General Guidance

Preliminary Information

What is your commitment to me and my studies?

What is Queen Mary's mission statement?

As detailed in its Strategic Aims, Queen Mary seeks "to teach its students to the very highest academic standards, drawing in creative and innovative ways on its research."

What are the aims of taught mathematics?

- To ensure that students, when you leave us, have the mathematical skills most likely to be useful to you and your employers. In particular these include fluency and accuracy in elementary calculation; ability to reason clearly, critically and with rigour, both orally and in writing, within a mathematical context; and, within the areas that you study, a sense of how and where your mathematical knowledge can be applied.
• To help students build up more general skills and sound habits. These include the ability to plan your work, to work independently and in groups, to explain your work to others, and to use computers and the Internet effectively and responsibly.

• To deliver to each student a set of taught modules in mathematics that forms a coherent whole at the appropriate levels for each year of a university degree.

• To challenge the ablest students and encourage the weakest, within a friendly, stimulating and responsive environment.

• To exploit our research strength by designing modules that will be interesting and useful for the students but also reflect recent developments in the subject; and at the same time to build on those modules and procedures that we have found successful in the past.

• To deliver sound assessments of students' work in order to keep you informed of your progress during your studies and in order to reflect your overall achievements in your class of degree.

• To make our programmes available to students able to take a mathematics degree, regardless of your formal qualifications.

• An additional aim for the MSci degree is to provide a comprehensive mathematical education that offers a first-class preparation for doctoral study or highly technical employment.

What are the objectives of taught mathematics?

1. All graduates will be able to use deductive reasoning and to manipulate precise concepts, definitions and notation.

2. All graduates will be able to approach a mathematically posed problem with confidence and technical dexterity.

3. All graduates in programmes that involve analysis of data will have acquired skills in data handling, quantitative statistical analysis, and the ability to synthesise results.

4. All graduates in interdisciplinary programmes will have developed both basic knowledge and understanding of the companion discipline, and appropriate mathematical expertise.

5. All graduates will possess basic computational skills.

MSci programme objectives consist of objectives 1, 2, 3 and 5 above but generally at a higher level than for BSc programmes. This applies with particular force to objective 1. In addition:

6. All MSci graduates will be able to write a technical mathematical report that draws on and synthesises work in published sources, using the proper scholarly conventions.

7. All MSci graduates who leave with first-class honours will possess the maturity and the technical ability to be independent learners of research level mathematics.

What are the key dates?
The three terms of the academic year consist of two 12-week teaching semesters followed by a 6-week examination period. The first semester begins with a three-day induction and enrolment period, during which you should agree your programme for the year with your adviser. Dates for the academic year 2009–10 are as follows.

Semester A
Enrolment
Wednesday 23 Sept – Friday 25 Sept 2009
Teaching
Monday 28 Sept – Friday 18 Dec 2009
Questionnaire week (Week 6)
Monday 2 Nov – Friday 6 Nov 2009
Test and reading week (Week 7)
Monday 9 Nov – Friday 13 Nov 2009
Degree ceremonies
Tuesday 8 Dec and Wednesday 9 Dec 2009
Second test week (Week 12)
Monday 14 – Friday 18 Dec 2009
Three-week Christmas vacation

Semester B
Teaching
Monday 11 Jan – Thursday 1 Apr 2010
Questionnaire week (Week 6)
Monday 15 Feb – Friday 19 Feb 2010
Test and reading week (Week 7)
Monday 22 Feb – Friday 26 Feb 2010
Second test week (Week 12)
Monday 28 Mar – Thursday 1 Apr 2010
(2 Apr is a Bank Holiday)
Four-week Easter vacation
(Easter Day is 4 April 2010)

Revision week
26 April – 2 May 2010

Examinations
Main Essential Mathematical Skills exams
Wednesday 7 Oct 2009
Wednesday 4 Nov 2009
Wednesday 2 Dec 2009
Wednesday 13 Jan 2010

Main examination period
Tuesday 4 May – Friday 11 June 2010
(3 May is a Bank Holiday)

Main examination board
Wednesday 23 June 2010 (to be confirmed)

Release of provisional results
Thursday 24 June 2010 (to be confirmed)

Degree ceremonies
Friday 9 July – Friday 16 July 2010

Key College dates are available online at
www.qmul.ac.uk/about/calendar.

What must I do as a student?

- Read this handbook carefully at the start of the year and refer to it later when you have a question about your course.
- Maths staff will normally communicate with you by email sent to your qmul.ac.uk email address. We will also send you weekly updates on your coursework and test marks. Check the email sent to your qmul.ac.uk address every day.
- Check the student information notice boards in the Mathematical Sciences Building at least twice a week.
- Visit your adviser at the start of each semester (or more often) and answer messages from your adviser promptly. (NB: In the Queen Mary Student Guide advisers are referred to as personal tutors.)
- Keep your adviser informed of your circumstances and any problems.
- Notify your adviser, the Maths Office in the Mathematical Sciences Building and the College Registry in the Queens’ Building of any change in your contact details: home address, term address, landline or mobile phone numbers.
- Submit all coursework required for each module by the stated deadline.
- Inform the module organiser if you withdraw from a module or start a module late.
- Ensure you are registered for the correct study programme, which should be the same as your UCAS course unless you have submitted a “Change of Programme of Study” form.
- Ensure that you know and respect your adviser’s and lecturers’ office hours; “office hours” are the times when you may normally visit the office. You can find normal office hours and contact details for academic staff on the web at www.maths.qmul.ac.uk/undergraduate/current/office_hours but before travelling any distance always arrange an appointment by email or phone.
- Provide your own pens, paper and stapler (for submitting coursework); the Maths Office cannot provide these for you.
- Respect the College policy on harassment, which states that all members of the College are entitled to work within an environment where they are treated with dignity and respect and where harassment of any kind is unacceptable.
- Do not smoke anywhere on the campus.

Departmental Information

What and where is the School of Mathematical Sciences?
The School of Mathematical Sciences comprises mathematicians who work in pure and applied mathematics, statistics and astronomy. It is located in the Mathematical Sciences Building, which is the “tower” by the Mile End Road at the southwest corner of the Mile End campus.

The postal address for the School is:
School of Mathematical Sciences,
Queen Mary, University of London,
Mile End Road,
London E1 4NS

For general undergraduate enquiries please use the following contact details.

Email: u.g.maths@qmul.ac.uk
Tel: 020 7882 5470
Fax: 020 8981 9587
To contact specific staff please see “How do I contact staff?” on page 8.

Various refurbishment works will be taking place in and around the Mathematical Sciences Building during the year. Please take extra care when you visit the building. If disabled access is required then please contact us in advance.

Where do I find things and people in Mathematical Sciences?

Maths Office
Your main point of contact for administrative matters is the Maths Office, room 101 on the east side of the first floor of the Mathematical Sciences Building. There is another important noticeboard and a box for posting letters to staff outside the Maths Office. Printed copies of this handbook are available from the Maths Office while stocks last.

The Maths Office opening hours during term time are 9:00 am–5:00 pm (last admission 4:45 pm) every weekday except 1:30–2:30 pm on Wednesdays. More limited opening hours may apply during vacations.

Teaching rooms
The Mathematics Lecture Theatre (MLT / room G1) in the Mathematical Sciences Building will be out of action for the academic year 2009–10 due to the refurbishment works.

The Mathematics Seminar Room (MSR / room 103) and room 203 are smaller rooms on the west side of the Mathematical Sciences Building; the MSR is on the first floor and room 203 is on the second floor. Very small groups occasionally meet in room 513 on the fifth floor or in rooms B11 or B17 in the basement.

Main noticeboards
The main noticeboards are on the left of the corridor immediately in front of the main entrance to the Mathematical Sciences Building. You should check them frequently. They are for official notices from members of staff and sometimes carry urgent information such as changes to examination rooms.

Coursework collection boxes
There are brightly coloured locked coursework collection boxes located along the walls at the west end of the basement and opposite the lifts on the ground and second floors of the Mathematical Sciences Building.

Web site
The School of Mathematical Sciences web site is at www.maths.qmul.ac.uk but the part of the site most relevant to you is at www.maths.qmul.ac.uk/undergraduate/current. Please visit this web site frequently. The main page provides an online noticeboard and other transient information, and on the left is a menu of links to other pages. The web is likely to be the most up-to-date source of information.

We are implementing a completely new departmental web site, which should take over from the old site sometime during the first semester. The layout will remain broadly similar but the main horizontal menu item labelled Undergraduate will take you directly to the current undergraduate web pages. We will try to redirect links to the old web site, such as those shown in this handbook.

Timetable
The teaching timetable provides information about the times and locations of lectures, exercise classes and computing labs. Our timetables include all Mathematical Sciences modules and other compulsory modules that appear in our joint degree programmes, but generally you should check details of modules taught by other departments with those departments.

Note that a module is usually shown in its principal semester, which is determined by its level, but you may be taking a module in its principal semester shifted by an even number, e.g. you may be taking a semester-3 module in semester 5 or vice versa, so you may need to consult the timetable for more than one semester.

We publish timetable information on the web at www.maths.qmul.ac.uk/undergraduate/current/timetable and on the main noticeboards, but not in the printed handbook, because timetable details are subject to change.

Module details
You can find other module details, such as recommended textbooks, in Part 7 of this handbook and on the web at http://www.maths.qmul.ac.uk/undergraduate/current/modules. The main School web page for each module should include a link to the
module organiser’s web page, which may provide information such as lecture notes, exercises, past exam papers, etc. You can also access past exam papers on the library web site at www.library.qmul.ac.uk/exams.

**Reporting absence**

We require you to attend all elements of your course. If you wish to be absent for more than one day then you must have a good reason and you should ask the Senior Tutor in advance for permission.

If something serious (such as illness) prevents you from attending an assessment (such as an exam or test) or submitting assessed work (such as coursework) then you should report this to us using the appropriate form, which is available either on paper from the Maths Office or on the web at www.maths.qmul.ac.uk/undergraduate/current/forms. If you do so then we may make some allowance for the marks that you would otherwise lose. See “How do I report extenuating circumstances?” on page 12 for details.

**What computing facilities do you provide?**

All the software that you need for your course should be available on the Queen Mary Student Service. As a Queen Mary student you can also buy very cheaply a copy of Maple, a mathematical computing package, to run on your own computer; see www.maths.qmul.ac.uk/undergraduate/current/#Maple.

We also run an experimental server that should provide access to all the software you will need. The software runs on the server and your computer acts as a “remote desktop”. The purpose of the Mathematical Sciences software server is primarily to give you the option of working on your coursework from home rather than in College. See the web site www.maths.qmul.ac.uk/undergraduate/current/computing for details on accessing it.

For further details on College IT facilities that you can use, see the Student Guide and the College website.

**How will you communicate with me?**

**Communications from us to you**

The College will communicate with you in a variety of ways. It will send you formal correspondence by letter, so it is important that you keep the College up to date with your personal details and address. However, it is most common for the School of Mathematical Sciences and the College to contact you by email.

The College assigns you an email address when you enrol and you must check this account daily. You can access your email account by logging on to a College computer or, if you are not on campus, via the web address webmail.stu.qmul.ac.uk.

The School of Mathematical Sciences has developed software that sends your coursework and test marks to your College email address on a weekly basis during the semesters. We have also developed software that we will use to send your final module results for the current academic year to your College email addresses by about the end of June. **Please note that we do not send any results by email in any other way.**

We will keep any paper mail for you in the Maths Office and send you an email inviting you to collect it.

**Communications from you to us**

Please see “How do I contact staff?” on page 8.

**Email etiquette**

When emailing any member of College staff, you must always include your full name as registered with the College and your student number. Use standard and correct English; do not use abbreviations or colloquialisms. Save “txtspk” for friends and family!

Address staff by their title and surname: for example, Prof. Arrowsmith, Dr Wright, Ms Griffin. You can check staff titles in Table 3 on page 8. If you are replying to an email then please include a copy of that email.

If you follow the above requirements then you can reasonably expect an acknowledgement within about two working days and a full reply within about five working days during the semesters, but replies may take longer during vacations. **If you do not follow the above requirements then we may ignore your email.**

**Summer vacation support**

During the summer vacation, many academic staff will be elsewhere; you may still be able to contact them by email but not otherwise. You should contact the Maths Office or the Student...
Support Officer if you need academic advice or assistance and cannot contact the appropriate member of staff.

Who’s who in Mathematical Sciences

Who are the key staff?
Table 1 below lists the key staff for undergraduate students.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of the School of Mathematical Sciences</td>
<td>Prof. David Arrowsmith</td>
</tr>
<tr>
<td>Deputy Head of School</td>
<td>Prof. Boris Khoruzhenko</td>
</tr>
<tr>
<td>Director of Undergraduate Studies</td>
<td>Dr Francis Wright</td>
</tr>
<tr>
<td>Senior Tutor</td>
<td>Dr Thomas Prellberg</td>
</tr>
<tr>
<td>Pastoral Tutor</td>
<td>Dr Oscar Bandlow</td>
</tr>
<tr>
<td>Student-Staff Liaison Committee Chair</td>
<td>Dr Francis Wright</td>
</tr>
<tr>
<td>Examination Board Chair</td>
<td>Dr Lawrence Pettit</td>
</tr>
<tr>
<td>Examination Board Deputy Chair (Late Summer Exams)</td>
<td>Prof. Oliver Jenkinson</td>
</tr>
<tr>
<td>Examination Board Secretary</td>
<td>Prof. Ilya Goldsheid</td>
</tr>
<tr>
<td>Admissions Tutor</td>
<td>Dr Steve Coad</td>
</tr>
<tr>
<td>Executive Officer (Teaching and Research)</td>
<td>Dr Vivien Easson</td>
</tr>
<tr>
<td>Student Support Officer</td>
<td>To be announced</td>
</tr>
<tr>
<td>Administrative Officer (Undergraduate Studies)</td>
<td>Ms Caroline Griffin</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Mr James Mansfield</td>
</tr>
</tbody>
</table>

How can I get advice?
The key staff listed above deal with all students. We will also allocate you a personal academic adviser and there is a programme director for each degree programme.

For straightforward administrative enquiries, you should normally ask in the Maths Office first. For general academic advice, you should normally ask your adviser first, who may refer you to the appropriate programme director, the Senior Tutor, the Pastoral Tutor or the Student Support Officer. Their roles are described below.

How do I know who my adviser is?
The Senior Tutor will assign you an academic adviser to give you information and advice during your undergraduate studies. Your adviser’s principal task is to discuss with you and approve your “module registration” – the list of modules you register for each year.

Your adviser will be a member of academic staff in the School of Mathematical Sciences; see “How do I contact staff?” on page 8.

We post lists allocating students to advisers on the notice boards on the ground floor towards the back of the Mathematical Sciences Building at the start of each academic year and on the Mathematical Sciences pages on College’s virtual learning environment, Blackboard, at [www.elearning.qmul.ac.uk](http://www.elearning.qmul.ac.uk). If you cannot find your name on the list then please contact the Senior Tutor.

What is my adviser’s role?
You should get to know your adviser, since normally you should ask your adviser to act as a referee for job applications etc. If possible, you will keep the same adviser throughout your time at Queen Mary.

Teaching is not part of an adviser’s role, although your adviser may be willing to help you with mathematical problems and should be willing to help you with Essential Mathematical Skills.

You should visit your adviser at the start of each semester to agree your programme of study for that semester, and you should visit your adviser at least once again during each semester to discuss your progress.

Advisers have online access to all their advisees’ coursework and test marks for Mathematical Sciences modules.

It is also important that you discuss with your adviser any academic, financial, medical or other problems as soon as they arise. Your adviser can then refer you to the appropriate person within the College to deal with your
problem, which you may also need to report to the Pastoral Tutor (see below).

What is the Senior Tutor’s role?
The Senior Tutor allocates advisers and oversees the academic aspects of advising and student welfare, in particular, attendance and performance in coursework and tests, and deregistering students from modules. The Senior Tutor advises the Examination Board on students' non-academic difficulties and progression from one year to the next. If you wish, you can submit an end-of-year summary of non-academic difficulties directly to the Senior Tutor.

What is the Pastoral Tutor’s role?
The Pastoral Tutor oversees non-academic aspects of advising and student welfare and liaises with advisers, the Senior Tutor, the Student Support Officer and the Health, Counselling and Welfare services, as appropriate.

You should report details of missed in-term assessments, missed examinations and non-academic difficulties to the Pastoral Tutor when they occur, using the forms available from the Maths Office and on the web at www.maths.qmul.ac.uk/undergraduate/forms.

You should hand in completed forms to the Maths Office, in a sealed envelope if you wish for confidentiality.

How can the Student Support Officer help me?
The Student Support Officer is there to help you with any difficulties that are not primarily academic, and to provide an additional layer of support between the Maths Office and the academic staff. The Student Support Officer is an expert on the technical and bureaucratic aspects of student life. In particular, the Student Support Officer will act as a back-up adviser when your personal adviser is not available, will help you report extenuating circumstances, will direct you to the appropriate College support services, and will often be available when the Maths Office is closed. The Student Support Officer will also help us to monitor your attendance, coursework submission, and marks for in-term assessment, and may discuss these issues with you.

What are the Programme Directors’ roles?
Each study programme has a director, who decides which modules students must study within that programme. Normally, your degree title will be the title of your study programme and the programme director decides what conditions you must satisfy to obtain that degree title. For full details of current Mathematical Sciences study programmes, see Part 5: Study Programmes or www.maths.qmul.ac.uk/undergraduate/study.

For joint programmes, there is also a contact in the secondary department, and Mathematical Sciences programme directors act as contacts for students on joint programmes for which Mathematical Sciences is the secondary department; see Table 2 below.

Table 2: Programme directors and second advisers

<table>
<thead>
<tr>
<th>Name</th>
<th>Programme director for</th>
<th>Second adviser for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Bill Jackson</td>
<td>G100, G110, G102</td>
<td></td>
</tr>
<tr>
<td>Dr Heiko Grossmann</td>
<td>G300, GG31, G1G3</td>
<td></td>
</tr>
<tr>
<td>Dr Roger Sugden</td>
<td>G1N1, GN13, GL11, G1L1, G1N4</td>
<td>LG11</td>
</tr>
<tr>
<td>Prof. Mark Jerrum</td>
<td>GG14</td>
<td>GG41</td>
</tr>
<tr>
<td>Dr Will Sutherland</td>
<td>FG31</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>School or Department</th>
<th>Second adviser for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Sean McCartney</td>
<td>Business and Management</td>
<td>G1N1, GN13, G1L1, G1N4</td>
</tr>
<tr>
<td>Economics staff*</td>
<td>Economics</td>
<td>GL11</td>
</tr>
<tr>
<td>Dr Graham White</td>
<td>Computer Science</td>
<td>GG14</td>
</tr>
<tr>
<td>Dr Mark Baxendale</td>
<td>Physics</td>
<td>FG31</td>
</tr>
</tbody>
</table>

*The Department of Economics allocates a personal second adviser to each GL11 student.
How do I contact staff?

Table 3 below gives names, adviser codes and contact details of members of staff who are relevant to undergraduate students. It is usually best to contact staff (at least initially) by email. You may also visit staff in their offices or telephone them but only during their office hours. There should be a notice on each undergraduate staff member’s office door indicating his or her office hours. Staff should allocate at least two hours per week when they will normally be available in their offices to see students. You can also find normal office hours and contact details for academic staff on the web at www.maths.qmul.ac.uk/undergraduate/current/office_hours but before travelling any distance always arrange an appointment by email or phone.

When telephoning, please use the direct-dial numbers listed below rather than going through the College exchange or the Maths Office. Note that Mathematical Sciences phones ring up to 5 times and then, if unanswered, switch automatically to the Maths Office, where you can leave a message if you wish.

Table 3: Staff contact details and adviser codes

<table>
<thead>
<tr>
<th>Name</th>
<th>Adviser Code</th>
<th>Room</th>
<th>Email (<a href="mailto:...@qmul.ac.uk">...@qmul.ac.uk</a>)</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Craig B. Agnor</td>
<td>4766</td>
<td>512</td>
<td>C.B.Agnor</td>
<td>020 7882 7045</td>
</tr>
<tr>
<td>Prof. David K. Arrowsmith</td>
<td>4625</td>
<td>116</td>
<td>D.K.Arrowsmith</td>
<td>020 7882 5464</td>
</tr>
<tr>
<td>Prof. R. A. Bailey</td>
<td>4626</td>
<td>317</td>
<td>R.A.Bailey</td>
<td>020 7882 5517</td>
</tr>
<tr>
<td>Dr Oscar Bandlow</td>
<td>4759</td>
<td>B16</td>
<td>O.Bandlow</td>
<td>020 7882 5438</td>
</tr>
<tr>
<td>Prof. Christian Beck</td>
<td>4628</td>
<td>114</td>
<td>C.Beck</td>
<td>020 7882 3286</td>
</tr>
<tr>
<td>Dr Barbara Bogacka</td>
<td>4665</td>
<td>255</td>
<td>B.Bogacka</td>
<td>020 7882 5497</td>
</tr>
<tr>
<td>Dr Barbara Bogacka</td>
<td>4665</td>
<td>255</td>
<td>B.Bogacka</td>
<td>020 7882 5497</td>
</tr>
<tr>
<td>Dr John N. Bray</td>
<td>4769</td>
<td>B54</td>
<td>J.N.Bray</td>
<td>020 7882 5482</td>
</tr>
<tr>
<td>Prof. Shaun R. Bullett</td>
<td>4629</td>
<td>252</td>
<td>S.R.Bullett</td>
<td>020 7882 5474</td>
</tr>
<tr>
<td>Prof. David H. Burgess</td>
<td>4630</td>
<td>453</td>
<td>D.Burgess</td>
<td>020 7882 5460</td>
</tr>
<tr>
<td>Prof. Peter J. Cameron</td>
<td>4631</td>
<td>157</td>
<td>P.J.Cameron</td>
<td>020 7882 5477</td>
</tr>
<tr>
<td>Prof. Bernard J. Carr</td>
<td>4632</td>
<td>311</td>
<td>B.J.Carr</td>
<td>020 7882 5492</td>
</tr>
<tr>
<td>Dr James Cho</td>
<td>4758</td>
<td>353</td>
<td>J.Cho</td>
<td>020 7882 5498</td>
</tr>
<tr>
<td>Dr Cho-Ho Chu</td>
<td>4708</td>
<td>153</td>
<td>C.Chu</td>
<td>020 7882 5218</td>
</tr>
<tr>
<td>Dr D. Steve Coad</td>
<td>4718</td>
<td>352</td>
<td>D.S.Coad</td>
<td>020 7882 5484</td>
</tr>
<tr>
<td>Dr J. Richard Donnison</td>
<td>4723</td>
<td>515</td>
<td>R.Donnison</td>
<td>020 7882 5149</td>
</tr>
<tr>
<td>Dr Vivien R. Easson</td>
<td>—</td>
<td>156</td>
<td>V.Easson</td>
<td>020 7882 5485</td>
</tr>
<tr>
<td>Dr Jonathan Elmer</td>
<td>4777</td>
<td>313</td>
<td>J.Elmer</td>
<td>020 7882 5447</td>
</tr>
<tr>
<td>Prof. James P. Emerson</td>
<td>6523</td>
<td>351</td>
<td>J.P.Emerson</td>
<td>020 7882 5040</td>
</tr>
<tr>
<td>Dr Matthew Fayers</td>
<td>4724</td>
<td>152</td>
<td>M.Fayers</td>
<td>020 7882 5479</td>
</tr>
<tr>
<td>Prof. Steven G. Gilmour</td>
<td>4685</td>
<td>257</td>
<td>S.G.Gilmour</td>
<td>020 7882 5471</td>
</tr>
<tr>
<td>Prof. Ilya Goldsheid</td>
<td>4638</td>
<td>254</td>
<td>I.Goldsheid</td>
<td>020 7882 5473</td>
</tr>
<tr>
<td>Ms Caroline M. Griffin</td>
<td>—</td>
<td>101</td>
<td>C.M.Griffin</td>
<td>020 7882 5470</td>
</tr>
<tr>
<td>Dr Heiko Grossmann</td>
<td>4765</td>
<td>316</td>
<td>H.Grossmann</td>
<td>020 7882 3113</td>
</tr>
<tr>
<td>Dr Rosemary Harris</td>
<td>4770</td>
<td>B13</td>
<td>Rosemary.Harris</td>
<td>020 7882 5478</td>
</tr>
<tr>
<td>Prof. Bill Jackson</td>
<td>4711</td>
<td>253</td>
<td>B.Jackson</td>
<td>020 7882 5476</td>
</tr>
<tr>
<td>Prof. Oliver M. Jenkinson</td>
<td>4682</td>
<td>B55</td>
<td>O.M.Jenkinson</td>
<td>020 7882 3188</td>
</tr>
<tr>
<td>Prof. Mark Jerrum</td>
<td>4760</td>
<td>251</td>
<td>M.Jerrum</td>
<td>020 7882 5472</td>
</tr>
<tr>
<td>Dr J. Robert Johnson</td>
<td>4725</td>
<td>154</td>
<td>R.Johnson</td>
<td>020 7882 5480</td>
</tr>
<tr>
<td>Dr Wolfram Just</td>
<td>4686</td>
<td>315</td>
<td>W.Just</td>
<td>020 7882 7834</td>
</tr>
<tr>
<td>Dr Peter Keevash</td>
<td>4771</td>
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<td>P.Keevash</td>
<td>020 7882 3160</td>
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<tr>
<td>Prof. Boris A. Khoruzhenko</td>
<td>4641</td>
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<td>B.Khoruzhenko</td>
<td>020 7882 5495</td>
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<tr>
<td>Dr Rainer Klages</td>
<td>4719</td>
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<td>R.Klages</td>
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<td>Prof. James E. Lidsey</td>
<td>4698</td>
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<td>J.E.Lidsey</td>
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<td>Prof. Shahn Majid</td>
<td>4702</td>
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<td>S.Majid</td>
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<td>Dr Karim Malik</td>
<td>4762</td>
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<td>K.Malik</td>
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<td>Mr James Mansfield</td>
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<td>J.Mansfield</td>
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<td>Dr Hugo Maruri-Aguilar</td>
<td>4775</td>
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<td>H.Maruri-Aguilar</td>
<td>020 7882 7833</td>
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<tr>
<td>Prof. Thomas W. Müller</td>
<td>4671</td>
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<td>T.W.Müller</td>
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<td>Prof. Carl D. Murray</td>
<td>4647</td>
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<td>C.D.Murray</td>
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<tr>
<td>Prof. Richard P. Nelson</td>
<td>4687</td>
<td>511</td>
<td>R.P.Nelson</td>
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How do I complain?

We hope you will not need to complain, but if you would like to raise any issues, either as an individual or as a group, please follow the guidelines below.

You should normally address complaints about a module, e.g. the lectures, classes, coursework or tests, to the module organiser initially. (This includes modules taught by other departments.) If this does not solve the problem, talk to your adviser. If he or she cannot help and you want to make a formal complaint, do it in writing (preferably by email) to the Director of Undergraduate Studies. He will keep a record of all such complaints and follow them up, and try to keep you informed in writing of the outcome. If you do not hear anything within two weeks then please ask for an update.

Complaints about matters of student welfare and advisers should go to the Senior Tutor, though it would usually be sensible to discuss the problem with your adviser first if you can.

Complaints about other matters in the School of Mathematical Sciences should go to the Director of Undergraduate Studies, if a discussion with your adviser does not resolve them.

You should initially discuss any complaints about examination board decisions with your adviser and/or the exam board chair. Note that two internal examiners mark all exams and an external examiner from another university moderates the marking, so we will not normally remark exams. However, you can ask the exam board chair to check that we have not made any administrative errors in addition or transcription. If you are still not satisfied then you can make a formal written appeal to the College Academic Secretariat; see www.arcs.qmul.ac.uk/examinations/academic_appeals.

If you want to make a serious complaint, such as a complaint that the School of Mathematical Sciences has not properly handled a complaint you have made, see www.arcs.qmul.ac.uk/student_complaints.

Remember also that there are elected student representatives on the Student-Staff Liaison Committee. They are not part of the College’s complaints procedures, but they may have useful experience and advice, and if you think your complaint is a matter of general interest you may take it to one of them.

The School of Mathematical Sciences undertakes not to disadvantage you if you make a complaint in good faith. The School also understands and respects the fact that you may need to complain in confidence.

What are the safety and emergency procedures?

You should familiarise yourself with emergency procedures for all areas in which you work, noting the location of emergency exits, assembly points and equipment. In case of a fire, immediately leave the building by the nearest exit point. Do not use the lifts. Fire action notices are displayed in corridors and by fire escapes.

In an emergency, dial 3333 from any internal phone and clearly state the nature and location of the problem, your name, and the
number you are calling from (if known). If no internal phone is available, call 999 and follow the normal procedure. You should ensure that corridors and doorways are not obstructed and that fire fighting equipment is not removed from its station.

First aid assistance for minor accidents can be obtained by dialling 3333 from an internal phone or 020 7882 3333 from any other telephone.

What prizes do you award?
We award one prize each year to the best first-year undergraduate in Mathematical Sciences, and the College awards prizes each year to outstanding second, third and final year undergraduates. The prizes are all worth £100 each; the amount of money is not very large but the fact of receiving the prize is a useful addition to your curriculum vitae!

In recent years, we have also been able to award Institute of Mathematics and its Applications (IMA) prizes, consisting of a year’s free subscription, to the best two students in the final year in Mathematical Sciences, and a Pfizer Prize in Statistics to the student with the best statistics results.

Here is a list of the Mathematical Sciences students who won prizes in summer 2009.

### Departmental and College Prizes

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<thead>
<tr>
<th>Student</th>
<th>Year Prize</th>
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<tr>
<td>Tansel Tanner Arif</td>
<td>3 Westfield Trust</td>
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<tr>
<td>Ruby Childs</td>
<td>2 Helen Maurice</td>
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<tr>
<td>Nicholas John Cleaver</td>
<td>2 Drapers' Company</td>
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<td>Asad Khalil</td>
<td>F Westfield Trust</td>
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<td>Nilufar Yasin Khan</td>
<td>1 Lois Hatton</td>
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<td>Karina Kirkina</td>
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<td>Pruvil Patel</td>
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<td>Inna Polichtchouk</td>
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<td>Gavriella Symeonidou</td>
<td>F Westfield Trust</td>
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### Institute of Mathematics and its Applications Prizes

Asad Khalil  
Gavriella Symeonidou

### Pfizer UK Prize for Statistics

Gavriella Symeonidou

What is my College ID card?
You will receive a College photo-ID card upon enrolment. This card is very important and you must carry it at all times on campus. If you do not produce this card upon request and satisfy staff that it is your card through comparison of your face and the photograph, College security staff may remove you from the building, or from campus.

The card shows your Student Number and your Examination Number. You must take your card into all examinations and display it on your table for inspection. You will also need to copy the Examination Number (only!) onto your answer book for all exams in the main and late summer exam periods.

The card also serves as your library card and as an access card for certain buildings. Many buildings have security points at which you must show your card and others require you to touch your card on a reader (as with an Oyster card) to release the doors.

It is vital that you keep your card safe and with you at all times on campus. If you lose your card, or if your card is stolen, you should contact the Registry, who will be able to help you. The College may charge a fee to replace lost College ID cards.

### Departmental Procedures

#### How do I submit coursework?
Each module organiser will tell you at the start of the module how to submit coursework for that module. Some modules will use the brightly coloured locked coursework collection boxes located along the walls at the west end of the basement and opposite the lifts on the ground and second floors of the Mathematical Sciences Building. For modules that use a collection box, you must "post" your coursework through the slot in the correct box by the deadline specified by the module organiser. **If you put it in the wrong box then you have not submitted it. You will probably lose both the coursework and the marks.**

You must clearly print your student number and your name as registered with the College, with your surname underlined, at the top of the first page of all coursework you submit. We may not accept work that does not meet this requirement, in which case you will score a mark of zero.

We try to return all submitted coursework but we cannot guarantee to do so and occasionally coursework gets lost. Therefore, you should take a copy of any coursework that you want to keep before you submit it. If you
have a computer and scanner, it will cost you nothing to scan all your coursework before you submit it.

How do I submit project reports?
Each project module organiser will tell you how to submit your project report, but normally you should submit it to the Maths Office. Two copies will normally be required since your report will be read independently by two examiners. The Maths Office staff will attach a note to your report showing the date they received it, and they will give you a receipt. Keep this in case you need to prove when you submitted your report. Project reports must have a title page showing clearly the module code and title, the title of your report, and your full name and student number. They must be robustly bound so that they can be easily read without falling apart.

A project report should look like any well produced printed document and if it is a mathematical report then it should look like a well produced mathematics textbook. The content is more important than the presentation, but presentation is also important. In particular, you may lose marks for poor spelling and grammar; note that Microsoft Word has a built-in spelling and grammar checker that you would be well advised to use. Divide your text into paragraphs that each deal with one idea or a small number of related ideas.

Unless you have been specifically instructed to the contrary, use normal single-spaced text. Unless the document is very short, divide it into sections, subsections, etc, each with a clear heading, as illustrated by this handbook. If the document is longer than one page, include page numbers. You can draw diagrams by hand or by computer as you prefer, but make sure they are neat, clear, and annotated as appropriate. Tables should have captions above them and diagrams should have captions below them. You can print your report single or double sided, as you prefer. Use of colour is optional.

Correct referencing of other people’s work that you have used in your report is essential and will help avoid accusations of plagiarism; see “What is plagiarism?” on page 20 and “How should I include bibliographic references?” on page 21.

How do I get help?
If you have administrative or technical questions relating to a specific module then you should approach the module organiser, either at the end of a lecture or in the module organiser's office hours. Many modules, especially in the first year, have exercise or computing classes, where you have an opportunity to ask questions of the teaching assistants (who range from senior staff to graduate students). Some module organisers may also provide additional support for students who are finding the module difficult – ask about this if necessary.

What is PASS: Peer Assisted Study Support?
- PASS offers help with all first-year maths modules to smooth the transition from school or work to university study.
- PASS consists of friendly drop-in study sessions run by student mentors who have successfully completed the first year.

Student mentors are volunteers who are keen to share their knowledge and experience to help you succeed. We train them to run effective PASS sessions.

A student mentor explains: PASS sessions are more like discussion groups than exercise classes. The mentors encourage you to have discussions amongst yourselves before asking for help.

For further details contact Dr Robert Johnson (see “How do I contact staff?” on page 8), or see the PASS posters around the Mathematical Sciences Building.

Do I need to buy textbooks?
Most module organisers recommend one or more textbooks, the main ones of which should be available in the College library. Buying textbooks is normally optional although you will find it helpful to have some textbooks of your own.

However, you must buy the recommended textbook for Calculus I and II, Thomas’ Calculus, which includes an access code for Course Compass, the web-based teaching resource we use. You can buy the book together with an access code at the start of the academic year from the Queen Mary bookshop at a subsidised price of £34 (the full price is £54), which is significantly less than
the price of the access code alone on the open market. Therefore, we recommend that you do not buy this book elsewhere and do not buy it second hand because a new access code will cost you almost as much as the book itself.

What happens if I am absent?
We expect you to attend all elements of your course, i.e. all lectures, exercise classes, lab sessions, tutorials, and other events that are part of your modules. If you are absent from College for more than a day or two then please always let your adviser know (preferably by email) at the earliest opportunity; see also “How do I report extenuating circumstances?” below.

Submission of coursework is one of the ways we assess your attendance. We will also collect evidence of attendance from time to time by registers, which it is your responsibility to sign.

Poor attendance will result in the Senior Tutor sending a notice to your Queen Mary email address. If you do not reply to this within seven days, we will put a record of your poor attendance in your file. This information may be passed on to your local authority or used in any reference from the School.

Attendance is important; failing to attend usually leads to failure in assessment, and persistent absence may result in deregistration (see “Why might I be deregistered?” below). Reading lecture notes is not a satisfactory substitute for attending lectures yourself.

Why might I be deregistered?
In cases of persistent absence or persistent failure to submit coursework, we may deregister you from a module. Deregistration withdraws you from the module. You may not attend any further lectures or classes, submit any further coursework, or sit the examination.

The module will appear on your transcript with a mark of ‘0’ (Fail) and you may not register to resit that module later. Once we have deregistered you from a module, you may not register for additional modules during that or subsequent years. If we deregister you from more than 30 credits (normally two modules) during an academic year, we will terminate your enrolment at Queen Mary.

If you fail to submit two weeks’ coursework for any particular module without good reason (or if you fail to submit one weeks’ coursework and there is additional evidence of poor attendance) the Senior Tutor will send a notice to your Queen Mary email address. If you fail to respond and adequately explain why you failed to submit the coursework, or you continue to be absent or fail to submit coursework, we will deregister you from the module. The College will send you a letter informing you of this and we will place a copy in your file. This information may be passed on to your local authority or used in any reference from the School.

How do I report extenuating circumstances?
If you believe that circumstances beyond your control have affected your performance in a particular item of assessment, or more generally, then you may wish to register extenuating circumstances. Extenuating circumstances include illness, death of a close relative, etc. Extenuating circumstances do not normally include computer problems, printing problems, misreading your exam timetable or planned holidays.

Extenuating circumstances forms are available from the Maths Office and www.maths.qmul.ac.uk/undergraduate/current/forms. If you believe that you have a case for consideration, you should complete the appropriate form and supply supporting documentation, such as medical certification, a death certificate, police report and crime number, or other written evidence from a person in authority. You must submit the paperwork to the Maths Office by the specified deadline.

We must receive all claims as soon as possible after the event and no later than 24 hours before the relevant Examination Board meeting; see “Examinations” on page 3. We do not accept claims made late without a good reason. Please note that although we may accept accompanying documentation late, we cannot consider claims without any evidence.

A small subcommittee of the Examination Board considers all cases of extenuating circumstances. All proceedings of the subcommittee are strictly confidential, and will not normally be discussed at the full Examination Board.

It is your own responsibility to report extenuating circumstances, not that of your adviser. Please ensure that you complete the submission process in accordance with the guidelines and deadlines.
Normally, only the Pastoral and Senior Tutors see any supporting evidence. We do not distribute it to other staff, but we may disclose it in confidence to relevant College officials. Maths Office staff will process the form itself. Copies will go to your adviser, any relevant module organisers and your file, and will be available to any staff writing a reference for you.

**What if I miss coursework submissions or tests?**

If you report that an extenuating circumstance prevented you from submitting coursework and/or attending a test and we accept your reason then we will excuse you. We show an excused mark as E.

If you are absent for more than 5 days you must provide supporting documentary evidence such as a letter from your GP.

Module organisers in the School of Mathematical Sciences will state at the start of each module how they will allow for excused coursework and tests. We normally ignore any excused marks when computing your overall average mark. Note that this puts more weight on your other assessed work.

If you miss coursework and/or tests for modules taught by other departments then you should speak to the module organiser directly and follow the rules of the department concerned.

**What if I miss examinations?**

Do not delay! If you report that an extenuating circumstance prevented you from attending an examination and we accept your reason then we will allow you to sit the examination later without any penalty (unless you graduate anyway).

We normally require documentary evidence such as a medical certificate or letter (a prescription is not acceptable) from the College Medical Centre, a GP, a hospital or the police. Please note that a medical certificate. To support your case you should provide the Senior Tutor with a written summary detailing your case, which must fit on a single A4 sheet of paper and be printed neatly and legibly. At the top of the summary, state your student number, your surname in underlined capitals, your forenames (not underlined and not in capitals) and your current developmental year (first, second, third or final). Summarize briefly any extenuating circumstances affecting the current year, one per paragraph.

Can I retake a year or progress exceptionally?

If you have not met the hurdle to progress, but have extenuating circumstances, you may ask to retake the year or progress exceptionally, provided you do so before the end of the examination period. Retaking the year is appropriate only if you have failed almost all your modules and progressing exceptionally is appropriate only if you have narrowly missed the hurdle but are generally a strong student and have some good marks.

You should provide the Senior Tutor with a summary detailing your case, which must fit on a single A4 sheet of paper and be printed using a font no smaller than 12 points or written neatly and legibly. At the top of the summary, state your student number, your surname in underlined capitals, your forenames (not underlined and not in capitals) and your current developmental year (first, second, third or final). Summarize briefly any extenuating circumstances affecting the current year, one per paragraph.
The summary should normally refer to extenuating circumstances that you have reported. However, if they occurred very recently then you may submit the report form and supporting documentation with the summary.

You will also need to complete a College “Retake of Academic Year” form, which is available from the Registry, room CB05 in the Queens’ Building, and on the web at www.arcs.qmul.ac.uk/registry/maintenance_of_student_records.html. Hand in all completed forms to the Maths Office.

**How do I interrupt my studies or withdraw?**

If you decide to withdraw from Queen Mary, either temporarily or permanently, you should discuss the matter with your adviser. If you decide to proceed, you must complete an “Interruption of Study/Withdrawal from College” form, which is available from the Registry, room CB05 in the Queens’ Building, and at www.arcs.qmul.ac.uk/registry/maintenance_of_student_records.html. Then take the form to the Senior Tutor, who will want to discuss it with you before agreeing to sign it.

If you wish to interrupt, i.e. withdraw temporarily, then you must do so by the end of the second semester. Interruption of studies is normally for one complete year but, in exceptional circumstances, the period may be up to two years. If you interrupt your studies then you lose the automatic right to enter examinations for modules that you took before you interrupted, and we will not allow you to enter for any examination in which you would be the only candidate.

**What if my exams are disrupted?**

It is essential that you inform the Senior Tutor in writing well before the end of the examination period of any difficulties that have affected your examination performance. The examination board cannot take account of difficulties you have not reported. The fact that the board was not aware of such difficulties is not grounds for you to appeal against your degree class unless you can prove that it was impossible for you to inform the board.

The examination board considers medical certificates and similar material. However, even when the board makes allowance for medical or other problems, it cannot always give full compensation. The board will recommend only the degree class it is confident you would have achieved, not what you might have obtained in other circumstances, but the board may be able to make allowance for circumstances that result in you performing worse in some examinations than others.

You should provide the Senior Tutor with a summary on a single A4 sheet of paper that is printed using a font no smaller than 12 points or written neatly and legibly. At the top, state your student number, your surname in underlined capitals, your forenames (not underlined and not in capitals) and your current developmental year (first, second, third or final). Then summarize briefly any extenuating circumstances affecting your time at Queen Mary, one per paragraph. If your academic results are such that your extenuating circumstances might make a difference then the examination board will consider your summary.

The summary should normally refer to extenuating circumstances that you have reported. However, if they occurred very recently then you may submit the report form and supporting documentation with the summary.

**How do I choose or change modules?**

You should choose or confirm your modules during the enrolment period before the start of teaching in Semester A and confirm your choices at the start of Semester B. Your adviser will have your module registration form. You discuss your choices with your adviser, your adviser completes the form and then you sign it to confirm that the details are correct. There is no choice in the first year but you still need to sign your module registration form. (See also “How do I know who my adviser is?” on page 6.)

**Advice for continuing students**

Please note that your adviser may have changed. If you took late summer examinations then your adviser should be able to tell you the results. If your progression depends on late summer examinations then you will not be able to enrol and your module registration form will not be available until the first week of teaching.

You should register for all the modules that you propose to take during the current academic year. We should have pre-
registered you for the compulsory modules shown in your current study programme.

Most modules have prerequisites and some have overlaps; see Part 7: Module Details. You cannot take a module if it overlaps with one that you have already passed or that you are currently taking or will resit. You may normally take a module only if you have passed all the prerequisite modules. If you have taken but not passed one or more prerequisite modules or have not taken them then you should seek approval from the module organiser before registering, otherwise you may find the module too difficult.

Registrations for some modules must be validated, meaning that you must obtain approval (usually from the module organiser) to register for that specific module. Obtaining this approval is entirely your responsibility. You can find information about module validation online at [www.qmul.ac.uk/courses/modules/registration.php](http://www.qmul.ac.uk/courses/modules/registration.php).

It is your responsibility to ensure that you satisfy all module requirements. You must normally have written permission from both the Senior Tutor and the Registry to take modules taught outside Queen Mary; for approved modules run by other colleges and institutes of the University of London, you must complete an intercollegiate course registration form.

What if I have failed modules?

Include on your module registration form all examinations that you plan to resit or for which we have granted you first sits; we do not register you automatically. This is your responsibility, not your adviser’s!

You may attempt each examination at most three times but you cannot resit any examination you have already passed. Once you have passed enough credits you will normally graduate, after which you cannot resit any modules.

It is possible to retake a complete module, especially if you are retaking a year. Otherwise, your second and third attempts at a module will be resits of the examination alone (without attending any of the teaching for the module) and the maximum overall mark you can obtain will be limited to the minimum pass mark; we say that the mark is “pegged”. You must resit examinations at the first opportunity. A resit examination does not count toward the credits that you take in each academic year. We use the best mark from the original and any resit results to determine your degree classification.

If we discontinue or substantially change a module and no comparable examination paper is being set then we will set a special resit paper for that module, if required, on one occasion and no more. We may not allow you to resit modules that have a large element of continuous assessment. Before you register for a resit you should check with the module organiser whether you can resit and how we will handle the continuously assessed component for resit candidates. You should check with the current module organisers for any minor changes that may affect your resit examinations.

In summary, the following regulations normally apply to resit examinations:

- You must resit each examination at the first opportunity.
- We currently allow you three attempts at any one module (i.e. two resits).
- When there is a change in either style or content of the examination paper from one year to the next, resit candidates will be set a special resit paper that is comparable to the original one; they cannot take the current year’s paper.
- You must make any request to waive any of these regulations by writing to the examination board chair by
  - 31st January for examinations the following May, or
  - 15th July for examinations the following August.

How many modules can I take?

We will assess your degree on 120 credits (normally 8 modules) per year. We will not examine you in more and you should not take fewer. However, you may register temporarily for more modules than required while you decide which to take. If you do this, you must cancel the excess registrations for each semester by the Friday of the second teaching week of the semester by completing a module amendment form, available from the Registry (Queens’ Building, room CB05), and taking it to your adviser. You must also inform the module organisers yourself.
Can I change my study programme?

Your study programme is initially the same as the course for which Queen Mary accepted you. Part 5 of this handbook gives details of all Mathematical Sciences study programmes, which specify what modules you must take. Provided you meet the programme requirements, you can choose your optional modules, subject to the approval of your adviser.

We may allow you to change your study programme, but all such changes require careful consideration and formal approval. You must follow the procedures below in the order shown and complete a College Change of Programme of Study form, which is available from the Registry, room CB05 in the Queens’ Building, and on the web at www.arcs.qmul.ac.uk/registry/maintenance_of_student_records.html. If this form is not completed and returned to the Registry then you will not have changed your study programme; there is no other mechanism!

How do I change to a new Mathematical Sciences study programme?

1. Complete a Change of Programme of Study form and obtain your adviser’s signature (at the bottom of the front of the form; there is no designated area for this signature).

2. On a copy of the new study programme (in Part 5: Study Programmes of your printed handbook or printed from the web):
   - put a tick against all modules passed in previous years; and
   - put a cross against all modules that you propose to take or resit in the current year.

3. Take the completed form and marked study programme to the director of the proposed new programme. If the director accepts the change then leave the form with the director, who will also sign the bottom of the front of the form (by your adviser’s signature) and then forward it to the Senior Tutor to complete the processing. Keep the marked study programme as a guide for yourself (and your adviser).

We will not normally allow you to transfer to G1N1, GN13, GL11, G1L1 or G1N4 because these programmes are normally full.

Can I transfer between BSc and MSci?

At the end of the first year, we invite BSc students who have obtained an A-grade average to transfer to the four-year MSci programme. We may also allow BSc students who have obtained a B-grade average to transfer to the MSci programme at their request. Transfer to MSci is possible up to early in your third year, but you may not be able to extend your funding if you transfer after the start of your second year.

An MSci candidate may opt to transfer to a BSc degree, which has lower “hurdles”, at any time up to the beginning of the third year of study. Later transfer to BSc may also be possible but will need approval by the Registry. If you are a candidate for the MSci and you fail to obtain enough credits for the award of the MSci we can consider you for a BSc degree, although we may delay the award of the BSc until the time when you would have completed the MSci programme.

How do I change to a new Study Programme run by another department?

1. Visit the department that runs the study programme you want to transfer to and discuss it with them. If they agree to the change then complete a Change of Programme of Study form.

2. Take the completed form to the Senior Tutor for Mathematical Sciences for approval of your release from the School of Mathematical Sciences and inform your adviser.

3. Take the completed form to the other department and follow their procedure for approving a change of study programme. They may require you to return the form to the Registry yourself.

How do I update my personal details?

It is important that the College has up to date personal details for all students. Please ensure that if you change your home or term-time address, name, telephone number or other details you complete and submit a Change of Personal Details Form, available from the Registry. (For changes of address
see also www.arcs.qmul.ac.uk/registry/maintenance_of_student_records.html. You should also notify the Maths Office to update our departmental records.

**Can I study abroad?**

The College runs an exchange programme, co-ordinated by the Study Abroad Adviser, Mr Harry Gibney, in the Registry. You normally spend the second year of a three-year programme abroad and you need to begin arrangements early in the first year.

The School of Mathematical Sciences also participates in the Erasmus exchange programme administered by the European Commission. This programme offers students the opportunity to study for a period of several months to a year at a university in another European Union (EU) country. The particular networks with which the School of Mathematical Sciences is connected involve more than 40 universities in the EU, with at least one university representing each country in the EU.

Any student interested in studying abroad should contact Dr Matt Fayers in Mathematical Sciences (see “How do I contact staff?” on page 8).

**What are lectures, exercise classes, tests, exams, etc?**

In place of the classroom teaching normally used in schools, we use lectures and exercise classes to teach most of our modules. You also need to spend time on your own studying and attempting exercises; we expect you to spend about 40 hours per week on your degree course, of which we timetable about 16 hours.

We will assess you by a mixture of coursework, in-term tests and end-of-year exams; see Part 7 Module Details for details of how we assess each module. But note that un-assessed coursework is just as important as assessed coursework; the main purpose of coursework is to help you learn and give you practice for the tests and exams.

Queen Mary policy is that all teaching starts at 5 minutes past the hour and finishes at 5 minutes before the hour, which gives you a 10-minute break between classes. If any member of staff fails to adhere to these times (other than occasionally) then please complain; see “How do I complain?” on page 9.

**Lectures**

In a lecture, the lecturer stands at the front of the room and talks. The lecturer will normally also write on a board or project slides onto a screen. The written information may include everything important or it may include only key points, depending on the style of the lecturer. You need one or two pens and a pad of paper to write your own lecture notes. What you write is up to you but it will normally form your main record of what the lecturer has taught in the module. You will generally need to copy carefully what is on the board or screen unless the lecturer provides full lecture notes on paper or on the web.

**It is essential that you do not talk while the lecturer is talking. We will take disciplinary action against any student who disrupts lectures in any way.**

You should regularly review and correct your notes, check for any points you do not understand and try to resolve them, asking in the exercise classes if you cannot sort them out for yourself. Nobody will look at your lecture notes except you. It is very important that you keep up with each module since mathematical modules tend to refer back to, and rely on, material covered earlier. You should keep your lecture notes for revision.

The module organiser will set problems as exercises. Working through the exercises is essential in order to understand each module. Moreover, we use the handing in of exercise solutions as an “attendance register”.

**Exercise classes**

In a mathematical sciences exercise class there will normally be several members of staff and PhD students to help you with specific problems. It is up to you to ask them questions (about any aspect of the module). However, their job is to guide you towards the solutions to problems, not just to tell you the answers!

You should try to solve the problems before the class by looking up the meanings of relevant terms in your lecture notes or appropriate textbooks or by searching the web. If you cannot solve a problem then look for similar worked examples in your notes. There is not enough time to write out all the solutions during the classes, but there should be time to ask questions about the things you do not understand provided you have thought about them beforehand. The exercise classes for some modules take place in a computing laboratory.
Tests
These are mini-exams, normally held in week 7 of the semester, but some modules may have a second test in week 12 at the end of the semester. Examination regulations apply to tests. Many departments use week 7 as a “reading week” but the School of Mathematical Sciences uses it as a “consolidation, revision and test week”. Week 7 has a different timetable from the rest of the semester, which will be published on the noticeboard and the web by week 6.

Time management
Ideally, you should make up your own study timetable, including lectures, and specify when you are going to read the lecture notes and do the exercises each week. Studying at university is a full-time job; the standard expectation of time spent by students studying for a degree is 1200 hours per year. That is equivalent to 150 hours for each 15-credit module and to 40 hours per week for 30 weeks of the year.

How must I behave?
The College Code of Student Discipline, available at [www.arcs.qmul.ac.uk/student_complaints](http://www.arcs.qmul.ac.uk/student_complaints), covers general student behaviour. Below is more detail of the behaviour required of Mathematical Sciences students.

When must I not talk?
You must not talk (except to members of staff) in lectures, in the library (except in designated group study areas) or in computing laboratories. If you persistently talk in lectures or in the library then the College may take disciplinary action against you; we take a serious view of behaviour that prevents other people from working.

When must I not use my mobile phone?
You must not talk on your mobile phone or allow it to ring audibly during lectures or classes, or in the library, computing laboratories or staff offices. If you do then a member of staff may ask you to leave.

You must switch off your mobile phone in all tests and examinations. Allowing your mobile phone to ring during a test or an examination is a disciplinary offence that will normally lead to failure in the test or examination with a mark of zero, with more severe penalties for a second offence.

What is an examination offence?
Queen Mary takes your assessment very seriously. This means that we must strictly obey the rules governing assessments, but so must you. For example, if you use a calculator in an exam (unless calculators are explicitly allowed), you can expect to receive a mark of zero for the exam. Generally, calculators are not allowed in examinations, but if calculators are allowed then the examination rubric will state this clearly, so be sure to read the rubric. It is also an examination offence to take any notes into the examination room even if you do not look at them, to look at another student's work, to disrupt the examination in any way or to fail to do what an invigilator asks you to do. This applies also to tests.

How are students represented?
Your views are important to the School of Mathematical Sciences and to Queen Mary. You can communicate your opinions to us in a variety of ways. At College level, there are student representatives on committees across Queen Mary, including Academic Board and Faculty Boards. They are normally chosen from Student-Staff Liaison Committee members.

What is the Student-Staff Liaison Committee?
The School of Mathematical Sciences Student-Staff Liaison Committee (SSLC) meets at least once a term. It discusses matters of interest to undergraduates, including the curriculum, student welfare and facilities, and can advise the Head of School. The Students’ Union normally elects two student representatives each year and we display their photographs and names in the first-floor corridor of the Mathematical Sciences Building opposite the staff photographs. Please raise any matters of concern with one of your student representatives.

The School takes suggestions from the SSLC very seriously. The committee is chaired by the Director of Undergraduate Studies and attended by the Head of School and the Senior Tutor. Details of the SSLC are available on the web at [www.maths.qmul.ac.uk/undergraduate/current/liaison](http://www.maths.qmul.ac.uk/undergraduate/current/liaison) from where minutes of the meetings are also available (but only from within the Queen Mary network).
What are module evaluation questionnaires?
In week 6 of each semester, we will ask you to complete a standard one-page questionnaire for each of the Mathematical Sciences modules that you are taking. We use the results to try to identify any problems and rectify them as quickly as possible.

How can I provide personal feedback?
You are welcome to make (polite) informal comments to members of staff, such as your module organisers or adviser, and we will try to pursue any serious suggestions that may lead to improvements in our procedures.

What is the National Student Survey?
All final-year students at UK institutions take part in the National Student Survey (NSS). This is your opportunity to share your experiences of Queen Mary with the wider world and future students. Please do complete the NSS, and fill it in honestly. If you are a finalist, the NSS organisers will usually contact you by email in the spring term. The results are important as they are used in compiling university league tables, which can determine national university ‘rankings’ in the press.

What are student ambassadors?
We employ a few students to act as tour guides and talk to prospective students who attend College Open Days or visit us after we have made them an offer of a place. There are similar opportunities within the College. Look out for emails and notices if you are interested.

Marking criteria and grading
Marking of assessed work in mathematical sciences is normally objective and specified down to a level of around 1–2% for an exam or around 5% for a test or coursework exercise. We award marks for knowledge (e.g. reproducing definitions, theorems and proofs), understanding (e.g. applying definitions and theorems and constructing proofs) and technical ability (e.g. completing calculations correctly). We normally award partial marks for partial answers, such as partly correct knowledge, partial understanding or partly correct calculations.

All elements of assessment will include an indication of the allocation of marks to questions or sub-questions (although not necessarily at the level of detail used to mark the work). All assessment will follow the Queen Mary Code of Practice on Assessment and Feedback.

Mark ranges and their corresponding grades broadly mean the following.

100–70%, A
Excellent knowledge base with perceptive understanding of mathematics. Able to calculate quickly and accurately. Outstanding comprehension and clarity of expression.

69–60%, B
Good knowledge base and understanding of mathematics. Able to calculate quickly and accurately in most situations. Good comprehension and clarity of expression.

59–50%, C
Adequate knowledge base and understanding of basic mathematics. Able to calculate quickly and accurately in some situations. Acceptable comprehension and clarity of expression.

49–40%, D, E
Limited evidence of understanding or ability to apply basic mathematics. Limited ability to calculate quickly or accurately. Limited ability to construct a logical argument. Poor comprehension. Explanations lack precision and clarity.

39–0%, F
No evidence of understanding or ability to apply basic mathematics. Unable to calculate quickly or accurately. Unable to construct a logical argument. No comprehension. Explanations lack meaning.

Writing and Assessment

What is coursework?
For most of our modules, we set exercises approximately once a week to illuminate the previous week's teaching. You must attempt these exercises in your own time, write out neat solutions and hand them in if required; the module organiser will tell you, usually in a lecture early in the semester. We refer to these exercises as “coursework”. Doing the coursework for each module is compulsory.

Depending on the module, we may:
• assess or mark some coursework and count the marks (usually as 10%) towards the final mark for the module;
• "correct" or write comments but not marks on some coursework to provide you with feedback to help you learn;
• not look at any of the coursework.

We will provide you (e.g. in a lecture, on paper or on the web) with "model solutions" to most of the coursework that we set and you should use these to learn how the module organiser would solve the problems. If your solution is different then it may still be correct, although the model solution may be better (e.g. more elegant, more succinct or more sophisticated). Studying model solutions and ensuring that you understand them is a good way to prepare for tests and exams.

There are normally weekly exercise classes in which you can get help, although higher-level modules may not have exercise classes.

How will you assess me?
The main types of assessment that you will encounter as Mathematical Sciences students are
• coursework,
• tests,
• written examinations,
• project reports and presentations.

As explained above, if we assess coursework then it normally contributes 10% to the overall mark for a module.

Tests are short exams held during the semester, usually near the middle or the end. Tests normally contribute 10% (if there is assessed coursework) or 20% (if there is no assessed coursework) to the overall mark for a module.

Written examinations take place during the main and late summer examination periods and normally contribute at least 80% to the overall mark for a module.

A project involves writing a report that carries most of the marks and also giving a short presentation that may increase your marks if you do it well.

To get full marks in any assessed work (coursework, tests or exams) you must not only give the right answer but also explain your working clearly and give reasons for your answer by writing legible and grammatically correct English sentences. Mathematics is about logic and reasoned arguments and the only way to present a reasoned and logical argument is by writing about it clearly. Your writing may include numbers and other mathematical symbols, but they are not enough on their own. You should copy the writing style used in good mathematical textbooks, such as those recommended for your modules. You can expect to lose marks for poor writing (incorrect grammar and spelling) as well as for poor mathematics (incorrect or unclear logic).

If you take modules taught by other departments then you may have to write assessed essays, computer programs, or laboratory reports.

What is plagiarism?
Plagiarism is the failure to credit the writings or ideas of another person that you have used in your own work. In such cases, you are deliberately or inadvertently attempting to pass their work off as your own. Plagiarism is a serious offence and can carry severe consequences, from failure of the module to deregistration from the College. You may also commit plagiarism by failing to reference your own work that you have submitted previously, or by failing to credit the input of other students on group projects.

It is your responsibility to ensure that you understand what plagiarism means and how to avoid it. The recommendations below can help you in avoiding plagiarism.

• Be sure to record your sources when taking notes, and to cite these if you use ideas or, especially, quotations from the original source. Be particularly careful if you are cutting and pasting information between two documents, and ensure that references are not lost in the process.
• Be sensible in referencing ideas – commonly held views that are generally accepted do not always require acknowledgment of particular sources. However, it is best to be safe to avoid plagiarism.
• Be particularly careful with quotations and paraphrasing.
• Be aware that technology is now available at Queen Mary and elsewhere that can automatically detect plagiarism.
• Ensure that you reference appropriately all works used in the text of your work and fully credit them in your bibliography.

• If in doubt, ask for further guidance from your module organiser, project supervisor or adviser.

How should I include bibliographic references?
Look at some published mathematical research papers (many are available via the College Library and School websites) for examples of how to reference previous work. Different publications use different referencing styles; you should choose one and use it consistently. What is most important is to provide enough information that the reader can find the document you are referencing. You must always include the author and document title, and you must include the publication date of a printed document and the date when you last accessed an online document. We hope to provide more detailed online guidance for preparing project reports.

What writing support is available?
Mathematical Sciences students often have difficulty writing essays and other descriptive text. However, this is an essential skill that you will probably use much more than mathematics in your working life, so you need to improve it during your university course.

• We offer some general guidance on mathematical writing at www.maths.qmul.ac.uk/undergraduate/current/projects.

• You can take our module MTH5117 Mathematical Writing in your second or third year.

• The Drapers’ Skills Award (www.esd.qmul.ac.uk/sande/drapers.htm) spans the first and second years and includes a writing component.

• The Mind the Gap (www.mindthegap.qmul.ac.uk/) Undergraduate Journey Planner includes resources to support writing.

• The Language and Learning Unit (www.languageandlearning.qmul.ac.uk) provides a free Academic Study Programme that aims to prepare you for all aspects of academic study and help you manage your own success as a student.

How are examinations organised?

How and when will I get my exam timetable?
We will invite you by email to collect your individual examination timetable from the Maths Office towards the end of Semester B. Please check it and report any errors to the Registry immediately. In particular, check your resit and first sit entries.

How and when can I get my results?

• If you would like to have your provisional results posted to you in June then please leave a stamped addressed envelope with the Maths Office. This envelope must show your full name and student number clearly.

• Provisional classifications for finalists will be displayed (showing student numbers but not names) in the Mathematical Sciences Building by 1:00 pm on Thursday 24 June 2010 (to be confirmed). (If you prefer not to have your results displayed then you should advise Ms Griffin in the Maths Office by the end of the examination period.)

• You can collect provisional results not sent by post from the Maths Office after 2:00 pm on Thursday 24 June 2010 (to be confirmed).

• Your adviser should be available on Thursday 24 and Friday 25 June 2010 (to be confirmed) to discuss future options with you. Please have your results with you when you visit your adviser.

• We release results only to students who are not in debt to the College. We do not give results over the phone or by email on an individual basis, but we will email your provisional results to your Queen Mary address (and only this address) by about the end of June.

• Note that the results provide by the School are “provisional” because the Degree Examination Board has not yet formally approved them; only the Registry can provide official results. However, no member of the School of Mathematical Sciences can change the results at this stage.
• The Registry will send out official notices of results, approved by the Degree Examination Board, by post to your registered home address by about the end of July.

Am I eligible for late summer examinations?
Late summer examinations are currently not available for finalists. If you are a non-finalist then we will offer you late summer first sits only if your progression depends on them. Otherwise, individual departments decide whether to offer late summer examinations for modules they teach and if so whether to offer them only to students in their first developmental year. See the Student Guide for details. We will enter you automatically for late summer resits for which you are eligible. You cannot withdraw and if you are absent then it counts as a fail.

We will put the late summer examination timetable for Mathematical Sciences modules on the web at www.maths.qmul.ac.uk/undergraduate/current/exams as soon as it is available.

Queen Mary Registry will post official results to your home address by about mid September; results will not be available in any other way. But you can check from the second week of September onwards whether you progress by emailing u.g.maths@qmul.ac.uk.

Please note that academic staff members are available to help you with your modules during term time, but not generally during vacation time, and certainly not without you first making an appointment.

How do you grade my degree?

We will grade your degree from best to worst as either first, upper second, lower second or third class, or pass. (All University of London degrees, including pass degrees, are honours degrees.)

If you began your current degree programme in 2003 or before, please see www.maths.qmul.ac.uk/undergraduate/current/handbook/Degree_Classification_2003.pdf. Otherwise, the following applies.

We will base your degree classification on all the modules you take, i.e. all 360 credits for a BSc degree or all 480 credits for an MSci degree. For a BSc, modules taken in the first, second and third years will be weighted 1:3:6 respectively. For an MSci the weighting will be 1:2:4:4. The year referred to here is “developmental year”, which indicates progression through a study programme and hence corresponds to the number of credits passed, not the number of calendar years of study. The resulting College mark will be on a percentage scale.

We will base your degree classification on the scale shown in Table 4 below but if your weighted mark places you at or just below a borderline then we can take account of other
relevant information. The exam board would usually consider promoting any candidate who is 2% below a borderline, although we might occasionally look lower. So for example if your overall College mark is 58.00–59.99 we would be looking to see if your overall performance justified a 2:1. We look at all the information we have in making a decision and the opinion of our external examiners is very important. They will often look especially at the scripts of candidates in a borderline range.

Table 4: Degree classification

<table>
<thead>
<tr>
<th>College mark</th>
<th>Degree classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 70%</td>
<td>First class honours</td>
</tr>
<tr>
<td>70% &gt; College mark ≥ 60%</td>
<td>Second class honours, upper division</td>
</tr>
<tr>
<td>60% &gt; College mark ≥ 50%</td>
<td>Second class honours, lower division</td>
</tr>
<tr>
<td>50% &gt; College mark ≥ 45%</td>
<td>Third class honours</td>
</tr>
</tbody>
</table>

If you have passed sufficient credits for the award of a degree but your College mark falls below 45% then you will normally be eligible only for the award of a pass degree.

If you are a BSc candidate
- and you have
  - either passed at least 270 credits in total but fewer than 270 credits at level 4 or above,
  - or passed only 240 or 255 credits at level 4 or above
- and you have a College mark above 40%
- and your performance has been affected by illness or other acceptable cause
then we may offer you the award of a pass degree. You may opt to either receive the pass degree or resit failed examinations next year in an attempt to meet the requirements for a third-class degree.

If you are an MSci candidate and you fail to pass the required number of credits at the end of the MSci degree programme then you may opt to resit failed examinations next year or transfer to a BSc degree, in which case modules taken in your final year will not count towards your degree class.

If you have passed enough credits then we will normally classify you for honours. However, you may request postponement of honours, in which case we defer classification for a year, if either:
- you transferred from one degree programme to start another from the beginning, so that only the modules taken in association with the second degree programme will count or be included in the calculation of the College mark; or
- your overall performance has been significantly affected by absence from final year examinations for reasons acceptable to the examination board. You may request to sit the missed exams as if for the first time the following year.

The Student Guide

The Student Guide is a College publication that you will receive at the start of the academic year. (You should collect a copy from the Maths Office.) It is also available online at www.arcs.qmul.ac.uk/registry/useful_information.html. You should use the Guide together with this handbook for general information on your time at Queen Mary.

The Student Guide contains a wide range of information, including:
- Academic and student support services
- The academic year
- Campus facilities
- Simplified academic regulations
- “How to?” advice
- Queen Mary contact information
- Calendar
- Graduation and alumni
- Student administration, and common issues and processes
- College policies
- Campus and College information