cleaning and easy access in the case of emergency.

**Smoking:**

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

**Security:**

Access doors are locked after hours and at weekends. The school is monitored by the University Security Service; any urgent problems should be notified to the University Security Service on ext 32222 or 0113 3432222.

The Health and Safety representative in the School is Mrs Margaret Jones (contact number (0113) 34 35101 email on: [m.jones@leeds.ac.uk](mailto:m.jones@leeds.ac.uk)).

## Section 4: Making a Success of Your Course

### 4.1 Useful Tips

#### *Make the most of lectures*

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

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

#### *Collaborate with other students*

- Most students find it helps to work on problems in a small group.
- Keep this in mind when choosing your housemates.
- Be careful not to plagiarise (see *Section 2.11*).

#### *Find a suitable place to work*

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

#### *Manage your time sensibly*

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

#### *Do not just do the homework*

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

#### *Work steadily don't leave too much to "revision"*

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

## Section 5: Examinations and Assessment

### 5.1 Examination Information

The contact for examinations in the School of Mathematics is the Senior Administrator Louise Feaviour (L.P.Feaviour@leeds.ac.uk). If you find you have any examination timetable clashes, ill health affecting examinations or any other examination queries you should contact Louise or call in to the Taught Student Office on level 8.

#### Enrolment for Examinations

After you have enrolled for your modules you will be expected to check your registrations online and inform the Taught Student Office of any errors or omissions. Students who change their module choice after the deadlines given in *Section 3.2* may be subject to an administration fee and your name might not appear on the seating list for the examination.

#### Examination Timetables

The provisional exam timetables will be published as follows:

Semester 1	15 November 2011
Semester 2	07 March 2012

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

The final exam timetables will be published (including room allocations) as follows:

Semester 1	09 December 2011
Semester 2	16 April 2012

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

If you wish to register exemption from University examinations on Sabbath or Holy days you must notify the Examinations Officer in TSA (Taught Student Administration is located in Student Services Centre, Marjorie & Arnold Ziff building) by 28 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.

#### Examinations

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

January for Semester 1  
May/June for Semester 2

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

You require your Student Card for examinations, which must be placed on your desk during each examination so that it can be seen by the Invigilator.

During examinations, silence must be preserved in the examination rooms and smoking is not permitted. If you require anything you should raise your hand but do not leave your place.

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

### **Admission to the Examination Room**

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

### **Reading the Question Paper**

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

### **Leaving the Examination Room**

If you wish to leave an examination early, you must seek permission from the Invigilator and you must hand in your script before you leave. You may not leave the Examination Room during the first hour or during the last 10 minutes. At the end of examination, you should remain in your seat until all the scripts have been collected and you are given permission to leave.

You are advised not to leave an examination early unless you have checked all your answers and you are sure you can add nothing to them. Examiners often find that students who leave examinations early have made slips in their answers, and that extra marks could have been gained by checking the answers for accuracy.

For January and May/June examinations you may take your question paper with you when you leave. In the August resit examinations question papers may not be removed.

### **Assessment / Progression**

Beside written examinations, some proportion of the assessment may be through coursework or tests. Details are given in module descriptions of the weights of components used in assessment. You will be given a numerical grade for each module. **Please note** that to complete your dissertation you will normally be required to have passed at least 90 credits, including at

least 75 at level 5M and to have achieved an overall weighted average of at least 50% across all modules in semester 1 and 2.

### **Absence from Examinations**

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

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

Absences due to illness must be supported by a medical certificate from a doctor stating the nature, severity and duration of the illness in relation to the absence. If, however, appropriate certification is not provided the candidate will be normally considered absent without good cause.

### **Notification of Examination Results**

Provisional examination marks will be provided as soon as possible after the Semester 1 and Semester 2 examiners' meetings and final results will be published after the final examiners' meeting in October 2012. Students will be able to view their examination results on-line from July or November 2012.

### **Past Examination Papers**

It is a good idea to obtain copies of past examination papers available at:

[www.leeds.ac.uk/ssc/exampapers/](http://www.leeds.ac.uk/ssc/exampapers/)

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

### **Use of Calculators in Examinations**

See page 13 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 for their modules. However, the use of miniature information processors for the storing of examination notes is not permitted and would be regarded as cheating.

## **5.2 Medical and Other Personal Matters Affecting Student Performance**

If you have any medical or other special circumstances affecting your performance you must complete a Special Circumstances form by a set date and submit it to the Taught Student Office. You can find these online (see section 3.3) or in the Taught Student Office.

If you need advice as to whether you should submit a request for consideration of special circumstances, please talk to your Personal Tutor or your programme Co-ordinator. Please note that such requests must be submitted by the following deadlines:

Semester 1 exams	23 January 2012
Semester 2 exams	31 May 2012
August resits	29 August 2012

### **Missed coursework/Coursework extension.**

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.

## **5.3 Plagiarism and Cheating in University Examinations**

### **Plagiarism**

See *Section 2.11* for a definition of "plagiarism" and the penalties which can be applied to students found guilty of it.

### **Cheating in University Examinations**

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

## **5.4 Appeals**

Anyone who thinks they have been treated unfairly in regard to the results of their examinations should read *Section 2.15* on Appeals Against Examination Results.

## **5.5 Award of Degree**

After each examination has been marked, the raw percentage marks are converted into numerical grades on a 0-100 scale. This is done by the examiner in conjunction with an internal assessor. This is done by careful consideration of which raw percentages correspond to the

different degree classes, and takes into account judgements about the difficulty of the paper. For examinations which contribute towards degree results this process is subject to an internal statistical analysis by the Examinations Monitoring Group and is subject to review by the External Examiners.

## **5.6 Classification**

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

For level 3 modules (modules coded as MATH3xyz), the pass mark is 40 and for level 5 modules (coded MATH5xyzM) the pass mark is 50. To obtain a pass overall, students must pass modules worth at least 150 credits with at least 135 level 5 credits passed, and achieve an overall average of at least 50. If the average mark for the course exceeds 60 the MSc is awarded with Merit; greater than 70 gets a Distinction. Students failing to pass the taught component of the course may not be allowed to proceed to the dissertation.

## Section 6: MSc Programmes and Module Choices

### 6.1 MSc Statistics

#### Programme specification:

The programme will:

- provide a solid training in mainstream advanced statistical modelling
- expose students to modern developments in Statistics
- be flexible in allowing the student to take a broad range of options, including modules within financial mathematics and statistical bioinformatics
- reflect the research interests of the department including specialized topics in statistical shape analysis and directional data, statistical genetics and stochastic financial modelling

At the end of the programme students should:

- be prepared to embark on a programme of research as a research student
- be able to undertake data analysis for a wide variety of statistical problems
- have learned key programming skills, both in data analysis and mathematical typesetting
- be equipped as a statistician for a range of careers in industry, commerce and the public sector
- have learned to express mathematical concepts and statistical analysis in both written and verbal form

#### Compulsory modules:

**Candidates must enrol on exactly 180 or 185 credits overall, with at least 135 credits at level 5M. To complete the dissertation, candidates will normally be required to have passed at least 90 credits, including at least 75 at level 5/M, and to have achieved an overall weighted average of at least 50% across all modules in semesters 1 and 2.**

Candidates will be required to study the following compulsory modules:

MATH5825M	Independent Learning and Skills Project	15 credits	Semester 2
MATH5835M	Statistical Computing	15 credits	Semester 1
MATH5871M	Dissertation in Statistics	60 credits	June to September

#### Optional modules:

Candidates will be required to study 70 credits from the following optional modules:

A "standard" package of module choices will comprise the compulsory modules, together with the following recommended optional modules:

MATH3714	Linear Regression and Robustness	15 credits	Semester 1
MATH3723	Statistical Theory	15 credits	Semester 2
MATH3733	Stochastic Financial Modelling	15 credits	Semester 1

MATH5772M	Multivariate and Cluster Analysis	15 credits	Semester 1
MATH5802M	Time Series and Spectral Analysis	15 credits	Semester 2
MATH5824M	Generalised Linear and Additive Models	15 credits	Semester 2

However, depending on the student's background and preferences, any of the above may be replaced by any of the following:

EPIB5022M	Core Epidemiology	15 credits	Semester 1
EPIB5025M	Multilevel and Latent variable Modelling	15 credits	Semester 2
EPIB5026M	Advanced Modelling	15 credits	Semester 2
EPIB5027M	Advanced Epidemiology	15 credits	Semester 1
MATH3565	Mathematical Biology	15 credits	Semester 1
MATH3772	Multivariate Analysis	10 credits	Semester 1
MATH3802	Time Series	10 credits	Semester 2
MATH3823	Generalised Linear Models	10 credits	Semester 2
MATH3880	Introduction to Statistics and DNA	10 credits	Semester 1
MATH5320M	Discrete Time Finance	15 credits	Semester 1
MATH5330M	Continuous Time Finance	15 credits	Semester 2
MATH5340M	Risk Management	15 credits	Semester 2
MATH5566M	Advanced Mathematical Biology	20 credits	Semester 1
MATH5714M	Linear Regression and Robustness and Smoothing	20 credits	Semester 1
MATH5841M	Hidden Markov Models and their Application in Bioinformatics	15 credits	Semester 2
MATH5875M	Project in Statistics	15 credits	Semester 2, Semester 1
MATH5880M	Statistics and DNA	15 credits	Semester 1

Subject to the overall constraint that the student must take at least 135 credits at level 5, and specific constraints related to individual modules (pre-requisites and exclusions, etc).

### Elective modules:

Candidates may choose to take up to 20 credits of elective modules, which should normally include a substantive statistical component, and are subject to the written approval of the Programme Co-ordinator.

**You must enrol for your modules online at:**

**<http://www.leeds.ac.uk/studentguide/>**

**Module enrolment for 2011/2012 is available online from Mon 01 Aug – Sun 02 Oct 2011**

***You can discuss module choices with your Programme Co-ordinator at the Welcome Meeting on 21 Sept 2011***

## 6.2 MSc Statistics with Applications to Finance

### Programme specification:

The programme will:

- provide a solid training in mainstream advanced statistical modelling with special focus on statistical finance
- expose students to modern developments in statistical finance
- reflect the research interests of the department in stochastic financial modelling

At the end of the programme students should:

- be able to embark on a programme of research as a research student
- be able to undertake data analysis for a variety of statistical problems with special focus on financial data
- have learned key programming skills, both in data analysis and mathematical typesetting
- be equipped as a financial statistician for a range of careers in industry, commerce and the public sector
- have learned to express mathematical concepts and statistical analysis in both written and verbal form

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### Compulsory modules:

**Candidates must enrol on exactly 180 or 185 credits overall, with at least 135 credits at level 5M. To complete the dissertation, candidates will normally be required to have passed at least 90 credits, including at least 75 at level 5/M, and to have achieved an overall weighted average of at least 50% across all modules in semesters 1 and 2.**

Candidates will be required to study the following compulsory modules:

MATH3733	Stochastic Financial Modelling	15 credits	Semester 1
MATH5320M	Discrete Time Finance	15 credits	Semester 1
MATH5330M	Continuous Time Finance	15 credits	Semester 2
MATH5340M	Risk Management	15 credits	Semester 2
MATH5802M	Time Series and Spectral Analysis	15 credits	Semester 2
MATH5835M	Statistical Computing	15 credits	Semester 1
MATH5871M	Dissertation in Statistics	60 credits	June to September

**To be awarded the degree of MSc students will be required to pass at least three of the compulsory modules MATH3733, MATH5320M, MATH5330M, MATH5340M.**

### Optional modules:

Candidates will be required to study 30 credits from the following optional modules:

MATH3714	Linear Regression and Robustness	15 credits	Semester 1
MATH3723	Statistical Theory	15 credits	Semester 2
MATH3772	Multivariate Analysis	10 credits	Semester 1
MATH3823	Generalised Linear Models	10 credits	Semester 2

MATH3880	Introduction to Statistics and DNA	10 credits	Semester 1
MATH5325M	Models in Actuarial Science	15 credits	Semester 2
MATH5714M	Linear Regression and Robustness and Smoothing	20 credits	Semester 1
MATH5772M	Multivariate and Cluster Analysis	15 credits	Semester 1
MATH5824M	Generalised Linear and Additive Models	15 credits	Semester 2
MATH5825M	Independent Learning and Skills Project	15 credits	Semester 2
MATH5875M	Project in Statistics	15 credits	Semester 2, Semester 1
MATH5880M	Statistics and DNA	15 credits	Semester 1

Subject to the overall constraint that the student must take at least 135 credits at level 5, and specific constraints related to individual modules (pre-requisites and exclusions, etc).

**You must enrol for your modules online at:**

**<http://www.leeds.ac.uk/studentguide/>**

**Module enrolment for 2011/2012 is available online from Mon 01 Aug – Sun 02 Oct 2011**

***You can discuss module choices with your Programme Co-ordinator at the Welcome Meeting on 21 Sept 2011.***

### 6.3 MSc Mathematics

#### Programme specification:

The programme will:

- provide a solid training in mainstream mathematics;
- expose students to modern developments in mathematics;
- be flexible in allowing the student to take a broad range of options, including modules within pure mathematics, applied mathematics, financial mathematics, statistics and probability;
- reflect the research interests of the School.

**Candidates must enrol on exactly 180 or 185 credits with at least 135 credits at level 5M to complete the dissertation. Candidates will normally be required to have passed at least 90 credits, including at least 75 credits at level 5M and to have achieved an overall weighted average of at least 50% across all modules in semesters 1 and 2.**

#### Compulsory modules:

Candidates will be required to study the following compulsory module:

MATH5000M	Dissertation in Mathematics	60 credits	1 Jun to 30 Sep	PFP
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#### Optional modules:

Candidates will be required to study 120 or 125 credits from the following optional modules.

MATH3021	Philosophy of Logic and Mathematics	20 credits	Semester 2
MATH3024	Homotopy and Surfaces	15 credits	Semester 2
MATH3033	Graph Theory	15 credits	Semester 1
MATH3044	Number Theory	15 credits	Semester 2
MATH3071	Groups and Symmetry	15 credits	Semester 1
MATH3113	Differential Geometry	15 credits	Semester 2
MATH3143	Combinatorics	15 credits	Semester 2
MATH3153	Coding Theory	15 credits	Semester 2
MATH3163	Computability and Unsolvability	15 credits	Semester 1
MATH3172	Algebra and Numbers	15 credits	Semester 1
MATH3193	Algebras and Representations	15 credits	Semester 1
MATH3215	Hilbert Spaces and Fourier Analysis	15 credits	Semester 2
MATH3224	Topology	15 credits	Semester 1
MATH3232	Transformation Geometry	15 credits	Semester 1
MATH3355	Hamiltonian Systems	15 credits	Semester 2
MATH3375	Hydrodynamic Stability	15 credits	Semester 1
MATH3385	Quantum Mechanics	15 credits	Semester 1
MATH3397	Nonlinear Dynamics	15 credits	Semester 1

MATH3414	Analytic Solutions of Partial Differential Equations	15 credits	Semester 1
MATH3451	Introduction to Polymeric Fluids	15 credits	Semester 2
MATH3457	Geophysical and Astrophysical Fluid Dynamics	15 credits	Semester 2
MATH3474	Numerical Methods	10 credits	Semester 1
MATH3475	Modern Numerical Methods	15 credits	Semester 2
MATH3501	Modelling with Fluids	10 credits	Semester 1
MATH3531	Cosmology	10 credits	Semester 2
MATH3565	Mathematical Biology	15 credits	Semester 1
MATH3714	Linear Regression and Robustness	15 credits	Semester 1
MATH3723	Statistical Theory	15 credits	Semester 2
MATH3733	Stochastic Financial Modelling	15 credits	Semester 1
MATH3772	Multivariate Analysis	10 credits	Semester 1
MATH3802	Time Series	10 credits	Semester 2
MATH3823	Generalised Linear Models	10 credits	Semester 2
MATH3841	Introduction to Hidden Markov Models	10 credits	Semester 2
MATH3880	Introduction to Statistics and DNA	10 credits	Semester 1
MATH5015M	Linear Analysis 1	20 credits	Semester 1
MATH5021M	Philosophy of Logic and Mathematics	20 credits	Semester 2
MATH5033M	Advanced Graph Theory	20 credits	Semester 1
MATH5113M	Advanced Differential Geometry	20 credits	Semester 2
MATH5124M	Advanced Set Theory	20 credits	Semester 1
MATH5164M	Advanced Computability & Unsolvability	20 credits	Semester 1
MATH5253M	Commutative Algebra and Algebraic Geometry	20 credits	Semester 2
MATH5325M	Models in Actuarial Science	15 credits	Semester 2
MATH5356M	Advanced Hamiltonian Systems	20 credits	Semester 2
MATH5376M	Advanced Hydrodynamic Stability	20 credits	Semester 1
MATH5386M	Advanced Quantum Mechanics	20 credits	Semester 1
MATH5398M	Advanced Nonlinear Dynamics	20 credits	Semester 1
MATH5457M	Advanced Geophysical and Astrophysical Fluid Dynamics	20 credits	Semester 2
MATH5476M	Advanced Modern Numerical Methods	20 credits	Semester 2
MATH5566M	Advanced Mathematical Biology	20 credits	Semester 1
MATH5714M	Linear Regression and Robustness and Smoothing	20 credits	Semester 1
MATH5772M	Multivariate and Cluster Analysis	15 credits	Semester 1
MATH5802M	Time Series and Spectral Analysis	15 credits	Semester 2
MATH5824M	Generalised Linear and Additive Models	15 credits	Semester 2
MATH5825M	Independent Learning and Skills Project	15 credits	Semester 2
MATH5835M	Statistical Computing	15 credits	Semester 1
MATH5841M	Hidden Markov Models and their Application in Bioinformatics	15 credits	Semester 2

MATH5880M	Statistics and DNA	15 credits	Semester 1
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Subject to the overall constraint that the student must take at least 135 credits at level 5, and specific constraints related to individual modules (pre-requisites and exclusions, etc).

**You must enrol for your modules online at:**

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

**Module enrolment for 2011/2012 is available online from from Mon 01 Aug – Sun 02 Oct 2011**

***You can discuss module choices with your Programme Co-ordinator at the Welcome Meeting on 21 Sept 2011***

## 6.4 MSc Mathematics and Computer Science

### Programme specification:

The programme will:

- provide training in mathematics and computer science;
- expose students to modern developments in mathematics and computer science;
- be flexible in allowing the student to take a broad range of options, including modules within pure mathematics, applied mathematics, financial mathematics, statistics and probability, and computing;
- reflect the research interests of the Schools of Mathematics and Computing.

**Candidates must enrol on 180 or 185 credits overall with at least 135 credits at level 5M. To complete the dissertation candidates will normally be required to have passed at least 90 credits, including at least 75 at level 5M and to have achieved an overall weighted average of at least 50% across all modules in semester 1 and 2.**

### Compulsory modules:

Candidates are required to enroll on **one** of the following two modules:

COMP5200M	MSc Project	60 credits	Jan to Sept
MATH5000M	Dissertation in Mathematics	60 credits	1 June to 30 Sept

### Optional modules:

Candidates are required to choose 120 or 125 credits from the following modules, with at least 40 credits in level 5 Maths modules and at least 40 credits in level 5 COMP modules:

COMP3930	Complexity and Approximation	10 credits	Semester 1
COMP5255M	Problem Solving with Computers	15 credits	Semester 1
COMP5320M	Computational Modelling	15 credits	Semester 1
COMP5390M	Techniques for Knowledge Management	15 credits	Semester 2
COMP5410M	Language	15 credits	Semester 2
COMP5425M	Machine Learning	15 credits	Semester 1
COMP5430M	Vision	15 credits	Semester 2
COMP5900M	Algorithm Design	15 credits	Semester 2
COMP5910M	Advanced Distributed Systems	15 credits	Semester 2
COMP5920M	Scheduling	15 credits	Semester 1
COMP5930M	Scientific Computation	15 credits	Semester 1
MATH3021	Philosophy of Logic and Mathematics	20 credits	Semester 2
MATH3143	Combinatorics	15 credits	Semester 2
MATH3153	Coding Theory	15 credits	Semester 2
MATH3474	Numerical Methods	10 credits	Semester 1
MATH3733	Stochastic Financial Modelling	15 credits	Semester 1
MATH5021M	Philosophy of Logic and Mathematics	20 credits	Semester 2

MATH5033M	Advanced Graph Theory	20 credits	Semester 1
MATH5124M	Advanced Set Theory	20 credits	Semester 1
MATH5164M	Advanced Computability and Unsolvability	20 credits	Semester 1
MATH5476M	Advanced Modern Numerical Methods	20 credits	Semester 2
MATH5835M	Statistical Computing	15 credits	Semester 1

Subject to the overall constraint that the student must take at least 135 credits at level 5, and specific constraints related to individual modules (pre-requisites and exclusions, etc).

Depending on the student's interest, further modules are available as options upon approval by the Programme Co-ordinator.

**You must enrol for your modules online at:**

**<http://www.leeds.ac.uk/studentguide/>**

**Module enrolment for 2011/2012 is available online from from Mon 01 Aug – Sun 02 Oct 2011**

***You can discuss module choices with your Programme Co-ordinator at the Welcome Meeting on 21 Sept 2011***

## 6.5 MSc Atmosphere-Ocean Dynamics

### Programme specification:

The programme is unusual in that it provides training in both modern applied mathematics and atmosphere-ocean science. This is achieved by offering modules and project supervision from both the School of Mathematics and the School of Earth and Environment, the latter being undertaken by members of the School's Institute for Climate and Atmospheric Science, part of the National Centre for Atmospheric Science.

Beyond a compulsory core of applied maths and fluid dynamics, students are free to choose options from applied maths, atmosphere-ocean science, numerical methods and scientific computation.

The dissertation may be supervised by staff in the School of Mathematics or the School of Earth and Environment.

**Candidates must enrol on 180 or 185 credits overall with at least 135 credits at Level 5M. To complete the dissertation candidates will normally be required to have passed at least 90 credits, including at least 75 at level 5M, and to have achieved an overall weighted average of at least 50% across all modules in semesters 1 and 2.**

### Compulsory modules:

Candidates will be required to complete the following compulsory modules, worth 60 credits:

MATH5000M	Dissertation in Mathematics	60 credits	1 Jun to 30 Sep
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Note:

The dissertation for MATH5000M should be on some aspect of atmosphere-ocean dynamics and the title will need to be approved by the Programme Co-ordinator.

### Optional modules:

Candidates will be required to take 120 or 125 further credits from the list below. At least three modules chosen must be from Mathematics (MATH) and at least two must be from Earth and Environment (SOEE).

MATH3474	Numerical Methods	10 credits	Semester 1
MATH3501	Modelling with Fluids	10 credits	Semester 1
MATH5376M	Advanced Hydrodynamic Stability	20 credits	Semester 1
MATH5398M	Advanced Nonlinear Dynamics	20 credits	Semester 1
MATH5457M	Advanced Geophysical and Astrophysical Fluid Dynamics	20 credits	Semester 2
MATH5476M	Advanced Modern Numerical Methods	20 credits	Semester 2
MATH5825M	Independent Learning and Skills Project	15 credits	Semester 2
SOEE3410	Atmosphere and Ocean Climate Change Processes	10 credits	Semester 1
SOEE3700	Practical Weather Forecasting	10 credits	Semester 1
SOEE5680M	Dynamics of Weather Systems	15 credits	Semester 2
SOEE5820M	Fortran for Environmental Modelling	15 credits	Semester 2

SOEE5835M	Advanced Atmosphere and Ocean Dynamics	15 credits	Semester 1
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All module choices are subject to approval by the Programme Co-ordinator. Students who have not previously taken MATH3457 or MATH5457M will be required to take MATH5457M. Students who have not previously taken SOEE2210 will be required to take SOEE5835M. Students may also be required to substitute some of their modules with MATH5001M (Reading Project in Mathematics 10 credits) or MATH5002M (Reading Project in Mathematics 20 credits) if instructed to do so by the Programme Co-ordinator.

Subject to the overall constraint that the student must take at least 135 credits at level 5, and specific constraints related to individual modules (pre-requisites and exclusions, etc).

**You must enroll for your modules online at:**

**<http://www.leeds.ac.uk/studentguide/>**

**Module enrolment for 2011/20112 is available online from from Mon 01 Aug – Sun 02 Oct 2011**

***You can discuss module choices with your Programme Co-ordinator at the Welcome Meeting on 21 Sept 2011***

## 6.6 Timetables

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

Alternatively, you can find individual module timetables at <http://www.leeds.ac.uk/timetable/timetables.html>

## 6.7 Notes on Dissertation

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

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

### 6.7.1 Format

**Paper:** good quality A4 size.

**Text:** laser printed (or equivalent high quality printing), 11 or 12 point.

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

**Page numbers:** consecutive, centred at the top or bottom of the page, starting with first page of text proper, usually the introduction.

**Title page:** first page of the dissertation, not numbered.

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

A **separate** copy of the abstract, headed by dissertation title and name of author is also required.

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

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

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

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

***Leave a minimum of 1.5 inch margin at the left-hand side of the page to allow for binding.***

### **6.7.2 Binding**

Submit the dissertation in soft binding. The binding should have the spine in the University's standard dark green with your name, course and year in gold lettering along the spine.

Three most frequently used binders are: Print Copy Bureau (level 6, Roger Stevens building), Hollingworth and Moss, Enfield Terrace, Manor Street Industrial Estate, Leeds LS7 1RG (off Roundhay Road, near Sheepscar Junction; telephone 243 8642) and Spink and Thackray Ltd, Back Broomfield Crescent (off Chapel Lane) Headingley, Leeds LS6 3BP; telephone 278 0353.

### **6.7.3 Copies**

To satisfy the requirements of the degree, TWO BOUND copies must be submitted and accepted before the name of the candidate can appear on the pass list. These copies will be retained by the department. Students are also required to submit an electronic version of their dissertation which will be checked for plagiarism using the standard University plagiarism software.

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

### **6.7.4 Plagiarism**

Subject material, diagrams, test results etc. produced by others can be used in the dissertation, but they MUST be attributed. Otherwise, the use of unattributed material is regarded as plagiarism and could result in failing the course.

### **6.7.5 Costs**

**All** costs of binding must be met by the student.

### **6.7.6 Topic and Supervisor**

Further guidance and notes will be circulated after the January examination period.

## Section 7: Further Postgraduate Opportunities

### 7.1 PhDs

Each of the three departments of *Applied Mathematics*, *Pure Mathematics*, and *Statistics* has both MPhil and PhD research degrees. Well qualified students can usually obtain studentships from the EPSRC (Engineering and Physical Sciences Research Council) or a CASE award, in which research is carried out in co-operation with an industrial, medical or government established partner. Most postgraduate research is undertaken within the School itself, although there are many opportunities to participate in projects run jointly with other departments in the University, with industrial partners such as ICI and Rolls Royce, and with several Government funded establishments such as the Meteorological Office and the British Antarctic Survey.

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

#### Applied Mathematics

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

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

For further information contact the Applied Mathematics Postgraduate Tutor: Professor Alastair Rucklidge at [apgt@maths.leeds.ac.uk](mailto:apgt@maths.leeds.ac.uk) or telephone 0113 343 5161

#### Pure Mathematics

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

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

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

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

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

For further information contact the Pure Mathematics Postgraduate Tutor: Professor Michael Rathjen at [rathjen@maths.leeds.ac.uk](mailto:rathjen@maths.leeds.ac.uk) or telephone 0113 343 5109

## Statistics

Areas of interest include:

Shape Analysis  
Spatial Linear Model  
Sums of Independent Random Variables  
Robustness  
Medical Image Analysis  
Classification

For further information contact the Statistics Postgraduate Tutor: Dr Leonid Bogachev at [bogachev@maths.leeds.ac.uk](mailto:bogachev@maths.leeds.ac.uk) or telephone 0113 343 4972

### 7.2 Postgraduate Certificate in Education (PGCE)

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

For further details contact: Telephone 0113 343 4545  
E-mail: [enquiries@education.leeds.ac.uk](mailto:enquiries@education.leeds.ac.uk)

## Section 8: University Services

### 8.1 University Library

The library web pages include an excellent introduction to using the university's library at: [www.leeds.ac.uk/library/using/](http://www.leeds.ac.uk/library/using/) and <http://library.leeds.ac.uk/info/200157/mathematics>

### 8.2 Skills@Library

Support available to students includes:

- Interactive workshops
- 1 to 1 help
- Rooms for group work
- Online tutorials
- Subject support

#### Contact Details:

**Tel:** 0113 343 4096

**Website:** <http://skills.library.leeds.ac.uk/index.php>

### 8.3 Taught Student Administration

This office provides central administration services for all taught students. Services include:

- Council Tax Exemption (all taught students)
- Replacement Student ID Cards
- Examinations
- Registration and module enrolment
- Funding and Scholarships
- Fees (academic and accommodation)

Open: Monday to Friday 9.00am - 5.00pm in the Ziff Building (open from 10.00am on Wed)

#### Contact Details:

**Tel:** 0113 343 8877

**Website:** [www.leeds.ac.uk/ssc/](http://www.leeds.ac.uk/ssc/)

### 8.4 Careers Centre

The University Careers Centre is located on campus at the corner of the car park near Charles Morris Hall. It not only provides information about possible career openings, but also organises workshops on topics such as "How to write a CV", practice interviews, etc. and organises interviews with major employers. There is an extensive library and a team of Careers Advisers who specialise in different subject areas.

#### Contact Details:

**Address:** 5-7 Cromer Terrace

University of Leeds

Leeds LS2 9JT

**Tel:** 0113 3435295

**Website:** [www.careerweb.leeds.ac.uk](http://www.careerweb.leeds.ac.uk)

## 8.5 The Student Support Network

The Student Support Network brings together all the support services offered to Leeds students. Extensive details are available on their Website.

**Website:** <http://www.leeds.ac.uk/ssn/>

### 8.6a Equality Service

The Equality Service is located at the heart of the campus, in the Social Sciences Building at the centre of campus. It incorporates Disability Services, Equality and Diversity and the Academic Transcription Centre and provides advice and support for students and staff, which can be accessed through its website and through direct contact with its staff, either by e-mail or by drop-in guidance. Its mission is to work with University schools and services to help to deliver a truly inclusive multi-cultural community, in which every individual is treated fairly and with dignity and respect in a safe, supportive and welcoming environment.

Students who believe they have experienced unfair treatment, harassment or bullying may seek advice from the University Union Student Advice Centre. Guidance on how to proceed is in the University's Code of Practice on Harassment and Bullying.

#### Contact Details:

**Address:** The Equality Service

Ground Floor

Social Sciences Building

University of Leeds

Leeds LS2 9JT

**Tel: 0113 343 3927**

for both Disability Services and Equality and Diversity Unit

**E-mail:** [disability@leeds.ac.uk](mailto:disability@leeds.ac.uk)

[equality@leeds.ac.uk](mailto:equality@leeds.ac.uk)

**Website:** [www.equality.leeds.ac.uk](http://www.equality.leeds.ac.uk)

### 8.6b Disabled/Dyslexic Students

The Disability Services Team, together with the Academic Transcription Centre, provides a range of guidance and support to disabled and dyslexic students. All students are offered an assessment of their requirements for support and, where appropriate, assistance with an application for Disabled Students' Allowances. The range of services available includes:

- information on access
- guidance on appropriate technology and support
- communication support for deaf and hearing-impaired students, e.g. note takers, BSL, SSE
- material in alternative formats, e.g. Braille, large print, tape
- individual support and workshops for dyslexic students
- examination concessions
- a personal assistance scheme

Students are strongly advised to register with the Disability Services Team at the earliest opportunity and those who require concessions in examinations are required to register by the end of October for Semester 1 exams and by the end of February for subsequent exams.

## 8.7 Leeds Student Medical Practice

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

### Contact Details:

**Address:** 4 Blenheim Court

Blenheim Walk

Leeds LS2 9AE

**Tel:** 0113 295 4488

**Website:** [www.leeds.ac.uk/lsm/](http://www.leeds.ac.uk/lsm/)

## 8.8 Chaplaincy

The University offers pastoral support for Christian and non-Christian students, provided by Chaplains of many different faiths. There is a drop-in service at the Emmanuel Institute, staffed by a Duty Chaplain 09.00-17.00 Monday-Friday. There is a programme of worship, education and other activities for a wide range of religions. The chaplains are happy to see anyone, whether religious or not, who just wants someone to talk to.

### Contact Details:

**Address:** The Chaplaincy operates out of several locations, the addresses of which are available on their website.

**Tel:** 0113 343 5070.

**E-mail:** [chaplaincy@leeds.ac.uk](mailto:chaplaincy@leeds.ac.uk)

**Website:** [www.leeds.ac.uk/chaplaincy/](http://www.leeds.ac.uk/chaplaincy/)

## 8.9 International Student Office

Situated across the road from the University main entrance, close to Blackwell's bookshop, the office offers advice on issues relating to immigration, academic and social life here in Leeds for current international students and their families.

### Contact Details:

**Address:** International Student Office

18 Blenheim Terrace

University of Leeds

Leeds LS2 9JT

**Tel:** 0113 343 3931

**E-mail:** [internationalstudents@leeds.ac.uk](mailto:internationalstudents@leeds.ac.uk)

**Website:** [www.leeds.ac.uk/international/](http://www.leeds.ac.uk/international/)

## 8.10 Student Counselling Centre

The Student Counselling Centre can offer you confidential advice at any time. The staff are all professionally trained and experienced, and no information is divulged to anyone else unless you

give your express permission.

You may call to make an appointment, or you may use the drop-in service provided every day at 1 p.m. The Service is based on Clarendon Place, halfway between The Centre for Joint Honours and the Students' Union.

**Contact Details:**

**Address:** The Student Counselling Centre  
19 Clarendon Place  
Leeds LS2 9JY  
**Tel:** 0113 343 4107  
**Web:** [www.leeds.ac.uk/studentcounselling](http://www.leeds.ac.uk/studentcounselling)

### 8.11 LUU Student Advice Centre

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

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

**Contact details:**

**Address:** LUU Student Advice Centre  
PO Box 157  
Leeds LS1 1UH  
**Tel:** 0113 380 1300  
**E-mail:** [advice@luu.leeds.ac.uk](mailto:advice@luu.leeds.ac.uk)  
**Website:** [www.luuonline.com/advice/](http://www.luuonline.com/advice/)

## Appendix I: Staff in the School of Mathematics

### Telephone Numbers

From outside the university use (0113) 34 XXXXX (or +44 113 34 XXXXX from abroad)

### List of Members of Staff

Abourashchi, Dr Niloufar	Fin.Maths	tbc	tbc	<a href="mailto:N.Abourashchi@leeds.ac.uk">N.Abourashchi@leeds.ac.uk</a>
Aivaliotis, Dr Georgios	Fin.Maths	8.17i	35162	<a href="mailto:matga@leeds.ac.uk">matga@leeds.ac.uk</a>
Aykroyd, Dr Robert G	Statistics	Satellite 10.18	35167	<a href="mailto:robert@maths.leeds.ac.uk">robert@maths.leeds.ac.uk</a>
Baczkowski, Dr Andrew J	Statistics	9.21i	35156	<a href="mailto:A.J.Baczkowski@leeds.ac.uk">A.J.Baczkowski@leeds.ac.uk</a>
Barber, Dr Stuart	Statistics	Satellite 10.22	35146	<a href="mailto:stuart@maths.leeds.ac.uk">stuart@maths.leeds.ac.uk</a>
Bielawski, Prof Roger	Pure	Satellite10.21	38622	<a href="mailto:rb@maths.leeds.ac.uk">rb@maths.leeds.ac.uk</a>
Bogachev, Dr Leonid	Statistics	8.18o	34972	<a href="mailto:L.V.Bogachev@leeds.ac.uk">L.V.Bogachev@leeds.ac.uk</a>
Brennan, Ms Jessica M	School	9.20c	35116	<a href="mailto:J.M.Brennan@leeds.ac.uk">J.M.Brennan@leeds.ac.uk</a>
Chalykh, Dr Oleg	Applied	8.22g	35112	<a href="mailto:O.Chalykh@leeds.ac.uk">O.Chalykh@leeds.ac.uk</a>
Cooper, Prof S Barry	Pure	8.19g	35165	<a href="mailto:s.b.cooper@leeds.ac.uk">s.b.cooper@leeds.ac.uk</a>
Crawley-Boevey, Prof William	Pure	8.22a	35185	<a href="mailto:W.Crawley-Boevey@leeds.ac.uk">W.Crawley-Boevey@leeds.ac.uk</a>
Crosilla, Dr Laura M	Pure	8.18p	38620	<a href="mailto:matmlc@leeds.ac.uk">matmlc@leeds.ac.uk</a>
Daws, Dr Matthew D P	Pure	Satellite 10.13	35865	<a href="mailto:mdaws@maths.leeds.ac.uk">mdaws@maths.leeds.ac.uk</a>
Elliott, Dr Sam	Pure	8.20f	35864	<a href="mailto:Samuel@maths.leeds.ac.uk">Samuel@maths.leeds.ac.uk</a>
Elwes, Dr Richard	Pure	8.20f	35864	<a href="mailto:R.H.Elwes@leeds.ac.uk">R.H.Elwes@leeds.ac.uk</a>
Falle, Prof Sam A E G	Applied	8.17a	35138	<a href="mailto:sam@maths.leeds.ac.uk">sam@maths.leeds.ac.uk</a>
Feaviour, Mrs Louise P	School	8.19j	31426	<a href="mailto:L.P.Feaviour@leeds.ac.uk">L.P.Feaviour@leeds.ac.uk</a>
Fordy, Prof Allan P	Applied	8.17p	35115	<a href="mailto:allan@maths.leeds.ac.uk">allan@maths.leeds.ac.uk</a>
Gilks, Prof Wally R	Statistics	Satellite 10.26	35119	<a href="mailto:wally@maths.leeds.ac.uk">wally@maths.leeds.ac.uk</a>
Gorner, Claire	School	8.19a	35131	<a href="mailto:C.Gorner@leeds.ac.uk">C.Gorner@leeds.ac.uk</a>
Gosling, Dr John Paul	Stats	8.21e	30742	tbc
Griffiths, Dr Stephen D	Applied	8.18h	35186	<a href="mailto:sdg@maths.leeds.ac.uk">sdg@maths.leeds.ac.uk</a>
Gusnanto, Dr Arief	Statistics	8.17n	35135	<a href="mailto:arief@maths.leeds.ac.uk">arief@maths.leeds.ac.uk</a>
Hainsworth, Dr Tim J	School	Physics	35163	<a href="mailto:T.J.Hainsworth@leeds.ac.uk">T.J.Hainsworth@leeds.ac.uk</a>
Harlen, Dr Oliver G	Applied	9.22a	35189	<a href="mailto:O.G.Harlen@leeds.ac.uk">O.G.Harlen@leeds.ac.uk</a>
Harris, Dr Charles	Pure	10.21f	35184	<a href="mailto:charlie@maths.leeds.ac.uk">charlie@maths.leeds.ac.uk</a>
Holmes, Mrs Pauline S	School	9.21c	35130	<a href="mailto:P.Holmes@leeds.ac.uk">P.Holmes@leeds.ac.uk</a>
Houston, Dr Kevin	Pure	8.18a	35136	<a href="mailto:khouston@maths.leeds.ac.uk">khouston@maths.leeds.ac.uk</a>
Hubery, Dr Andrew	Pure	Satellite 10.17	39246	<a href="mailto:ahubery@maths.leeds.ac.uk">ahubery@maths.leeds.ac.uk</a>
Hughes, Prof David W	Applied	8.18p	35105	<a href="mailto:dwh@maths.leeds.ac.uk">dwh@maths.leeds.ac.uk</a>
Jaykka, Dr Juha	Pure	8.20f	35864	<a href="mailto:juhaj@maths.leeds.ac.uk">juhaj@maths.leeds.ac.uk</a>
Jones, Prof Chris A	Applied	9.21k	35107	<a href="mailto:C.A.Jones@maths.leeds.ac.uk">C.A.Jones@maths.leeds.ac.uk</a>
Jones, Mrs Margaret	School	9.20e	35101	<a href="mailto:medsjon@leeds.ac.uk">medsjon@leeds.ac.uk</a>
Kelmanson, Prof Mark A	Applied	Satellite 10.07	35150	<a href="mailto:mark@maths.leeds.ac.uk">mark@maths.leeds.ac.uk</a>
Kent, Prof John T	Statistics	9.18p	35103	<a href="mailto:J.T.Kent@leeds.ac.uk">J.T.Kent@leeds.ac.uk</a>
Kersalé, Dr Evy	Applied	9.18c	35149	<a href="mailto:kersale@maths.leeds.ac.uk">kersale@maths.leeds.ac.uk</a>
Kisil, Dr Vladimir V	Pure	8.18l	35173	<a href="mailto:kisilv@maths.leeds.ac.uk">kisilv@maths.leeds.ac.uk</a>
Komissarov, Prof Serguei S	Applied	Satellite 10.19	35127	<a href="mailto:serguei@maths.leeds.ac.uk">serguei@maths.leeds.ac.uk</a>
Korzepa, Mrs Jacqui	School	8.19a	35131	<a href="mailto:acdjmk@leeds.ac.uk">acdjmk@leeds.ac.uk</a>
Lance, Prof E Christopher	Pure	10.19b	35190	<a href="mailto:e.c.lance@leeds.ac.uk">e.c.lance@leeds.ac.uk</a>
Lesnic, Prof Daniel	Applied	8.17i	35181	<a href="mailto:amt5ld@maths.leeds.ac.uk">amt5ld@maths.leeds.ac.uk</a>
Lewis, Dr Andy	Pure	8.22e	-	<a href="mailto:andy@maths.leeds.ac.uk">andy@maths.leeds.ac.uk</a>
Lockett, Dr Debbie	Pure	8.18d	38620	<a href="mailto:Pmtdcl@leeds.ac.uk">Pmtdcl@leeds.ac.uk</a>
Lythe, Dr Grant D	Applied	Satellite 10.11	35132	<a href="mailto:grant@maths.leeds.ac.uk">grant@maths.leeds.ac.uk</a>
Macpherson, Prof H Dugald	Pure	Satellite 10.25	35166	<a href="mailto:H.D.Macpherson@leeds.ac.uk">H.D.Macpherson@leeds.ac.uk</a>
Malinowska, Miss Iwona T	School	8.19c	35111	<a href="mailto:I.Malinowska@leeds.ac.uk">I.Malinowska@leeds.ac.uk</a>
Mardia, Prof Kanti V	Statistics	9.22b	35100	<a href="mailto:K.V.Mardia@leeds.ac.uk">K.V.Mardia@leeds.ac.uk</a>
Marsh, Prof Robert J	Pure	Satellite 10.15	35164	<a href="mailto:marsh@maths.leeds.ac.uk">marsh@maths.leeds.ac.uk</a>
Martin, Prof Paul P	Pure	9.18n	37787	<a href="mailto:ppmartin@maths.leeds.ac.uk">ppmartin@maths.leeds.ac.uk</a>
McCullen, Dr N J	Applied	10.21f	35184	<a href="mailto:matnjm@leeds.ac.uk">matnjm@leeds.ac.uk</a>
Merkin, Prof John H	Applied	10.19b	35190	<a href="mailto:amtjhm@maths.leeds.ac.uk">amtjhm@maths.leeds.ac.uk</a>
Messmer, Dr Margit	Pure	8.18i	35104	<a href="mailto:m.messmer@leeds.ac.uk">m.messmer@leeds.ac.uk</a>
Mikhailov, Prof Alexander V	Applied	8.19h	35176	<a href="mailto:sashamik@maths.leeds.ac.uk">sashamik@maths.leeds.ac.uk</a>

Mobilia, Dr Mauro	Applied	Satellite 10.15	31591	<a href="mailto:M.Mobilia@leeds.ac.uk">M.Mobilia@leeds.ac.uk</a>
Molina-Paris, Prof Carmen	Applied	Satellite 10.14	35151	<a href="mailto:C.Molina-Paris@maths.leeds.ac.uk">C.Molina-Paris@maths.leeds.ac.uk</a>
Morrison, Dr Neil	Applied	10.18g	32695	<a href="mailto:morrison@maths.leeds.ac.uk">morrison@maths.leeds.ac.uk</a>
Niesen, Dr Jitse	Applied	8.22f	35870	<a href="mailto:jitse@maths.leeds.ac.uk">jitse@maths.leeds.ac.uk</a>
Nijhoff, Prof Frank W	Applied	9.20a	35120	<a href="mailto:nijhoff@maths.leeds.ac.uk">nijhoff@maths.leeds.ac.uk</a>
Palczewski, Dr Jan	Fin.Maths	8.17k	35180	<a href="mailto:jp@maths.leeds.ac.uk">jp@maths.leeds.ac.uk</a>
Parker, Dr Alison E	Pure	8.21d	35126	<a href="mailto:parker@maths.leeds.ac.uk">parker@maths.leeds.ac.uk</a>
Partington, Prof Jonathan R	Pure	9.18q	35123	<a href="mailto:j.r.partington@leeds.ac.uk">j.r.partington@leeds.ac.uk</a>
Patel, Mr S D	Faculty IT	9.18h	35155	<a href="mailto:S.D.Patel@leeds.ac.uk">S.D.Patel@leeds.ac.uk</a>
Penazzi, Dr Davide	Pure	8.18c	35177	<a href="mailto:D.Penazzi@leeds.ac.uk">D.Penazzi@leeds.ac.uk</a>
Pillay, Prof Anand	Pure	8.20g	35171	<a href="mailto:pillay@maths.leeds.ac.uk">pillay@maths.leeds.ac.uk</a>
Rathjen, Prof Michael	Pure	Satellite 10.29	35109	<a href="mailto:rathjen@maths.leeds.ac.uk">rathjen@maths.leeds.ac.uk</a>
Read, Prof Charles J	Pure	8.22b	35179	<a href="mailto:read@maths.leeds.ac.uk">read@maths.leeds.ac.uk</a>
Read, Dr Daniel	Applied	Satellite 10.23	35124	<a href="mailto:djread@maths.leeds.ac.uk">djread@maths.leeds.ac.uk</a>
Robson, Prof J Chris	Pure	10.19b	35190	<a href="mailto:j.c.robson@leeds.ac.uk">j.c.robson@leeds.ac.uk</a>
Rucklidge, Prof Alastair M	Applied	8.17f	35161	<a href="mailto:A.M.Rucklidge@leeds.ac.uk">A.M.Rucklidge@leeds.ac.uk</a>
Ruijsenaars, Prof Simon N M	Applied	9.19h	35182	<a href="mailto:siru@maths.leeds.ac.uk">siru@maths.leeds.ac.uk</a>
Salinger, Dr David L	Pure	9.18g	35152	<a href="mailto:d.l.salinger@leeds.ac.uk">d.l.salinger@leeds.ac.uk</a>
Schenk-Hoppé, Prof Klaus	Fin.Maths	9.22c	35187	<a href="mailto:K.R.Schenk-Hoppe@leeds.ac.uk">K.R.Schenk-Hoppe@leeds.ac.uk</a>
Schuster, Dr Peter	Pure	8.17e	39013	<a href="mailto:pschust@maths.leeds.ac.uk">pschust@maths.leeds.ac.uk</a>
Shuttleworth, Mrs Jeanne	School	9.19h	35102	<a href="mailto:J.S.Shuttleworth@leeds.ac.uk">J.S.Shuttleworth@leeds.ac.uk</a>
Slomson, Dr Alan B	Pure	10.19b	35190	<a href="mailto:A.Slomson@leeds.ac.uk">A.Slomson@leeds.ac.uk</a>
Speight, Dr J Martin	Pure	9.19i	35169	<a href="mailto:speight@maths.leeds.ac.uk">speight@maths.leeds.ac.uk</a>
Sturman, Dr Rob	Applied	8.17d	35139	<a href="mailto:R.Sturman@maths.leeds.ac.uk">R.Sturman@maths.leeds.ac.uk</a>
Taylor, Prof Charles C	Statistics	9.20d	35168	<a href="mailto:C.C.Taylor@leeds.ac.uk">C.C.Taylor@leeds.ac.uk</a>
Tezgoren, Mrs Nese	School	9.21c	35130	<a href="mailto:amtnt@leeds.ac.uk">amtnt@leeds.ac.uk</a>
Tobias, Prof Steven M	Applied	Satellite 10.09	35172	<a href="mailto:smt@maths.leeds.ac.uk">smt@maths.leeds.ac.uk</a>
Truss, Prof John K	Pure	8.20b	35128	<a href="mailto:j.k.truss@leeds.ac.uk">j.k.truss@leeds.ac.uk</a>
Ugarte, Miss Heather J	School	8.19c	35140	<a href="mailto:h.j.ugarte@leeds.ac.uk">h.j.ugarte@leeds.ac.uk</a>
Veretennikov, Prof Alexander	Statistics	8.22c	35183	<a href="mailto:veretenn@maths.leeds.ac.uk">veretenn@maths.leeds.ac.uk</a>
Voss, Dr Jochen	Statistics	8.17o	35125	<a href="mailto:J.Voss@leeds.ac.uk">J.Voss@leeds.ac.uk</a>
Wagenknecht, Dr Thomas	Applied	9.18a	35861	<a href="mailto:thomas@maths.leeds.ac.uk">thomas@maths.leeds.ac.uk</a>
Wareing, Dr Christopher J	Applied	8.18d	35129	<a href="mailto:cjw@maths.leeds.ac.uk">cjw@maths.leeds.ac.uk</a>
Wood, Prof John C	Pure	8.20e	35106	<a href="mailto:j.c.wood@leeds.ac.uk">j.c.wood@leeds.ac.uk</a>

## Appendix II: A Checklist for New Taught MSc Postgraduates

If you have already made your way to the School of Mathematics then you may have completed some of the following stages. However, since they can be done in any order please check through all the following items to ensure that you have completed them all:

	Action	Done
1	If you have not already arranged accommodation you should visit the University Accommodation Office or UNIPOL.	
2	<p>Complete your registration. A helpdesk facility and ID card production (for all new taught students), Accounts Receivable and Cash Services office will be set up in the Parkinson Court and dedicated support for students using the system will be provided in the Cohen cluster during registration week.</p> <p>Assistance for students registering online will be provided via an e-mail and telephone service. Contact details for the Helpline are as follows: Tel: 0800 915 0402 (from UK) Tel: +44 (0) 113 343 7000 (outside the UK) Email: <a href="mailto:registration@leeds.ac.uk">registration@leeds.ac.uk</a> Opening hours: Monday–Friday, 09.00–17.00 (GTM+1 hour) Student ID Number should be quoted in all correspondence.</p> <p><b><u>All students must now present their passport (or photo driving licence if a UK student) as part of the registration process.</u></b></p>	
3	Call in to the School of Mathematics to see your Programme Co-ordinator (Dr Stuart Barber for MSc Statistics and MSc Statistics with Applications to Finance, Professor David Hughes for MSc Mathematics, Professor Dugald Macpherson for MSc Mathematics and Computer Science and Dr Stephen Griffiths for MSc Atmosphere-Ocean Dynamics) if you would like to discuss your module choices or if you have any other questions.	
4	<p>See Miss Iwona Malinowska (Room 8.19c), the Taught Postgraduate and Undergraduate Student Officer.</p> <p>She will give you an introductory tour of the School (optional), confirm desk areas that have been allocated for MSc students, provide you with a personal swipe card to allow you to access key areas in the School and a PIN number for one of the photocopiers in the School. <b>You will be required to pay a £20 deposit for this swipe card.</b></p>	
5	You will be issued with a username the School of Mathematics computer system (this is separate to the central University Computing System) at the Welcome Meeting. You will also be asked to sign a form stating that you agree to the <i>Code of Practice for Use of School of Mathematics Computers</i> . You can obtain your username at other times from <b>Dr Tim Hainsworth (Physics), the School Computing Officer.</b>	

### Appendix III: Useful telephone numbers

Using internal phones on the campus you need only dial the last 5 digits of a University of Leeds telephone number)

#### School of Mathematics

##### Programme Co-ordinators:

MSc Statistics and MSc Statistics with Applications to Finance:

Dr Stuart Barber 0113 343 5146

MSc Mathematics:

Professor David Hughes 0113 343 5105

MSc Mathematics and Computer Science:

Professor Dugald Macpherson 0113 343 5166

MSc Atmosphere-Ocean Dynamics:

Dr Stephen Griffiths 0113 343 5186

##### Taught Postgraduate and Undergraduate Student Officer:

Miss Iwona Malinowska 0113 343 5111

##### Postgraduate Secretary:

Mrs Jeanne Shuttleworth 0113 343 5102

##### Reception/General Office:

0113 343 5130

##### Senior Administrator:

Mrs Louise Feaviour 0113 343 1426

##### Undergraduate Student Officer:

Miss Heather Ugarte 0113 343 5140

##### Health & Safety Representative:

Mrs Margaret Jones 0113 343 5101

##### RVC Coordinator and Facilities:

Miss Jessica Brennan 0113 343 5116

#### University Student Support Services

##### Taught Student Administration in Student Services Centre (Ziff Building)

General Enquiries 0113 343 8877

Leeds Student Medical Practice 0113 295 4488 (External only)

Student Counselling Service 0113 343 4107

University main switchboard 0113 243 1751 (External only)

University Accommodation Office 08701 2001 89

UNIPOL 0113 243 0169

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

## School of Mathematics

Miss Iwona Malinowska  
Taught Postgraduate  
and Undergraduate Student Officer  
Tel. +44 (0) 113 343 5111  
[www.maths.leeds.ac.uk/](http://www.maths.leeds.ac.uk/)



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