



School of Mathematical Sciences Undergraduate Student Handbook 2023/24

This handbook is for all undergraduate students on all School of Mathematical Sciences programmes for the academic year 2023/24. Please take time to look through the sections below.

- ☰ Disclaimer and Alternative Formats
- ☰ Personal Information and Data Protection
- ☰ Welcome to the School of Mathematical Sciences
- ☰ Contact Information
- ☰ Key Information about the School
- ☰ Mission, Aims and Objectives
- ☰ Key Events Summary
- ☰ Key Dates
- ☰ Key Staff
- ☰ What Must I Do as a Student?
- ☰ Queen Mary ID Card
- ☰ Safety and Emergency Procedures
- ☰ Advice and Student Support
- ☰ Graduate Attributes and your Academic and Professional Development
- ☰ Student Representation and Feedback
- ☰ Students' Union Societies
- ☰ Academic Prizes
- ☰ Appeals and Complaints

- ☰ Teaching and Assessments
- ☰ Late Submissions Penalties
- ☰ Change of Study Programme
- ☰ Module Selection
- ☰ Examinations
- ☰ Progression and Graduation
- ☰ What is Learner Engagement Analytics and what does it have to do with me?
- ☰ Student Engagement Policy Framework - School of Mathematical Sciences
- ☰ Religious observance and study
- ☰ Absences and Extenuating Circumstances
- ☰ Feedback, Marking and Grading Criteria
- ☰ Writing and Assessment
- ☰ Plagiarism and Referencing
- ☰ Recommended Referencing Style
- ☰ Placement Year
- ☰ Study Abroad
- ☰ List of all QMUL Student Services
- ☰ Exemptions, Accreditation and Professional Bodies
- ☰ Useful Websites
- ☰ Glossary of Useful Terms for your Studies

Disclaimer and Alternative Formats

Disclaimer



This handbook should be used together with the Academic Regulations and <http://arcs.qmul.ac.uk/students/>. This handbook provides information specific to the School of Mathematical Sciences, while arcs.qmul.ac.uk/students gives information common to all students at Queen Mary. The Academic Regulations provide detailed information on progression, award and classification requirements.

Nothing in this handbook overrides the Academic Regulations, which always take precedence.

The Academic Regulations are available online at: <http://www.arcs.qmul.ac.uk/policy/>

The information in this handbook is correct as of [~~Monday 27th September 2021~~]. In the unlikely event of substantial amendments to the material, the School of Mathematical Sciences will inform you of the changes. Any changes will be communicated via email to your University email address.

Queen Mary cannot accept responsibility for the accuracy or reliability of information given in third party publications or websites referred to in this handbook.

This handbook is available in large print format. If you would like a large print copy, please contact the Maths School Office, Mathematical Sciences Building - MB102 (first floor), 02078825470. If you have other requirements for the handbook, please contact Hamida Begum (Student Support Officer), 02078825454.

- A single-page version (derived automatically from this QMplus book version) is also available.
- For a printed version, a PDF copy of this handbook will be available.

- For earlier versions, please see the archive of student handbooks from previous years.

CONTINUE

Personal Information and Data Protection

During application and at (re-)enrolment you provide us with personal information about yourself such as relevant contact details and information about your background, which is held in systems such as MySIS. It's important that you ensure this information is accurate and kept up to date. Throughout your studies (or after you graduate) you may also provide, or we may collect, other personal information and you should be aware that this also includes any work you submit for assessment in the course of your studies.

Tutors may occasionally use anonymised student essays (or portions from them) as part of the teaching process. We hope you will be willing to support your fellow students by allowing this, but you may opt out by contacting your school office. Other markers of engagement are monitored to help support students. If you engage with your Advisor or other support services, notes may be kept and shared with appropriate individuals.

We ensure that all personal data is held securely and will not be disclosed to third parties without your consent, unless we are obliged to do so by law – for example the annual student record that we submit to the Higher Education Statistics Agency – or other conditions allow.

HESA requires us to collect details of our students' ethnicities and disabilities as a means of monitoring the success of equal opportunities policies at a national level. This information is kept confidential and helps us to provide you with support and information on facilities and services that may be useful.

When you enrol or re-enrol online you will be asked to read a privacy notice about the purposes for which we use your personal data and to whom we may disclose it when required. You must read this carefully. All personal data is maintained in accordance with data protection legislation. For more information, visit: <https://www.qmul.ac.uk/privacy/> and/or contact Queen Mary's Data Protection Officer via data-protection@qmul.ac.uk.

Updating Personal Details

It is important that Queen Mary has up to date personal details for all students. You will be able to update your address and contact details online using MySIS, however a change in name must be done in person at the Student Enquiry Centre with accompanying identification. You can find

out more information on the Student Enquiry Centre website. <http://www.arcs.qmul.ac.uk/students/mysis-record/index.html>

CONTINUE

Welcome to the School of Mathematical Sciences



Dear Student,

Welcome to Queen Mary and the School of Mathematical Sciences. It's an exciting time to be here: we have a packed programme of extra-curricular events lined up for you this year helping you to develop professional skills and meet students and staff from across the School.

What is this handbook for?

We have written this handbook to provide you with the practical information you need to organise your studies effectively during the coming academic year.

Please read the following pages carefully, even if you're a returning student – we update this handbook each year to make sure you have the latest information.

Where can I find more information?

In addition to this handbook, there are lots of other places where you can find helpful information for the year ahead:

- On our QMplus landing page, which includes details of your programme of study and the individual modules we offer.
- On notice boards around the School
- On our display screens, located throughout the Mathematical Sciences Building
- On our School website [here](#)

If you can't find the information you need in this handbook or elsewhere, you can speak to your advisor or another member of staff in the School. We also have an Education Services Team ready to help you – you'll find them in the Maths School Office, MB102, on the first floor of the Mathematical Sciences Building.

With best wishes for the academic year 2023/24,

Professor Alex Clark

Head of School, September 2023

CONTINUE

Contact Information



The School of Mathematical Sciences comprises of mathematicians who work in pure, applied mathematics, and statistics. The School is located in the Mathematical Sciences Building by Mile End Road, in Godward Square of the Mile End Campus (number 4 on the map). The building is a short walk from Stepney Green or Mile End tube stations. You can enter the building from Mile End Road, or alternatively via the Godward Square entrance.



Note that all Queen Mary University of London buildings are non-smoking areas.

Contact information

Postal address —

School of Mathematical Sciences
Queen Mary University of London
Mile End Road
London E1 4NS

Email and telephone —

Email: maths@qmul.ac.uk
Tel: +44 (0)20 7882 5440

Contacting specific staff —

The following links give contact details for permanent academic staff and professional services staff. It is usually best to contact academic staff (at least initially) by email. You may also visit academic staff in pre-arranged meetings or telephone them.

Academic staff should allocate at least one "office hour" per week during the teaching semesters when they will be available but students are encouraged to contact specific academic staff members to pre-arrange meetings if they are unable to make the allocated "office hours".

Academic staff "office hours" are shown on the module QMplus pages or the staff members contact page on the link above. Before travelling any distance always arrange an appointment by email or phone.

Summer vacation support


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

CONTINUE

Key Information about the School

Maths School office

Your main point of contact for administrative matters is the Maths School Office, MB-102 located on the first floor of the Mathematical Sciences Building. The Maths School Office opening hours during term time are 9:00am – 5:00pm every weekday. The office is closed on weekends. More limited opening hours may apply during holiday periods due to staff meetings.

TEACHING ROOMS	MSCI FINAL YEAR STUDENT FACILITIES	MAIN NOTICE BOARDS	ELECTRONIC DISPLAYS
<p>Teaching room information for the the Mile End Campus (QMUL) can be found here</p> 			

TEACHING ROOMS	MSCI FINAL YEAR STUDENT FACILITIES	MAIN NOTICE BOARDS	ELECTRONIC DISPLAYS
<p>The School provides a private study computer lab, room MB-302, on the third floor of the Mathematical Sciences Building, for all final year MSci students, with computer facilities for project work, writing dissertations, online research and online access to the library catalogue, e-journals and e-books.</p>			

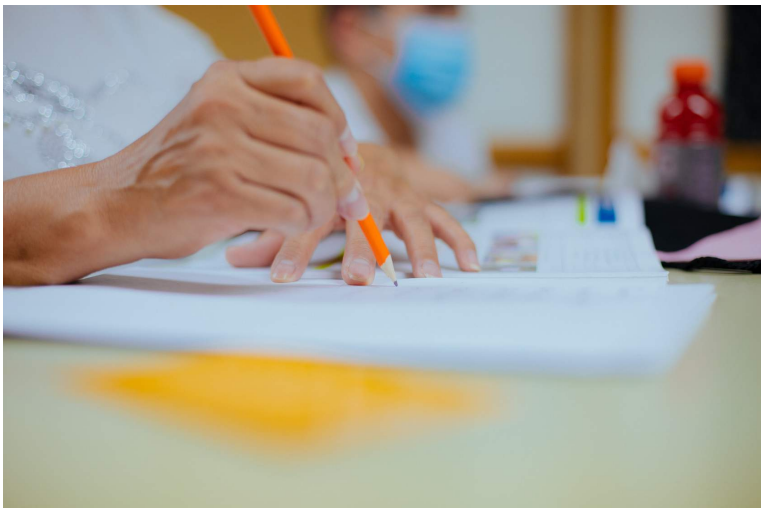


TEACHING ROOMS	MSCI FINAL YEAR STUDENT FACILITIES	MAIN NOTICE BOARDS	ELECTRONIC DISPLAYS
<p>The main notice boards are located throughout the Mathematical Sciences Building and more prominent in the student social and study areas. There are additional notice boards located in the main seating area in the Maths School Office, MB-102. You should check them frequently. They are for official notices from members of staff and other Queen Mary University of London departments. Sometimes these can carry urgent information such as important events and changes to examination rooms.</p>			

TEACHING ROOMS	MSCI FINAL YEAR STUDENT FACILITIES	MAIN NOTICE BOARDS	ELECTRONIC DISPLAYS
<p>There are electronic displays located throughout the Mathematical Sciences Building and more prominent in the student social and study areas. There is an additional electronic display located in the main seating area in the Maths School Office, MB-102. They show breaking news, events, short-term information such as details of forthcoming meetings and examinations, and topical information such as the "Theorem of the Day".</p>			

Exercise and Coursework submission boxes

There are red locked boxes located along the wall in the UG Study Space (Mathematical Sciences Building, MB-103). They are used for submitting exercise worksheets and weekly homework.



Websites and QMplus —

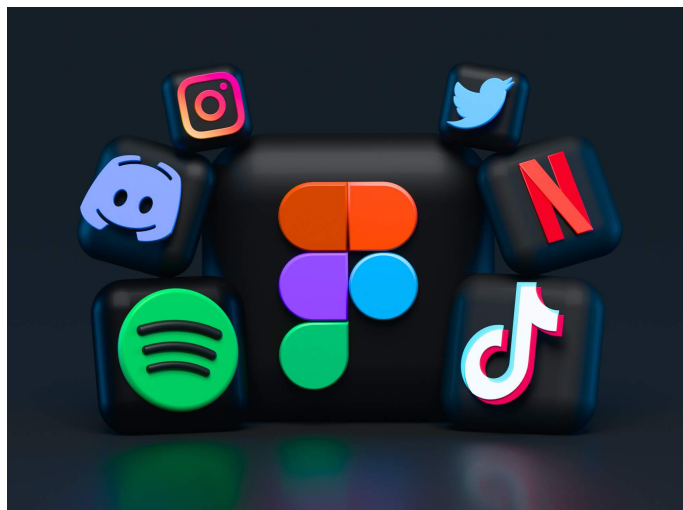
The School of Mathematical Sciences website has a few pages relevant to current undergraduate students, but most information for current undergraduates is on QMplus, the Queen Mary virtual learning environment.

Other key websites are the [Queen Mary Student Information System](#), MySIS, and the Queen Mary student app portal, my.qmul. You will need to log into MySIS and (sometimes) QMplus, using your Queen Mary username and password, to access personal or confidential information: MySIS for the name of your Advisor or your main examination results; QMplus for your personal timetable and other teaching information.

Queen Mary uses QMplus to support all taught modules, which should be explained at the start of each module. We also use it to provide a lot of general information (including this handbook).

Online media —

The School has an official [Twitter feed](#) and [Facebook page](#), which we use to provide the most up-to-date information regarding the School and mathematics generally.



COMPUTER FACILITIES

TIMETABLE

STUDY PROGRAMME AND MODULE DETAILS

All the software that you need for your course should be available on the [Queen Mary Student Service](#), which runs Microsoft Windows. There are also laptops which students can sign out for academic use from the Library. [Student Service computer availability around the campus is shown on the electronic display screen located around the Mathematical Sciences Building and around campus](#).

If you prefer to use your own computer then, as a Queen Mary student, you can obtain a free copy of Maple, a mathematical computing package, to run on your own Microsoft Windows or Apple Macintosh computer. [We also run a computing application server that should provide access to all the mathematical software you will need and is available both on and off campus. The software runs on the server and your computer acts as a "remote desktop"](#).



COMPUTER FACILITIES

TIMETABLE

STUDY PROGRAMME AND MODULE DETAILS

The teaching timetable provides information about the times and locations of lectures, tutorials, exercise classes and computing labs. Your timetable will include lectures and tutorials for all your modules. You have access to your own personal timetable by logging in to QMplus or you can access the complete Queen Mary Central Web Timetables.

COMPUTER FACILITIES

TIMETABLE

STUDY PROGRAMME AND MODULE DETAILS

You can find undergraduate study programme and module details, and past exam papers, on QMplus via links on the landing page. [The undergraduate module list](#) includes links to the individual QMplus module pages, which provide teaching materials such as lecture notes and exercises. Each module page will also include detailed reading lists for that module.

CONTINUE

Mission, Aims and Objectives

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."

QUEEN MARY'S Charter

At Queen Mary, we are committed to the idea of the university as a community (both as staff and students) which is mutually supportive and works to further knowledge creation and dissemination. We are committed to engagement with our London location and working to benefit wider society.

Our Community was developed in collaboration with Queen Mary University of London Students' Union (QMSU), with input from both students and staff from across the College. Further details can be found [here](#)

The Aims of Taught Mathematics

1

To ensure that when you graduate you 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.

- 2 To help you 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.
- 3 To deliver a set of taught modules in mathematics that forms a coherent whole at the appropriate levels for each year of a university degree.
- 4 To challenge and encourage all students within a friendly, stimulating and responsive environment.
- 5 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.
- 6 To deliver sound assessments of your 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.
- 7 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.

The Objectives of Taught Mathematics

- 1 All graduates will be able to use deductive reasoning and 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 degree 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:

- 1 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.
- 2 All MSci graduates who leave with a first-class honours degree will possess the maturity and the technical ability to be independent learners of research level mathematics.

CONTINUE

Key Events Summary



Regularly:

- Read your Queen Mary University of London email (on your phone if you want);
- Check the Maths QMplus landing page.

At the start of each semester:

- Make contact with your Advisor;
- Check your timetable in QMplus;
- Check where each of your teaching rooms is;
- Check when and where your first coursework submissions are due.

Before week 7 of each semester:

- Check your week-7 revision lectures and tests;
- Revise for your tests!

the spring vacation:

- Check your exam timetable and plan your revision;
- Start considering your optional modules for next year.

Before revision week:

- Check your revision lecture timetable.

Before the exam period:

- Check where each of your exam rooms is.

During the exam period:

- Submit extenuating circumstances for any exams you miss for good reason;
- Register for your optional modules for next year.

CONTINUE

Key Dates

Dates for the academic year 2023/24 are as follows – Key Queen Mary dates are also available on the [ARCS homepage](#) or on the Queen Mary [Calendar page](#)

Semester A (12 weeks)	<p><i>Welcome Week and enrolment - Mon 18 September - Fri 22 September 2023</i></p> <p><i>Teaching - Mon 25 September - Fri 15 December 2023</i></p>
Semester A Study Period	Mon 18 December - Thurs 21 December 2023
Winter Vacation	Fri 22 December 2023 - Mon 2 January 2024
Semester A Exam Study Period	Tues 2 January - Wed 3 January 2024
Semester B (12 weeks)	<i>Teaching - Mon 22 January - Thurs 12 April 2024</i>
Spring vacation	Fri 12 April - Mon 29 May 2024
Main Study period for Semester 2 & Year Long Modules	Mon 29 April - Wed 1 May 2024
Main Examination period for Semester 2 & Year Long Modules	Thurs 2 May - Fri 31 May 2024
Late Summer Examination Period	Mon 5 Aug - Fri 16 Aug 2024

Bank holidays:

- 25th December 2023
- 26th December 2023

- ~~1st January 2024~~
- 1st April 2024
- ~~29th April 2024~~
- 6th May 2024
- 27th May 2024

Semester A Examination Period Results :

- We will endeavour to release provisional results by late February (this is an estimated provisional date and will likely change).

Main Examination period for Semester 2 & Year Long Modules Results:

- We will endeavour to release provisional results by late June (this is an estimated provisional date and will likely change).

Late Summer Examination Period Results:

- We will endeavour to release provisional results by early September (this is an estimated provisional date and will likely change).

Graduation Dates:

- Summer Graduation usually takes place in mid-July and Winter Graduation usually takes place in mid-December. All Graduation dates will be confirmed later in the academic year and all information can be found [here](#).

Individual Coursework and Assessment [submission Dates](#):

- Any individual module coursework or assessment dates are noted on the module QMplus pages and all students will be notified of key submission deadlines during lectures and tutorials. Reminders will be sent out regularly to all students.

Extenuating Circumstances Claim Deadlines

You must submit claims as soon as possible and at the latest by:

TBC	for matters relating to Semester A and January 2024 Exam period
TBC	for matters relating to Semester B and the Main exam (May/June) period
TBC	for matters relating to Late Summer exam period

Claims submitted after the relevant deadline will not be considered.

CONTINUE

Key Staff

Below is a summary of the key staff in the School. For details of how to contact each staff member below please see Contact Information. See also Programme Directors and Joint Programme Contacts in Advice and Support.

Role	Name
Head of School	Professor Alex Clark
Deputy Head of School	Dr Matt Fayers
Director of Research	Dr Juan Valiente-Kroon
School Manager	Mr David Boyle
Director of Education	Dr Shabnam Beheshti
Deputy Director of Education	Dr Robert Johnson
Director of Student Experience	Dr Weini Huang
Year 1 Tutor	Dr Shu Sasaki
Year 2 Tutor	Dr Huy The Nguyen
Year 3/Finalist Tutor	Dr Hugo Maruri-Aguilar
UG Student Voice Committee Chair	Dr Weini Huang
Examination Board Chair	Dr Vincenzo Nicosia
Examination Board Deputy Chair	Dr Viresh Patel
Director of Undergraduate Admissions	Dr Mark Walters
Education Services Manager	Mr Simon Rawstron

Role	Name
Student Support Officer	Mrs Hamida Begum
Education Services Officer	Mr Dale Bream
Education Services Administrator	Mrs Maria Patsou
Education Services Administrator	Miss Bindiya Chongbang
Digital Learning Technical Advisor	Miss Jade Mills
Careers Consultant, Maths	Ms Sonia Lassami
Employer Engagement and Internships Coordinator, Maths	Dr Melania Nica

Contact details for all academic staff in the School of Mathematical Sciences can be found [here](#)

The Director of Student Experience allocates Advisors for students and oversees all aspects linked School of Mathematical Sciences enabling plan that relate specifically to overall student experience and/or success. They will be leading on initiatives to improve student retention and to enhance both the student experience and student outcomes while acting as a key link between feedback regarding teaching, the student experience and the student voice.

Year Tutor Role

The Year Tutors organise Advisor meetings appropriate to the year group which involves looking at natural academic checkpoints/career deadlines and coordinating visits for students on a placement year. They oversee the academic aspects of advising and student welfare, in particular, engagement, attendance and performance in courseworks, tests and examinations while facilitating feedback from Course Reps and Lecturers. They liaise with Advisors and the Student Support Officer, as appropriate in regards to any non-academic aspects of advising (pastoral support) or student welfare.

Student Support Officer's Role

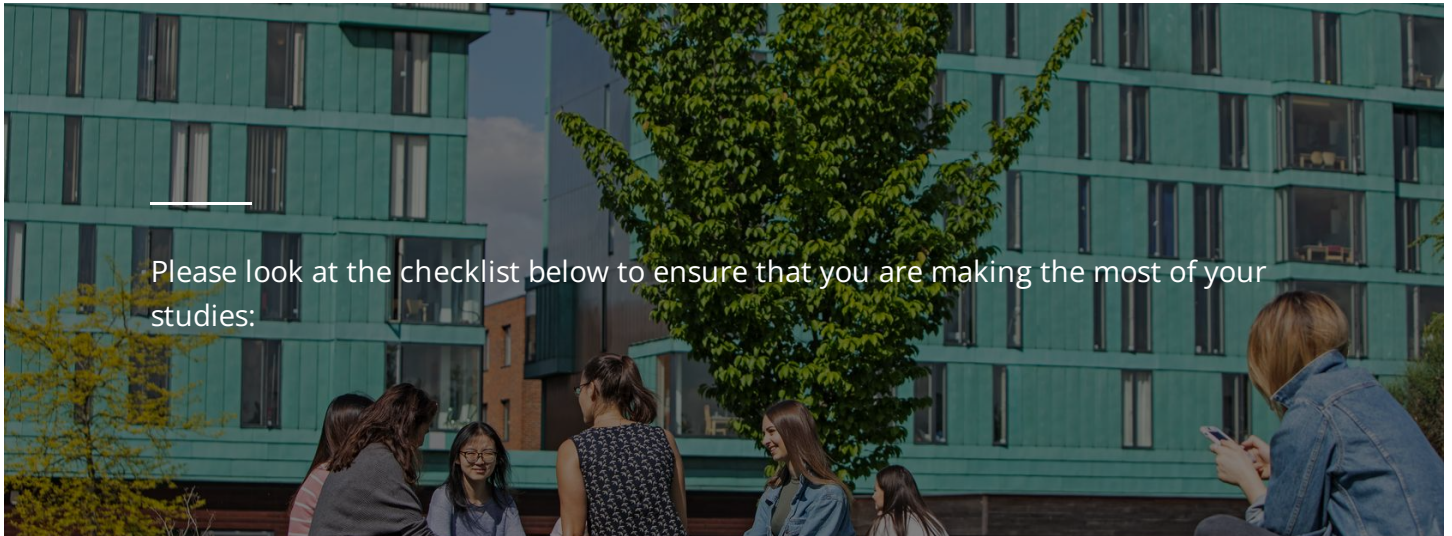
In addition to the pastoral support provided by members of the Education Services Team, the Student Support Officer is here to help you with more complex pastoral issues. The Student Support Officer can help with advice on the technical and bureaucratic aspects of student life, and can direct you to the appropriate Queen Mary support services, such as Advice and Counselling. The Student Support Officer provides professional support for all aspects of undergraduate and postgraduate administration and is a key member of the School's Professional Services Team, responsible for providing expert pastoral care and support to all students within the School of Mathematical Sciences as well being the link between students, the school and central college support services.

This involves:

- ~~Creating and running a variety of support mechanisms to support students throughout their student journey.~~
- ~~Helping students get the most out of life as a student and fulfil their full potential.~~
- ~~Being the first point of contact for all students and signpost students to relevant support services and mechanisms.~~
- ~~Offering advice on matters which may be impeding a student's ability to study.~~
- ~~Making the student experience the best it can possibly be.~~
- ~~Managing and monitor the School's engagement policy and offer support mechanisms to get students re-engaged with their programme of study.~~
- ~~Managing the School's extenuating circumstances policy (circumstances that are outside a student's control which may have a negative impact on a student's ability).~~
- ~~Leading on the School's student feedback procedures for assuring academic standards and enhancing the student learning experience.~~

CONTINUE

What Must I Do as a Student?



Please look at the checklist below to ensure that you are making the most of your studies:

- Read email/s sent to your qmul.ac.uk email address frequently. This is primarily how Queen Mary staff will communicate with you.
- Read this interactive handbook carefully at the start of the year and refer to [them](#) later if you have a question about your [course](#).
- Check the School QMplus landing page and the student information notice boards in the Mathematical Sciences Building regularly.
- Visit your Advisor at the start of each semester and at least once again per semester, and answer email from your advisor promptly.
- Keep your Advisor informed of your circumstances and any problems you may experience.
- Keep your full contact details up to date in [MySIS](#).
- Submit all exercises 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 degree programme, which should be the one you were originally accepted for unless you have explicitly changed it.
- Ensure that you prearrange and respect appointments made with your Advisor and lecturers; please see Contact Information.
- Respect Queen Mary policy on harassment, which states that all members of Queen Mary are entitled to work within an environment where they are treated with dignity and respect and where harassment of any kind is unacceptable.



Note that all Queen Mary buildings are non-smoking areas.

Updating Personal Details

It is important that Queen Mary has up-to-date personal details for all students. Please update your address and contact details online using [MySIS](#), although a change of name must be done in person at the Student Enquiry Centre on the ground floor of iQ East Court with accompanying identification. Please also ensure you notify the Maths School Office so that we can update [our departmental records](#).

Communication

Queen Mary will communicate with you in a variety of ways. Formal correspondence will be sent to you by electronic letter, and it is important that you keep Queen Mary up to date with your personal details and address. You can do this online via the MySIS record system [here](#).

It is most common for the School of Mathematical Sciences, Queen Mary and the Students' Union to contact you by your Queen Mary email. You are assigned a university email address when you enrol, and you are responsible for checking this account on a daily basis. All major notifications and updates will be sent to you by email first.

You can access your email account by logging on to a Queen Mary computer, or, if you are not on campus, [here](#).

You can access your Queen Mary [email account](#) in various ways. You can use any web browser (on any device) or you can use the same email client you use for your private email on your computer, phone and/or tablet.

Email Etiquette

Email is often the best way to contact Queen Mary staff, but you must use your Queen Mary email account and include both your full name (as registered with Queen Mary) and your 9-digit student number. Use standard and correct English with correct capitalisation; do not use abbreviations or colloquialisms. Save "txtspk" for friends and family! Address staff by their title and surname: for example, Prof. Prellberg, Dr Johnson, ~~Mr W Ng~~. You can check staff titles in Contact Information. 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 term time, but responses may take longer during vacations.



If you do not follow the above requirements then we may ignore your email.

Please see an example email template below of how emails to staff should be written. Click on the '+' buttons for more information:

Subject Personal Tutor meeting

Dear Dr Smith,


I hope you are well. I would like to know whether it would be possible to have a meeting with you next week to discuss my academic progress for this semester?

I can see that your office hours are between 2-4pm on Wednesdays, please could we meet next Wednesday at 3pm if you are still available?

I look forward to hearing from you.

Best wishes,

Jo Bloggs,
Student id: 1234567

Dear Dr Smith, 

I hope you are well. I would like to know whether it would be possible to have a meeting with you next week to discuss my academic progress for this semester?

I can see that your office hours are between 2-4pm on Wednesdays, please could we meet next Wednesday at 3pm if you are still available?

I look forward to hearing from you.

Best wishes,

Jo Bloggs,
Student id: 1234567

Address recipient

Always make sure to address the member of staff according to their title.

For example, 'Dear Prof/Dr/Mr/Ms XXX'

Dear Dr Smith,


I hope you are well. I would like to know whether it would be possible to have a meeting with you next week to discuss my academic progress for this semester?

I can see that your office hours are between 2-4pm on Wednesdays, please could we meet next Wednesday at 3pm if you are still available?

I look forward to hearing from you.

Best wishes,

Jo Bloggs,

Student id: 1234567 

Name and Student id


For all email correspondence, please make sure to include your full name and student id.

Dear Dr Smith,

I hope you are well. I would like to know whether it would be possible to have a meeting with you next week to discuss my academic progress for this semester?

I can see that your office hours are between 2-4pm on Wednesdays, please could we meet next Wednesday at 3pm if you are still available?

I look forward to hearing from you.

Best wishes, 


Jo Bloggs,
Student id: 1234567

End email with a salutation

Salutations such as 'best wishes' are polite and a good way to end your email.

Dear Dr Smith,

I hope you are well. I would like to know whether it would be possible to have a meeting with you next week to discuss my academic progress for this semester?

I can see that your office hours are between 2-4pm on Wednesdays, please could we meet next Wednesday at 3pm if you are still available? 

I look forward to hearing from you.

Best wishes,

Jo Bloggs,
Student id: 1234567


Main body of text

Please ensure that your message is polite and formal without spelling mistakes.

Below is an example of how NOT to write an email to a member of staff. Click on the '+' buttons for more information:

Subject Meeting

Hey 

I need a meeting with u about my work.... what are ur office huors? 



Subject Meeting

Hey 

I need a meeting with u about my work.... what are ur office huors?

Not addressed properly

'Hey' is too informal for an email to a staff member. It also doesn't address the person correctly.

For example, instead of 'Hey', write 'Dear Prof/Dr/Mrs/Mr XXX,' .

Subject Meeting

Hey

I need a meeting with u about my work.... what are ur office huors?




No name or student id on the email

If you do not include important details such as your name and student id at the end of your email, staff will not know who they are in contact with. This will result in your email being answered late.

Subject Meeting

Hey

I need a meeting with u about my work.... what are ur office huors? 

Main body is impolite with spelling mistakes

The body here appears as rude because the message is very informal and includes text speak ('u' and 'ur'). This isn't appropriate as you are not texting a friend.

Make sure your message doesn't include spelling errors such as 'huors'.

Here, the student asked the member of staff for their office hours - they should already know the office hours as this will be outlined on the QMUL website and QMplus. Please ensure you check online first for guidance on information that is readily available to students.

Requesting References

If you want an academic reference for a job or further study, you should normally ask your advisor. If you need a second reference, you should ask another member of academic staff who knows you and your work well, but they may refuse. If this happens then you may ask your relevant Year Tutors, but only as a last resort. [He](#) will only be able to write a general reference unless [he](#) knows you well.

You should always ask a member of staff well in advance whether they are willing to act as a referee before naming them on an application form. If you ask them by email then you must follow the email etiquette above. If you need letters of reference (rather than just names of referees), you should allow about two weeks for your referees to write them and referees may refuse to provide references with less than one week's notice.

The code of student discipline (also known as code of conduct)

The [Code of Student Discipline](#) may apply to any action of misconduct whether it takes place on or off Queen Mary premises. The Code also applies to actions that are electronic and occur via electronic means such as (but not limited to) the internet, email, social media sites, chat rooms or text messages.

The Queen Mary Code of Student Discipline covers general student behaviour. Please respect others by refraining from talking during lectures (except to members of staff) and in the library (except in designated areas). If you persistently talk during lectures or in quiet areas of the library then Queen Mary may take disciplinary action against you; we take a serious view of behaviour that prevents other people from working.

The Code of Student Discipline applies to any action of misconduct whether it takes place on or off QMUL premises. The Code also applies to actions that are electronic and occur via electronic means such as the internet, email, social media, or other communication technology such as mobile phones. Further details can be found [here](#)

Zero Tolerance campaign

In support of its values, Queen Mary takes a zero tolerance approach to all forms of behaviour from staff, students or visitors that might violate the dignity of others. Zero tolerance means that Queen Mary will never tolerate, condone or ignore bullying, harassment or hate crime of any kind. All members of Queen Mary have a collective responsibility to: encourage a culture of dignity and respect; to treat others fairly, with courtesy and consideration; and to challenge inappropriate behaviour when it is safe to do so. More information on the Zero Tolerance campaign can be found [here](#).

REPORT + SUPPORT

Report + Support: tackling harassment, gender-based violence and hate crime

Queen Mary is committed to creating an environment for work and study where staff, students and visitors are treated with dignity and respect. We have no place for bullying, harassment and hate. We recognise that these behaviours can take many forms. Any allegation of harassment, hate crime, bullying or victimisation will be treated seriously, regardless of the seniority of those involved, and anyone found to have behaved unacceptably may be the subject of disciplinary action subject to the processes detailed in the relevant Queen Mary policies.

Report + Support is our secure online platform for anyone at Queen Mary to report harassment, gender-based violence or hate crime, and find out about support options. If you have experienced or witnessed any form of bullying, harassment, violence or hate crime, please see [here](#).

All members of Queen Mary have a collective responsibility to: encourage a culture of dignity and respect; to treat others fairly, with courtesy and consideration; and to challenge inappropriate behaviour when it is safe to do so. More information can be found [here](#).

Personal Information and Data Protection

During application and at (re-)enrolment you provide us with personal information about yourself such as relevant addresses and information about your background, which is held in systems such as MySIS. It's important that you ensure this information is accurate and keep it up to date. Throughout your studies (or after you graduate) you may also provide, or we may collect, other personal information and you should be aware that this also includes any work you submit for assessment in the course of your studies. Tutors may occasionally use anonymised student essays (or portions from them) as part of the teaching process. We hope you will be willing to support your fellow students by allowing this, but you may opt out by contacting your Maths School Office (MB-102). Other markers of engagement are monitored to help support students. If you engage with your Advisor or other support services, notes may be kept and shared with appropriate individuals.

We ensure that all personal data is held securely and not disclosed to third parties without your consent, unless we are obliged to do so by law - for example the annual student record that we submit to the Higher Education Statistics Agency - or other conditions allow.

HESA requires us to collect details of our students' ethnicities and disabilities as a means of monitoring the success of equal opportunities policies at a national level. This information is kept confidential and helps us to provide you with support and information on facilities and services that may be useful.

When you enrol or re-enrol online you will be asked to read a privacy notice about the purposes for which we use your personal data and to whom we may disclose it when required. You must read this carefully. All personal data is maintained in accordance with data protection legislation. For more information, visit [here](#) and/or contact Queen Mary's [Data Protection Officer](#).

Use of Mobile Phones

Please do not use your mobile phone or allow your mobile phone to make any sound in lectures, classes, 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.

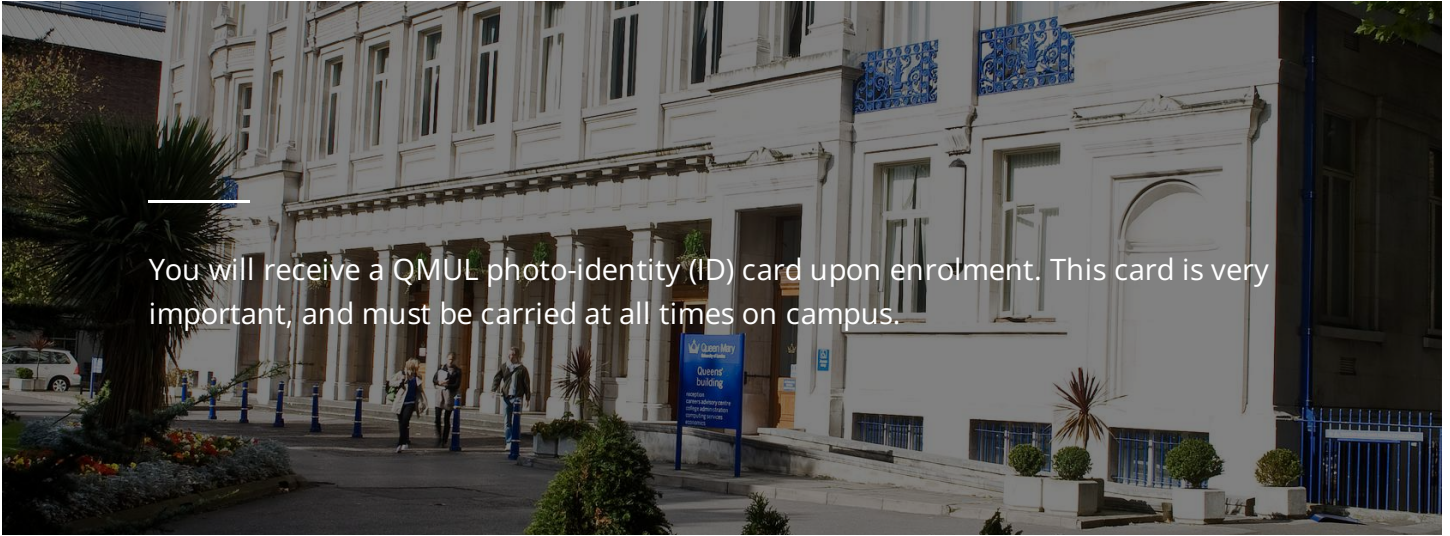
If an assessment is 'open book' the Module Organiser or the Maths Exam Board Chair will communicate clearly whether mobile phones will be allowed to be used during these assessments.

Tuition fee deregistration

When you enrol or re-enrol at the start of each academic year you agree to Queen Mary's [Tuition Fee Regulations](#), which set the deadlines for paying tuition fees. Failure to pay your tuition fees by these deadlines may lead to your deregistration from your programme of study, under College Ordinance C3. For further information, please click [here](#).

CONTINUE

Queen Mary ID Card



You will receive a QMUL photo-identity (ID) card upon enrolment. This card is very important, and must be carried 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, you may be removed from the building, or from campus. Misuse of your card will normally lead to an investigation under [the Code of Student Discipline](#).

The card shows your student number. You must take your card into all examinations, and display it on your table for inspection. You will also need to copy the student number onto your paper. If your paper is online then you may be required to provide a scan of your card when submitting your paper online.

The card also serves as your library card and as an access card for certain buildings and equipment (such as printers and photocopiers). 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.

You may also be required to present your card to confirm your attendance (e.g. you may need to touch your card on a reader in a lecture theatre or have your card scanned by a handheld scanner).

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 Student Enquiry Centre, who will be

able to help you. A fee is charged to replace lost ID cards.

If you are not able to collect your student ID card in the first semester of teaching as you are not on campus, do not worry. Details on how to collect your student ID card at a later date will be made available via the Student Enquiry Centre website.

CONTINUE

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. On hearing a fire alarm in a QM building, you should immediately leave through the nearest emergency exit, unless redirected by a Fire Marshal. Do not go to any other part of the building for any reason. Proceed to the designated emergency assembly area and report to the Fire Marshal. Do not leave the assembly area or re-enter the building until instructed to do so. Failure to follow these procedures may lead to disciplinary action.

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.

Tampering with fire alarms or fire-fighting equipment is a serious offence, and disciplinary action may be taken against any student/s responsible for breaking this rule.

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

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. We all have a duty of care towards fellow students and staff. You should ensure that corridors and doorways are not obstructed and that fire fighting equipment is not removed from its station.

- For minor accidents, you can obtain first aid assistance by dialling 3333 from an internal phone or 020 7882 3333 from any other phone.
- For general enquiries, you can contact Queen Mary Security by dialling 5000 from an internal phone or 020 7882 5000 from any other phone.

CONTINUE

Advice and Student Support



The Key Staff deal with most student queries in general. We will also allocate a member of academic staff as your Advisor and there is a [programme director](#) for each degree programme.

For straightforward administrative enquiries, you should normally ask in the Maths School Office first. For general academic advice, you should normally ask your Advisor first, who may refer you to the appropriate [programme director](#) or the Student Support Officer. Their roles are described below.

How do I know who my advisor is?

[MySIS](#) should show your current Advisor, but if you cannot find who your current Advisor is then please contact the Maths School Office. To contact your Advisor please see Contact Information.

Advisor's role

Your Advisor's role is to give you information and advice during your studies; in particular to discuss your academic progress throughout your time at Queen Mary. You should get to know your Advisor, since normally you should ask your Advisor to act as a referee for job applications, etc. ~~If possible, you will keep the same Advisor throughout your time at Queen Mary. Your Advisor is able to help you with any mathematical problems and able to help you with Essential Mathematical Skills.~~

It is normally best to contact your Advisor by email initially and then arrange a meeting if necessary. It is important that you discuss with your Advisor any academic, financial, medical or other problems as soon as they arise. Your Advisor can then refer you to the appropriate person within Queen Mary to deal with your problem, which you may also need to report to the Student Support Officer; see below.

Students will be required to attend at least one meeting each Semester with their Advisor to discuss academic progress and personal development aims and goals ~~(the first meeting will take place in Welcome Week).~~ Students will be contacted by Advisors to arrange a mutually agreed date and time for the meeting to take place. Informal meetings can be arranged at any time during the academic year via email or student dropping by the Advisors office.

Advising contract

The aim of the Advisor-advisee relationship is to:

- Foster and develop in our students a sense of value for and ownership of their education;
- Actively promote our students' involvement in the planning and achievement of their academic and career goals.

Responsibilities of the advisor:



Be available for advisees via email and for scheduled meetings according to School policy.

- 2 Help advisees to understand the academic and administrative processes of Queen Mary.
- 3 Help advisees to understand the expected standards of achievement and likelihood of success in certain areas of study.
- 4 Help advisees to decide on details of study programmes and give advice about modules.
- 5 Be involved in discussions with advisees and other School staff in the event of poor attendance or performance.
- 6 Refer advisees to other resources when appropriate, such as specialist careers or counselling advice.
- 7 Provide references for current and former advisees.
- 8 Read the Staff Intranet and this Student Handbook.

Responsibilities of the advisee:

- 1 Follow email etiquette.
- 2 Acquire information needed for selecting modules appropriate to your study programme.
- 3 Seek the academic and career information needed to meet your educational goals.
- 4 Become knowledgeable about relevant policies, procedures, and rules of Queen Mary.
- 5 Be prepared with accurate information and relevant materials, such as completed forms, when contacting your Advisor.
- 6 Read this Student Handbook.

Director of student experience role

The Director of Student Experience allocates Advisors for students and oversees all aspects linked School of Mathematical Sciences enabling plan that relate specifically to overall student experience and/or success. They will be leading on initiatives to improve student retention and to enhance both the student experience and student outcomes while acting as a key link between feedback regarding teaching, the student experience and the student voice.

Year tutor role

The Year Tutors organise Advisor meetings appropriate to the year group which involves looking at natural academic checkpoints/career deadlines and coordinating visits for students on a placement year. They oversee the academic aspects of advising and student welfare, in particular, engagement, attendance and performance in courseworks, tests and examinations while facilitating feedback from Course Reps and Lecturers. They liaise with Advisors and the Student Support Officer, as appropriate in regards to any non-academic aspects of advising (pastoral support) or student welfare.

Student support officer's role

In addition to the pastoral support provided by members of the Education Services Team, the Student Support Officer is here to help you with more complex pastoral issues. The Student Support Officer can help with advice on the technical and bureaucratic aspects of student life, and can direct you to the appropriate Queen Mary support services, such as Advice and Counselling. The Student Support Officer provides professional support for all aspects of undergraduate and postgraduate administration and is a key member of the School's Professional Services Team, responsible for providing expert pastoral care and support to all students within the School of Mathematical Sciences as well being the link between students, the school and central college support services.

This involves:

- 1 Creating and running a variety of support mechanisms to support students throughout their student journey.
- 2 Helping students get the most out of life as a student and fulfil their full potential.
- 3 Being the first point of contact for all students and signpost students to relevant support services and mechanisms.
- 4 Offering advice on matters which may be impeding a student's ability to study.
- 5 Making the student experience the best it can possibly be.
- 6 Managing and monitoring the School's engagement policy and offer support mechanisms to get students re-engaged with their programme of study.
- 7 Managing the School's extenuating circumstances policy (circumstances that are outside a student's control which may have a negative impact on a student's ability).
- 8 Leading on the School's student feedback procedures for assuring academic standards and enhancing the student learning experience.

Writing support

~~Learning Development works in a number of ways with students at any level, undergraduate or postgraduate, from any subject discipline, to develop the skills and practices they need to become more effective in their academic work. Areas covered include writing for academic purposes, effective reading, presentation skills, time management, critical thinking and avoiding plagiarism.~~

~~Writing & Study Guidance is offered by Learning Development Advisers in the form of one-to-one tutorials, workshops, drop-ins, retreats and downloadable resources. We also offer a programme of PhD writing development events. In addition, tutorials on writing are offered by the Royal Literary Fund (RLF) Fellows, who are hosted by Learning Development.~~

Writing & Study Guidance and RLF tutorials are based in the Library on the Mile End Campus. For more information on the range of services we offer, and to book a tutorial or workshop, check [here](#).

~~During your time at Queen Mary, our Learning Development team will provide you with a range of activities and resources to help you.~~

~~Writing & Study Guidance Staff are available for one-to-one tutorials in several aspects of study including writing for academic purposes, reading effectively, time management, critical thinking, avoiding plagiarism and presentation skills. Besides tutorials, they also run drop-ins, retreats and various group workshops. Their aim is to help students at any level from any subject discipline, undergraduate or postgraduate, to become more effective in their academic work.~~

Royal Literary Fund Fellows are also available for one-to-one tutorials in writing with students from any discipline - their aim is to help the student develop clear, lively, accurate writing that conveys meaning with the minimum of fuss.

Writing & Study Guidance and RLF tutorials are based in the Library on the Mile End Campus. We offer some general guidance on mathematical writing.

The [Language Centre](#) provides a range of programmes in academic English and study skills, including in-session programmes for students currently studying at Queen Mary, pre-session programmes, foundation programmes and pre-masters graduate diplomas to prepare students for their undergraduate and post-graduate studies, courses in modern foreign languages, and courses for specific purposes.

Programme directors' roles

Programme Director role	Director Name
Actuarial programme director	Dr Chris Sutton
Year 0 Programme Director	Dr Lubna Shaheen
Year 1 Programme Director	Dr Shu Sasaki
Year 2 Programme Director	Dr Huy The Nguyen
Year 3/Finalist Programme Director	Dr Hugo Maruri-Aguilar

For joint programmes, there is also a contact in the secondary School, and Mathematical Sciences programme directors act as contacts for students on joint programmes for which Mathematical Sciences is the secondary School as shown below:

School and Programme(s)	Contact
School of Economics and Finance contact for GL11	Dr Manolis Noikokyris
School of Business and Management contact for G1N1, GN13, G1N4, G1N3/G1N5, GN12	sbm-ugjoint@qmul.ac.uk
School of Mathematical Sciences contact for GG41	eeecs-ecs@qmul.ac.uk

Roles of the Director of Education and Deputy Director of Education

The Director of Education oversees all taught programmes and takes primary strategic responsibility for programme development and resource allocation. The Deputy Director of Education takes primary operational responsibility for undergraduate programmes including student

information and quality assurance.

Getting 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; see Contact Information. Many undergraduate modules, especially in the first year, have tutorials, exercise or computing classes, where you have an opportunity to ask questions of the teaching assistants (who may range from graduate students to senior academic staff). Some module organisers may also provide additional support for students who are finding the module difficult – ask about this if necessary.

PASS (Peer Assisted Study Support)

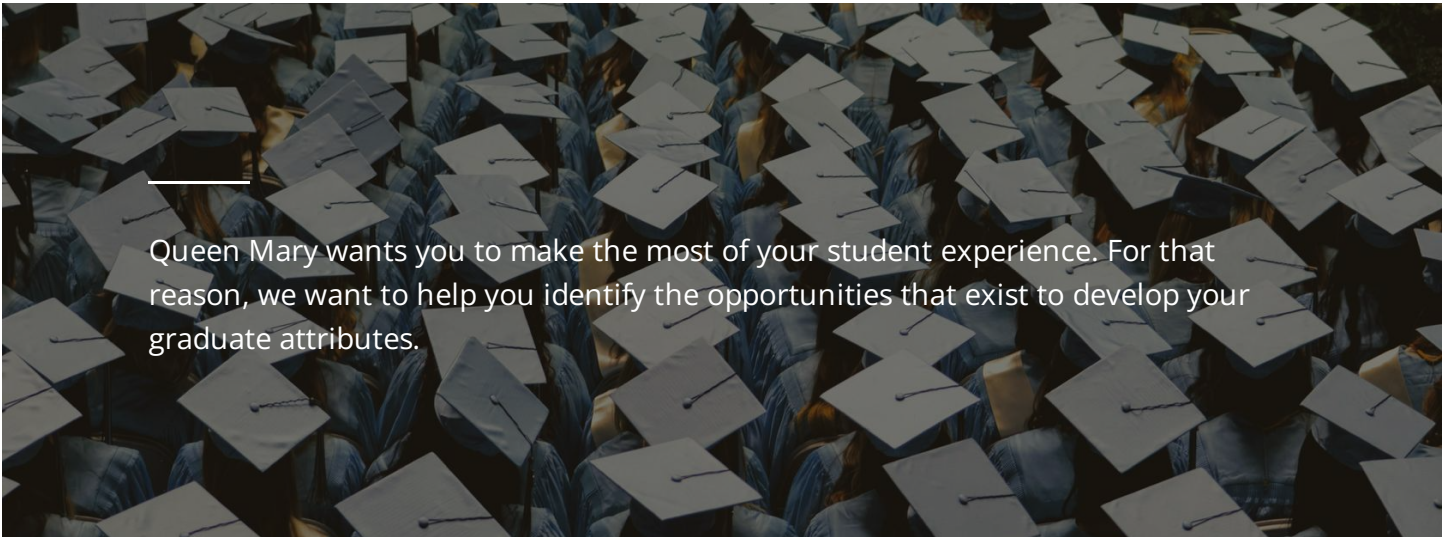
- PASS offers help with all first-year undergraduate maths modules to smooth your transition from school or work to university study.
- It consists of friendly drop-in study sessions run by student mentors who have successfully completed the first year.
- You can also pop in and talk about anything related to university life (e.g. where something is on campus).

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.

CONTINUE

Graduate Attributes and your Academic and Professional Development



Queen Mary wants you to make the most of your student experience. For that reason, we want to help you identify the opportunities that exist to develop your graduate attributes.

These attributes reflect the location and profile of the student body and the research-intensive nature of the institution. They are detailed in the Queen Mary Statement of Graduate Attributes, which consist of 32 attributes grouped into 7 themes that will help you prepare yourself for your future employment.

Engage fully in your degree programme

Make sure that you identify where in your degree programme the opportunities for developing graduate attributes occur and engage fully in these learning activities.

Other forms of extra-curricular activity

At Queen Mary we have designed our courses, as well as many of the offerings provided to students through our Careers and Enterprise team, to broaden opportunities for you as a Queen Mary undergraduate, within and beyond higher education, so that you will be supported in planning and managing your ongoing professional development.

Our approach is firmly grounded in the core Queen Mary values of respect for, and engagement with, the local area and communities, with a distinctive focus on enabling you to make a genuine societal impact through leadership in your chosen field. We have organised various modules and opportunities around the key themes of networking, multi- and inter-disciplinary, international perspectives, and enterprising perspectives to assist you with fully realising your potential.

There will be a menu of such modules available for you to choose from, together with a range of extra opportunities available to you through Careers and Enterprise. All have been designed to offer you a wide range of experiences, and many can be included in the Higher Education Achievement Report (HEAR). This allows you to demonstrate to employers the learning gained from your involvement in extra-curricular activities.

Your Advisor will work with you to support an individualised approach, to assist you realise your ambition and full potential. .

Engage in work experience

Make sure you take up some of the wide range of opportunities open to you, such as work experience, volunteering, and enterprise education and entrepreneurship opportunities.

Enhance your ability to reflect on your learning and monitor your progress for employability

Sign up for an award or certificate designed to ensure you gain the most from your student experience.

Be active in your career decision making and preparation for employment from your arrival at Queen Mary

Make sure you attend the Mathematical Sciences careers programme and other Queen Mary careers activities.

Make employability information work for you!

Look at these resources early on and plan ahead:

1

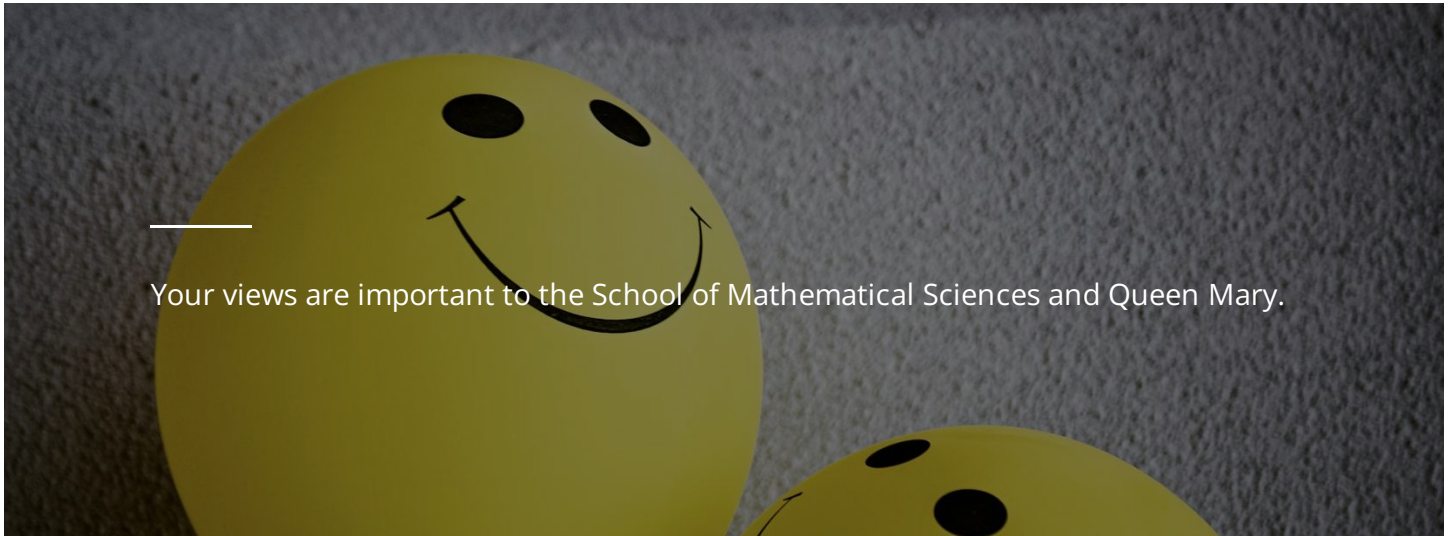
[The QMUL Careers page](#)

2

[The graduate opportunities and careers QMplus page](#)

CONTINUE

Student Representation and Feedback



[here](#) are a variety of ways in which you can tell us what you think and share your ideas for improvements. At an institutional level, there are student representatives on Council, Senate and various committees across Queen Mary. Student representatives, elected by fellow students, also speak on behalf of the student body at the School, Faculty and Queen Mary-wide level via various committees, groups and meetings. More information can be found [here](#).

The Undergraduate Student Voice Committee and Course Reps

The School of Mathematical Sciences undergraduate Student Voice Committee normally meets twice a semester. It discusses matters of interest to undergraduates, including the curriculum, student welfare and facilities, and advises the Head of School. The Students' Union arranges elections for at least two student course representatives from each BSc year and one from the final MSci year. Please raise any matters of concern with one of your student course representatives.

The School takes suggestions from Student Voice very seriously. The committee is chaired by Dr Weini Huang and attended by the Head of School, Director of Education, Deputy Director of Education, Education Services Manager and Student Support Officer. We provide details of the Student Voice Committee on QMplus, including minutes of past meetings. See also Student feedback [here](#).

Each year of each course has at least one Course Representative. Course Reps are the key link between students and staff in their school.

They seek out students' views and represent them at the Student Voice Committee meetings, work in partnership with staff to improve their course and resolve any course-related issues as they arise throughout the year. Course Reps work closely with the Students' Union to campaign for change and make things better for students.

Student Ambassadors

The School of Mathematical Sciences employs a number of students to act as guides and talk to prospective students who attend open days or post-offer visit days. There are similar opportunities within Queen Mary. Look out for emails and notices if you are [interested](#).

Maths Student Feedback Open Forums

During each semester, each year group will be invited to attend a forum with the Student Support Officer. This is your chance as a cohort to give your individual and group feedback. The Student Support Officer is the only member of staff who attends and we encourage you to be as open and honest as possible whilst giving constructive feedback about your whole student experience. Both positive and negative feedback from these forums are anonymised and taken to the relevant staff committees within the School and Queen Mary in order to bring about any necessary changes to improve your experience.

Module Evaluation Questionnaires

Each semester, we will ask you to complete a standard one-page questionnaire online for each of the Mathematical Sciences modules that you are taking. We use the results to try to identify any problems and rectify them.

UK Engagement Survey (UKES)

The [UK Engagement Survey \(UKES\)](#) is a national survey which gives you the opportunity to tell us about your learning experience at Queen Mary. It is open to all undergraduate students who are not eligible to complete the National Student Survey.

The UKES is facilitated by Advance HE, the national body that champions teaching excellence. The survey asks you about things like how you engage with the learning on your course, how you work with others, and what kind of activities help you to learn. It is a chance to reflect on how you study and what might help your studies in the future.

National Student Survey

All final-year undergraduate students at UK institutions take part in the National Student Survey (NSS). The NSS is a nationally recognised annual survey of mostly final-year undergraduates in the UK. The survey gives you an opportunity to give your opinions on what you liked about your time at Queen Mary as well as things that you feel could have been improved.

If you are a finalist, you will usually be contacted by email early in the spring term. Please do complete the NSS, and fill it in honestly.

The NSS results are made publicly available to help prospective students make informed decisions of where and what to study. Queen Mary and the Students' Union will also use the data to identify areas of strengths and weaknesses to help effect change and bring about enhancements to improve the student experience for future generations of students. Data from previous surveys are available on Unistats. You can learn more about the [NSS here](#).

How can I provide personal feedback?

You are welcome to make suggestions for improvement to members of staff, such as your module organisers or advisor, and we will try to pursue any serious suggestions that may lead to improvements in our procedures. Please contact the Student Support Officer if you have any general feedback.

CONTINUE

Students' Union Societies



Queen Mary Students' Union lists a wide variety of societies. The Students' Union web pages also list details about how to set up your own society if none of the existing groups fit your interests.

Mathematics Society



We have a hugely popular and successful society which recently won 5 different awards including Academic Society of the Year. The society's main role is to organise social events to get everyone in the School of Mathematical Sciences together. Non-maths students are of course welcome as this will help promote the subject and the whole society in Queen Mary.

The Maths Society is an Academic Society working closely with the School of Mathematical Sciences at Queen Mary, University of London and with QM Careers Group. The society consists of students who are enthusiastic about mathematics and want to share their passion with the rest of Queen Mary. The society runs numerous academic and social events throughout the year including an annual trip abroad.

'We hope to make the society as successful as possible and make members feel proud of being part of the society. We will make the best use of students' membership fees and try to include as many members as possible in our decision making'.

You can find more information about the Maths Society [here](#).

Actuarial society

Queen Mary Actuarial Society provides a second home for all students who wish to become actuaries, or those who wish to gain deeper comprehension of this profession. We are happy to welcome all other students as well regardless of your course!

We aim to SUCCEED:

- **S**harpener your technical and non-technical skills relevant to actuarial work,
- **U**nite students from the institution,
- **C**reate a strong group of future actuaries of QMUL,
- **C**are for our environment more,
- **E**nhance your commercial awareness,
- **E**nable you to network with colleagues and industry experts (not only actuaries), and
- **D**evelop your understanding with regard to actuarial work and professional standards.

Our events include:

- 1 Workshops,
 - 2 Debates,
 - 3 Fundraising,
 - 4 Seminars, and of course,
-

We place importance not only in valuing each and every member, but also in making this society fun and lively while being academic. We believe in diversity - we cherish individual differences. For more information, you can [email us here](#).

Diversity IN DATA

We pride ourselves on our unparalleled, dedicated work in organising and running technology events for all students and staff in QMUL to understand more on a topic of Data Science. This includes panel talks, seminars and workshops.

At QM Diversity in Data Society, we believe that the right understanding and technological edge are leading the world to the 4th industrial revolution, and everyone deserves the right to know and work in Technology to celebrate this revolution together.

Equal opportunity is at the core of all that we do at QM Diversity in Data Society.

Our main goal is to encourage more people to discover the potentials behind data, that data science will help build a better tomorrow for everyone, everywhere. For more information, email us [here](#).

The following societies may be of particular interest to students on joint programmes:

Economics Society

This society allows students interested in economics to meet up in an informal way to discuss business-related issues as well as forming friendships through debates, dinners out in the City and other social events. They can be [emailed here](#).

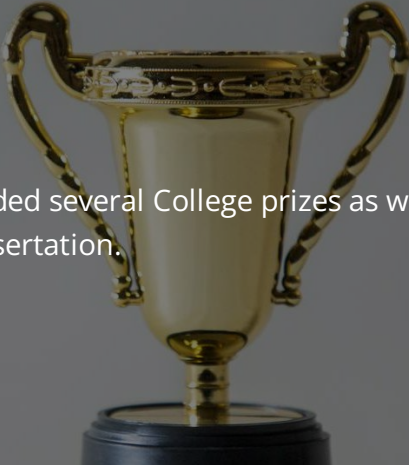
Banking and Finance Society

This society aims to provide a support network to its members with information and advice, as well as providing a forum for members to share their ideas and opinions about anything related to business. Queen Mary Business Society believes in engaging students in enterprising student

activities such as workshops, presentations, skills development sessions and much more to improve students' future prospects. This society understands the high value of commercial awareness and intends to provide students with opportunities to gain a further insight into the business world. They can be emailed [here](#).

CONTINUE

Academic Prizes



In summer 2023 we awarded several College prizes as well as prizes for best Third Year Project and MSci Dissertation.

The £4,000 Wynne–Roberts prize is funded by the University of London Convocation Trust (Queen Mary is a college of the federal University of London) and we awarded it to the finalist with the highest College Mark.

The IMA prize is for outstanding performance in the final year of a mathematics course and consists of a year's free membership of the Institute of Mathematics and its Applications (IMA).

The Minnie Brooke Memorial Studentship Award commemorates the achievements of Minnie Brooke, a Mathematics graduate of Queen Mary University of London when it was known as East London College; she used her mathematics degree to become a pioneer and supporter of public health orientation in mental health programmes. This award recognises and supports promising young researchers like yourself who can continue the departmental legacy of using mathematics to make a positive impact on society.

The Lois Hatton Prize was established in 1917 for the most promising woman student studying Mathematics by Principal and Mrs. Hatton to honour their daughter; Lois was a Mathematics Honours student of Queen Mary University of London when it was known as East London College. This award recognises and supports promising young researchers like yourself who can continue the departmental legacy of using mathematics to make a positive impact on society.

CONTINUE

Appeals and Complaints

Appeals – Queen Mary level

Please visit the [Appeals, Complaints and Conduct Office web site](#) for further information (if required).

A Formal Appeal is a request to review a decision about progression, assessment or award.

Before you submit a Formal Appeal please speak to the Maths Education Services Team about the decision you wish to appeal as many issues can be resolved without the need to enter into a lengthy formal process.

The School of Mathematical Sciences will be able to provide you with feedback on your marks, or degree classification, and to answer any queries you have. Please note that a Formal Appeal cannot provide feedback on academic work. Appeals against academic judgment are not permitted, this means you cannot appeal simply because you think the mark you have received is too low.

There are two grounds for appeal:

1

Procedural error: Where the process leading to the decision being appealed against was not conducted in accordance with Queen Mary's procedure, such that there is reasonable doubt as to whether the outcome might have been different had the error not occurred. Procedural error shall include alleged administrative or clerical error, and bias in the operation of the procedure.

2

That exceptional circumstances, illness, or other relevant factors were not made known at the time for good reason, or were not properly taken into account.

A Formal Appeal must be received within 14 days of the notification of the decision you want to appeal and should be submitted from your Queen Mary email to appeals@qmul.ac.uk.

Further information about how to appeal and the appeal form can be found on the Queen Mary website:
<http://www.arcs.qmul.ac.uk/students/student-appeals/appeals/index.html>

If you are not satisfied with the outcome of your appeal you may submit a Final Review for consideration by the Principal's nominee. Once a Final Review is complete you will be sent a Completion of Procedures letter which outlines the final decision of Queen Mary and the reasons for the decision.

Complaints - School level

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 procedure described below, which provides the most up-to-date information including who to contact in relation to particular complaints.

Remember also that there are elected student representatives on the Student-Staff Liaison Committee. They are not part of the Queen Mary 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. You can also speak with the Education Services Team, who can give you help and guidance at every stage of the complaints procedure.

The School of Mathematical Sciences undertakes not to disadvantage you if you make a complaint in good faith. 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.

Before you submit a Formal Complaint please speak to the Maths Education Services Team about the decision you wish to appeal as many issues can be resolved informally without the need to enter into a lengthy Formal Complaint process.

Complaints procedure - Queen Mary level

If your issue is not resolved through the informal process then you will need to complete the Formal Complaint form and submit this to Mr S Rawstron (Education Services Manager, Maths) at maths@qmul.ac.uk for investigation under the Student Complaints Policy [here](#).

Most complaints are resolved at the Formal Complaint stage but if your matter is still not resolved then there is one review stage to the policy.

When the complaint process is finished you will be issued with a Completion of Procedures letter explaining the final decision and the reasons for it.

Queen Mary has a specific Formal Complaints procedure which is designed to help you raise any concerns that you may have with either academic or non-academic issues.

The policy is driven by the following principles:

- Transparency – it spells out who is responsible for dealing with your complaint at each stage of the process, and indicates what action you should take if you feel dissatisfied with the outcome;
- Speed – there are target timescales set for each stage of the process and if for any reason it is not possible to meet the timescale, you will be informed of the reason for the delay;
- Natural justice – the Policy follows the principles of natural justice, in that no person who has any direct interest in a complaint will be involved in deciding the outcome, and you will be guaranteed a fair hearing;
- Confidentiality – your complaint will be dealt with confidentially, and only the person(s) responsible for dealing with the complaint, and those who are parties to it, will be informed;
- Non-detriment – you will not be disadvantaged if you make a complaint in good faith;
- Group action – if several of you have a problem, you can make a joint complaint;
- A friend – you have the right to be accompanied by a friend when you make a complaint, or at any subsequent meeting to deal with the complaint.

If you feel that you have a legitimate complaint on an academic issue, there are a number of sources of help and advice available to you:

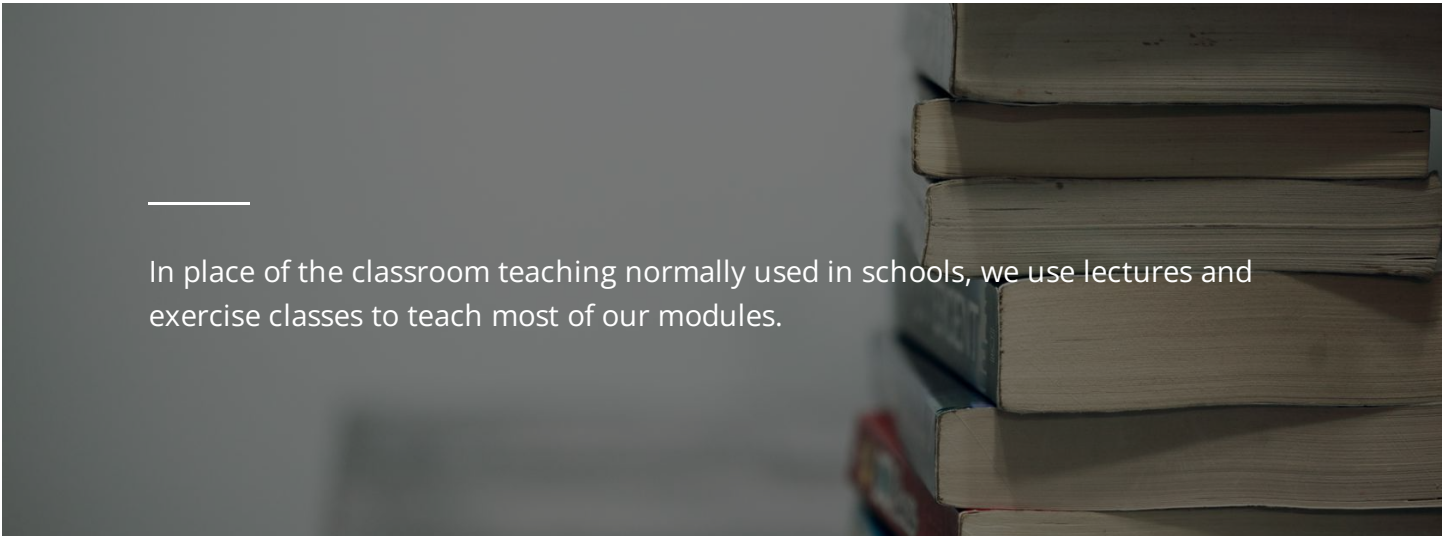
- The School of Mathematical Sciences – your Advisor, Education Services Team, Director of Student Experience, Director of Education or the Student Support Officer;
- The Students' Union, particularly the Vice-President (Education, Welfare & Representation);
- The Advice and Counselling service;
- Your Student-Staff Liaison Committee, particularly if the problem affects a number of students.

Office of the independent adjudicator (oia)

If you are unhappy with the outcome of an appeal or complaint then you may submit a complaint to the OIA within 12 (twelve) months of receiving your Completion of Procedures letter. The OIA is the independent body set up to review student complaints and is free to students. For further information regarding the OIA please visit their website [here](#).

CONTINUE

Teaching and Assessments



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 exercises, coursework, in-term tests, project reports, presentations, quizzes and end-of-year exams/assessments; see module details for how we assess each module. For most of our modules, the assessment of exercises is summative, which means that it is intended to evaluate your performance and to measure your understanding of the set learning objectives of the module throughout the semester. Summative assessments will contribute marks directly to your final result for the module and will take different forms. Each module will be different so the relevant module organiser will explain this at the beginning of the module. This information will also be available on the relevant module QMplus module.

Modules will also use formative exercises, which means that it is intended to help you learn and does not contribute marks to your final result for the module. Formative exercises give you practice for the tests and exams and so are just as important as summative assessments that contribute marks directly to your final result for the module. If you work hard on all the formative exercises then you will do better in your 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 Complaints Procedure.

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 visualiser and/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 will need to take notes during the lecture. 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 QMplus. Generally, notes provided by the lecturer are not a substitute for notes you take yourself. 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.

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

The module organiser will set problems as exercises. Working through the exercises is essential in order to understand each module. Moreover, we use your exercise solutions as a measure of your engagement with the module.

Exercise Classes

In a mathematical sciences undergraduate exercise class (tutorial), 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 make yourself a note to ask for help in the next exercise class. 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. Examination regulations apply to tests. Many Schools 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 normally be emailed to your University email account.

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.

Submission of weekly/fortnightly coursework Exercises

The lecturer/module organiser will post all weekly/fortnightly coursework exercises via QMplus (on some occasions these may be set during lectures). The lecturer/module organiser will confirm this during the first lecture. It is your responsibility to ensure that you can find the weekly/fortnightly coursework exercises for all your modules and to contact the relevant lecturer/module organiser if you have any questions about the posting of the coursework exercises. The module organiser will set problems as your coursework exercises. Working through the exercises is essential in order to understand each module. Moreover, we also use your exercise solutions and quality of the coursework as a measure of your engagement within the module and to identify if you require any further support.

You are expected to submit reports, exercises, essays, and other pieces of coursework associated with each module for which you are registered as part of your programme of study, by the individually advertised deadlines and methods of submission. With the exception of project modules, all modules will usually have five (usually a maximum of ten) coursework assignments (or at least 3 mini-projects). These will be regularly spaced throughout the semester. Failure to submit coursework regularly will result in you having to attend mandatory meetings with your Advisor or Student Support Officer to discuss your academic engagement and the creation of a study plan to get back on track with your module/s.

For most modules this will be summative assessments and will contribute marks directly to your final result for the module and will take different forms. Each module will be different so the relevant

module organiser will explain this at the beginning of the module. This information will also be available on the relevant module QMplus module.

Each lecturer/module organiser will tell you at the start of the module how to submit your weekly/fortnightly coursework exercises for that module.

Submission in online

For all modules weekly/fortnightly coursework exercises will be submitted online and each lecturer/module organiser will explain the exact submission process. Most modules will use QMplus and each coursework will have an individual submission portal for each coursework.

Submission in person

Some undergraduate modules will use the red coloured locked collection boxes located along the wall in the UG Study Space (Mathematical Sciences Building, MB-103). For modules that use a collection box, you must "post" your exercises through the slot in the correct box by the deadline specified by the module organiser. The coursework submission boxes are clearly labelled with each module.



If you put it in the wrong box then you have not submitted it. You may lose your exercises and any marks and this will be recorded as a non-submission.

You must clearly print your student number and your name as registered with Queen Mary, with your surname underlined, at the top of the first page of all exercises and other work you submit. You must include the tutorial group you are in (if applicable), otherwise this cannot be returned to you during your tutorial class. You must also staple multiple sheets together. We may not accept work that does not meet these requirements. If you are working in groups please ensure you meet up to complete the coursework exercises together and all group members name and student number are included.

All weekly coursework exercises will be returned in the following week during the tutorial. You are required to attend the tutorial and collect your marked weekly coursework exercise. **The collection of marked coursework exercises will be recorded. The collection of your marked coursework exercises is used to monitor your attendance in your tutorial classes.** You will have two weeks to collect each coursework exercise. If you have not collected your marked coursework exercises within two weeks of the submission deadline, this will be returned to the Maths School Office (MB-102). You then will be required to collect these from the Maths School Office. You will receive email reminders if you do not collect your marked coursework exercises. It is important that you collect your marked coursework submissions, as feedback will be provided to support your learning and understanding of each module.

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

~~exercises before you submit them.~~

Submission of Project Reports

Each project module organiser will tell you how to submit your project report, but normally you should submit an electronic copy to QMplus. This will be used for plagiarism detection, for which we currently use Turnitin; see [Plagiarism and Referencing](#). ~~You may also be asked to submit two printed copies to the Maths School Office (since your report will be read independently by two examiners). The Maths School Office staff will record the date they received them and give you a receipt. Keep this in case you need to prove when you submitted your report. You can print your report single or double sided, as you prefer, but your printed copies must be robustly bound so that they can be easily read without falling apart.~~

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. 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. Content is more important than presentation, but presentation is also important. In particular, you may lose marks for poor spelling and grammar; most modern word processing or text editing applications provide a spelling checker, which 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 lines of 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. Use of colour is optional.

~~When we show up to the present moment with all of our senses, we invite the world to fill us with joy. The pains of the past are behind us. The future has yet to unfold. But the now is full of beauty simply waiting for our attention.~~

CONTINUE

Late Submissions Penalties

The School of Mathematical Sciences late submission policy is outlined below:

SMS Late submission policy

If an assignment is submitted after the specified deadline it shall be recorded as late and a penalty shall be applied, as detailed below. If there are valid extenuating circumstances then a penalty may be fully or partially waived.

To view the policy, please press 'start'.

Step 1

Point i

For every period of 24 hours, or part thereof, that an assignment is overdue there shall be a deduction of five per cent of the total marks available (i.e. five marks for an assessment marked out of 100). After seven calendar days (168 hours or more late) the mark shall be reduced to zero, and recorded as oFL (zero, fail, late).

To view the next point, please press the right arrow.

Step 2

Point ii.

A student may submit work of passing standard but fail the module because of the late submission penalty. Where the student is eligible for a resit attempt in such a case, the student shall not be required to resubmit the assessment; instead, the pre-deduction mark from the first attempt shall be entered for the resit. Where a student is not eligible for a resit, this provision does not apply.

To view the next point, please press the right arrow.

Step 3

Point iii.

Certain assessments may cease to be a valid measure of a module's learning outcomes prior to the seven working day cut-off. For example, where feedback has been provided to the class, any submission made after that point would not be an accurate measure of attainment. In such cases, the late submission policy shall apply as normal up to the day on which feedback is given; at that point, a mark of zero (OFL) shall be applied, even if this is within seven calendar days of the deadline. The School of Mathematical Sciences will make it clear to students in advance where this variant policy applies, or else the general policy shall be applied.

To view the next point, please press the right arrow.

Step 4

Point iv.

A late work penalty may be removed where a student provides good reason for the late submission under the extenuating circumstances policy and the extenuating circumstances claim is approved. A student must submit a formal claim with supporting evidence in line with that policy in order for the circumstances to be considered. If an extenuating circumstances claim is rejected no further action will be taken.

To view the next point, please press the right arrow.

Point v.

The School of Mathematical Sciences may award extensions to submission deadlines. This is at the discretion of the School of Mathematical Sciences and usually requires an approved extenuating circumstances claim. For an extension to be considered, a student must apply before the submission date with an extenuating circumstances claim and supporting evidence. In no circumstances shall an extension set a new deadline beyond the next meeting of the relevant Subject Examination Board (though a first sit may be awarded).

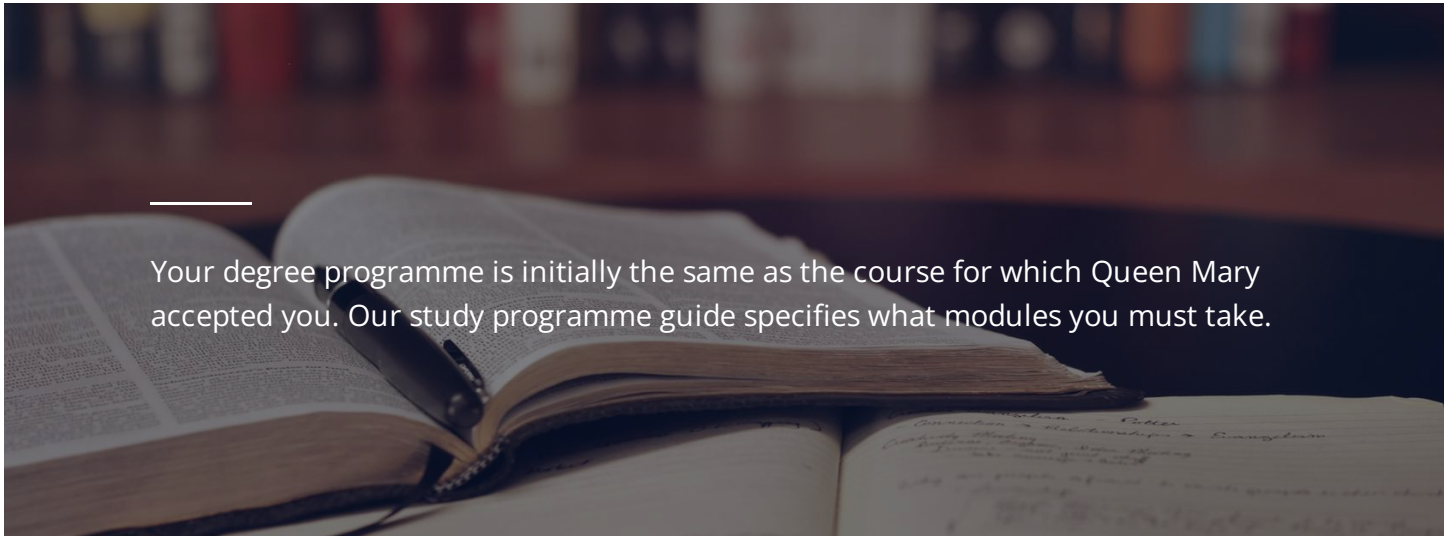
You have now finished reading the late submission policy. To re-read through this, please click 'start again'.

Word count policies and penalties

The School of Mathematical Sciences does not apply any penalties where students exceed a specified word count. Students are provided with a word count by the relevant module organiser/lecturer which acts as a guideline.

CONTINUE

Change of Study Programme



Your degree programme is initially the same as the course for which Queen Mary accepted you. Our study programme guide specifies what modules you must take.

Some details of your current study programme are also encoded in MySIS and limit the options available to you.

Provided you meet all the programme requirements, including those not encoded in MySIS, you can choose your optional or elective modules freely, subject to [the](#) approval. We may allow you to change your degree programme, but all such changes require careful consideration and formal approval. You must follow the procedures below and complete a Queen Mary Change of Programme of Study form, which is available from the Maths School Office, Student Enquiry Centre, room CB02 in the Queens' Building, and on the web. If this form is not completed and returned to the Maths School Office, then you will not have changed your degree programme. All change of programme forms will need to be approved by [your Advisor and new programme director](#).

During the first two weeks of each semester, students on certain programmes of study are able to modify their choice of modules by reselecting your choices in MySIS. MySIS is the website you used to pre-enrol and is a portal to your student record. It shows you your personal details, such as addresses and finance, as well as your overall module results.

You are encouraged to register for your modules as soon as possible as popular modules may quickly fill up. You can find out how to change your modules on the [Student Enquiry Centre website](#)

Students may be permitted to change programmes in the first two weeks of the academic year. There may be restrictions as to whether this is permissible if students fail to meet the entry criteria or have failed to undertake core and compulsory modules. Some changes will continue to be permitted at later points in the academic year, for example where students wish to transfer onto or off of a programme that includes a period in industry/overseas.

Information on how to change programmes is noted below.

How do I change to a different Mathematical Sciences degree programme?

- Complete a Change of Programme of Study form and obtain your Advisor's signature.
- Take the completed form to the programme director of the proposed new programme (whose name is shown at the top of the programme in our study programme guide). If the programme director accepts the change then leave the form with the programme director, who will also sign the bottom of the front of the form (by your Advisor's signature) and then forward it to the Education Services Team to complete the processing.

Transferring between BSc and MSci

We do not recommend this for overseas students who begin their programme in 2016 or later because new UKVI rules mean that it may cause visa difficulties.

We invite home BSc students on appropriate programmes at the end of their ~~first or second years who have obtained a first-class average~~ to transfer to the corresponding four-year MSci programme. ~~We may also allow BSc students who have obtained an upper second-class average to transfer to the MSci programme at their request. Transfer to MSci may be possible up to the start of your third year provided you have taken appropriate modules in your BSc programme.~~

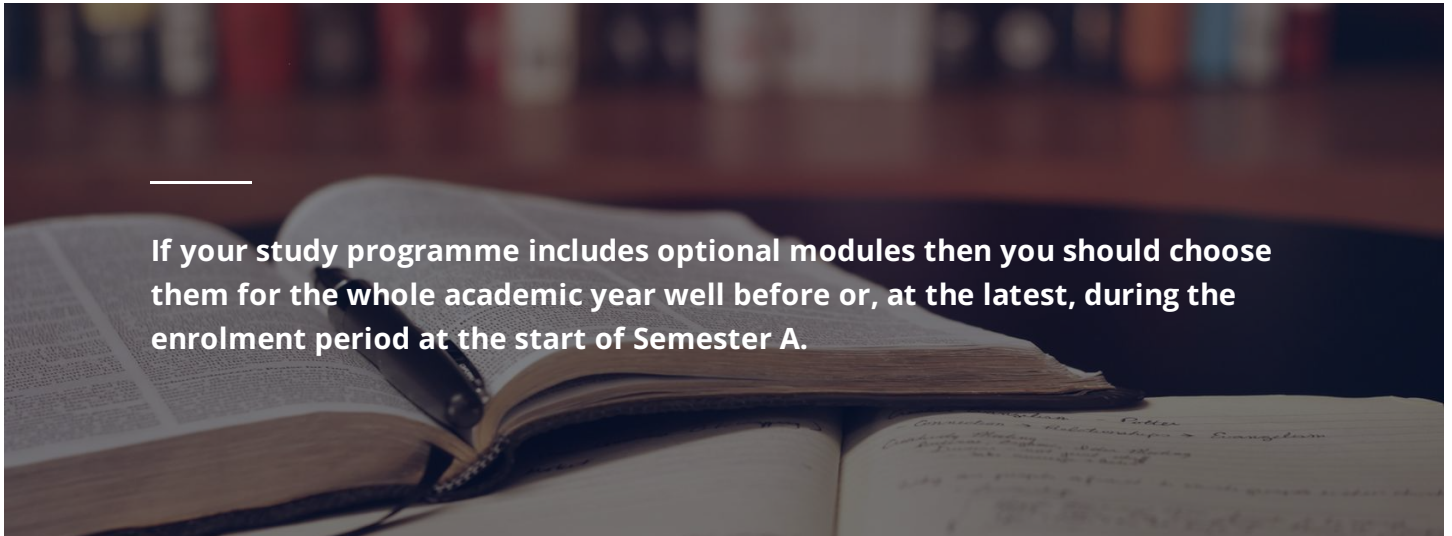
An MSci candidate who fails the **MSci progression requirements** will be automatically transferred to G100 or the relevant joint BSc programme, but may then be allowed to transfer to a different but related BSc programme. An MSci candidate may also opt to transfer to a BSc degree course, which has lower progression requirements, at any time up to the start of the third year of study. Later transfer to BSc may also be possible but will need approval by the Registry. If you are an MSci candidate and you fail to obtain enough credits for the award of an MSci then we may consider you for a BSc degree.

How do I change to a degree programme run by another School?

- Visit the School that runs the degree 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](#).
- Take the completed form to the Education Services Team for Mathematical Sciences for approval of your release from the School of Mathematical Sciences and inform your Advisor.
- Take the completed form to the other School and follow their procedure for approving a change of study programme. They may require you to return the form to the Registry yourself.

CONTINUE

Module Selection



If your study programme includes optional modules then you should choose them for the whole academic year well before or, at the latest, during the enrolment period at the start of Semester A.

You will be able to amend your Semester B choices at the start of Semester B. Module registration is handled online using MySIS. Before attempting to register for modules, you should consult module registration, study programmes and module details.

You are encouraged to register for your modules as soon as possible as popular modules may quickly fill up. You can find out how to change your modules on the [Student Enquiry Centre website](#).

To register for your modules, log-in to [MySIS](#) (your personal area of SIS) using your usual Queen Mary computer account details, select "Module Registration" from the menu on the left and make your preliminary module choices from a list using the module descriptions to tell you what the modules are about. Any core or compulsory modules will be pre-selected and you cannot change them. Some optional modules can be selected from lists but for others **you must enter the module code**. Clicking on an underlined module code or title will provide a brief description to tell you what the module is about and you can also view the full Queen Mary Module Database from the Module Registration page.

Once you are happy with your choices, these will automatically be sent to the School of Mathematical Sciences Education Services Team for approval (e.g. we will make sure there aren't any timetable clashes, you meet the relevant prerequisites, have a balance of modules in each semester and meet the required programme requirements). This is essential; until you do it your module selection has no effect! You can send comments with the selection if you wish. All of your selections must be confirmed and approved by the specified deadline which will be emailed to you. The final outcome of your choices will be confirmed to you by email and MySIS. Module registration has to be completed by the specified deadline (normally mid-October within the first two weeks of teaching).

At the beginning of each academic year, you must check your Queen Mary email frequently and respond quickly if any of your module registrations have been rejected. The Education Services Team should provide a comment to indicate the reason; if not, contact the Education Services Team immediately to discuss your options. However, it is your responsibility to ensure that there are no timetable clashes and you have an appropriate balance of modules in each semester. Module registration has to be completed by the specified deadline (normally the end of the second week of teaching). If there are timetable clashes you will be required to change your module selections.

Some modules have a limited number of places, and priority is given to students who are required to take them for their programmes. Therefore you are advised to choose your optional modules and complete your module registration as soon as possible.

You can modify your choice of optional modules up to the end of the second week of teaching in each semester. To modify your choice after you have submitted your module registration, you must contact the Education Services Team. However, remember that you may risk losing your place on popular modules if you don't act quickly.

Please note that continuing students should register for modules in May, although they can change their registration in September. Also, the first year of all undergraduate Mathematical Sciences degree programmes is compulsory so students do not need to (and cannot) register for their first-year modules. Please see module registration for full details.

Module Descriptors

All module descriptors can be found [here](#).

Amending Modules

During the first two weeks of each semester, students on certain programmes of study are able to modify their choice of modules by undoing your choices in MySIS. MySIS is the website you used to pre-enrol and is a portal to your student record. It shows you the personal details, such as addresses and finance, as well as your overall module results.

However you must register for your modules as soon as possible as popular modules may quickly fill up. You can find out how to change your modules on [the Student Enquiry Centre website](#).

Optional modules Outside the School of Mathematical Sciences

~~You are not allowed to take Business Management (BUS) or Economics and Finance (ECN) modules as options. You can take BUS modules only if they are compulsory modules included explicitly in your study programme. You can take Economics (ECN) modules only if your study programme is GL11.~~

We may allow you to take modules offered by Schools other than Business and Management or Economics and Finance **provided their content does not overlap significantly with that of any module offered by the School of Mathematical Sciences**, because if it does you should take the module offered by the School of Mathematical Sciences. Therefore, if you want to take a module offered by a School within the Faculty of Science and Engineering or within the Faculty of Humanities and Social Sciences other than Mathematical Sciences, you must obtain permission by email from the Deputy Director of Education in the School of Mathematical Sciences.

~~You must do this by the end of the first week of the semester in which the module is taught, giving a clearly reasoned academic case explaining why you want to take the module. You do not need permission from the School of Mathematical Sciences, other than the agreement of the Deputy Director of Education, to take modules offered by Schools in other faculties since they are very unlikely to overlap with modules offered by the School of Mathematical Sciences.~~

In all cases, you must also obtain permission by email from the School that teaches the module. If you register for any modules that you are not allowed to take then you may be removed from these modules later and have difficulty finding replacements.

~~It is your responsibility to obtain permission from the relevant School and forward this to the Deputy Director of Education one week before the module selection process closes.~~

Optional modules at other UK higher education institutions

It may be possible to take one or two modules, normally only at level 6 or 7, at other colleges of the University of London. ~~If you want to do this then discuss it with the Deputy Director of Education first. You register for intercollegiate modules via MySIS in the normal way by looking up the module code in the module directory. Many intercollegiate modules are already in MySIS, but if you want to register for an intercollegiate module and cannot find it in MySIS then email full details of the module to the Deputy Director of Education. You should also complete an [intercollegiate module application form](#).~~

Advice for Continuing Students

Your Advisor will likely change from one year to the next so please check; see "How do I know who my Advisor is?" in Advice and Support. If your progression depends on late summer examinations then you may not be able to enrol or register for modules until the first week of teaching.

Most undergraduate modules have prerequisites and some have overlaps; see module details. You cannot take a module if it overlaps with one you have already taken, will take this year or must take in future. You may take a module only if you have taken all the essential prerequisite modules. If you have not taken one or more of the helpful prerequisite modules then you are advised to consult 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) in writing (usually by email) to register for that specific module ~~and forward it to Deputy Director of Education.~~ You also need written approval to take modules taught by other Schools; see ~~our study programme guide.~~ **Obtaining this approval is entirely your responsibility.**

It is your responsibility to ensure that you satisfy all module requirements. ~~You must normally have written permission from both the Deputy Director of Education 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 module registration form available from the Registry.~~

Study abroad - general information on this is given [here](#)

What if I have Failed Modules?

You may attempt each examination at most twice 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 but only if you have approval to retake a year (first take) but these are only approved under exceptional circumstances. Otherwise, your second attempt at a module will be a **resit** 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" or "capped". You must resit examinations at the first opportunity. Resit assessment of most Mathematical Sciences modules is synoptic, meaning that the resit exam contributes 100% to the assessment.

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.** **You should check with the module organiser** how we will handle any large in-term assessment for

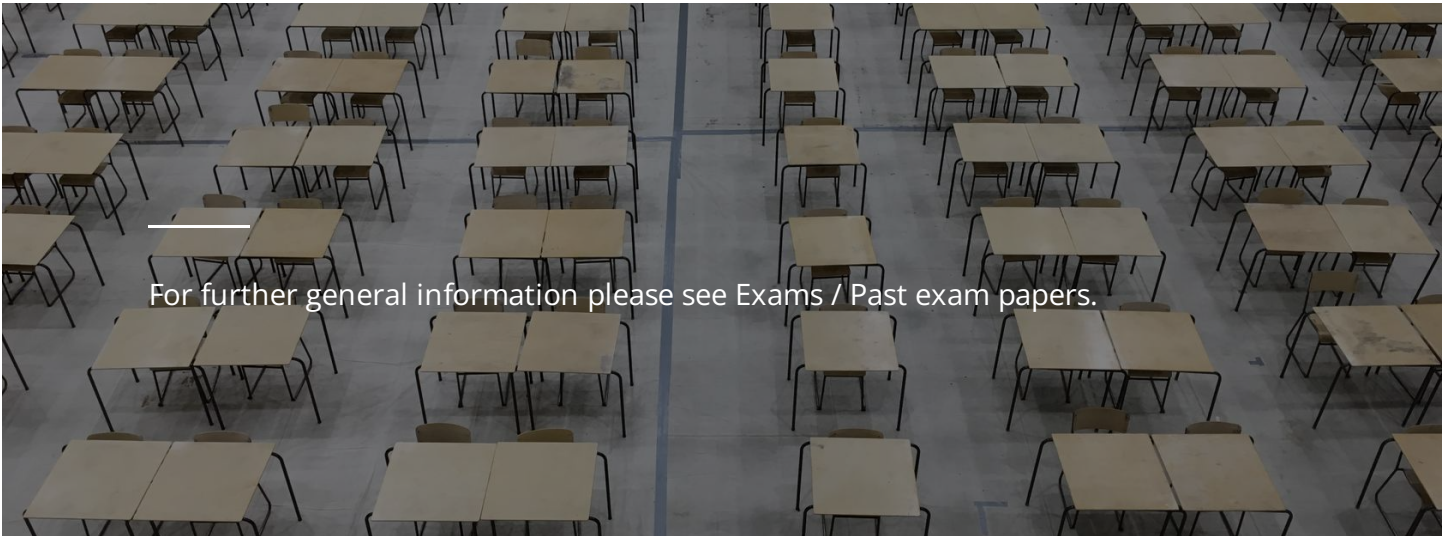
resit candidates. You should also check with the current module organiser for any minor changes that may affect a resit examination.

The following regulations normally apply to resit examinations:

- 1 You must resit each examination at the earliest opportunity.
- 2 We currently allow you two attempts at any one module, including one resit.
- 3 When there is a significant 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.

CONTINUE

Examinations



For further general information please see [Exams / Past exam papers](#).

Examination Timetable

Your individual examination timetable will usually be available in MySIS towards the end of November for Semester A modules and the end of March for Semester B modules (please note these dates are subject to change). Please check it and report any errors to [Registry](#) immediately. In particular, check your resit and first sit entries.

Results

- We will endeavour to provide your provisional results via [MySIS](#) by the end of June.
- We do not give results over the phone or by email. You should be able to access your results online via MySIS.
- Note that the results provided by the School are "provisional" because the Degree Examination Board has not yet formally approved them. Confirmed results will be released in July.

Late Summer Examinations

We will offer you late summer resits of any exams that you fail at your first attempt. We will enter you automatically for late summer exams for which you are eligible. You can withdraw but if you are absent then it counts as a fail. Late summer examinations normally take place during the first two weeks of August. The time table will be available in [MySIS](#) by around mid-July.

Your results will be accessible via MySIS. However, if necessary, you can check from the second week of September onwards whether you progress by emailing the Maths School Office.

Please note that academic staff members are available to help you with your modules during term time, but not generally during holiday periods, and certainly not without you first making an appointment. There is no formal revision period for late summer exams.

All students will now be automatically opted in to their resits, however students can still opt out. These resits will take place at the next available and earliest opportunity usually in the late summer period. All resits will be free of charge.

More detailed information on re-sit examinations, missing exams etc. can be found [here](#).

Examination Offences

Queen Mary takes your assessment very seriously. This means that we must strictly obey the rules governing assessments and so must you. 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. If you use a calculator in an examination in which calculators are not allowed, you can expect to receive a mark of zero for the examination. It is also an examination offence to take any notes into the examination room even if you do not look at them (unless the exam is open-book), 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. These rules apply also to tests.

[Assessment offences](#) include plagiarism, fraudulent reporting of source material and exam offences.

If an allegation of an assessment offence is made against a student, a formal procedure is selected depending on the allegation, the type of assessment the allegation applies to, and whether this is a first-time offence or not.

Also the use of ghost writing (e.g. [essay mills](#), Chegg, code writers etc.) and generally using someone external to the institution to produce assessment is an assessment offence.

More information on the procedure can be found on the Academic Registry webpages.

CONTINUE

Progression and Graduation



DISCLAIMER: nothing in this document overrides the Academic Regulations, which always take precedence.

Study programmes:

All study programmes can be found [here](#).

To obtain a BSc Degree:

You must take 360 credits (normally 24 modules of 15 credits each) including at most 150 credits (normally 10 modules) at level 4 and at least 90 credits (normally 6 modules) at level 6.

To graduate:

Pass at least 315 credits (normally 21 modules) at level 4 or higher;

Pass at least 90 credits (normally 6 modules) at level 6;

Achieve a weighted average mark (with first, second and third year marks being weighted with ratios 1:3:6) of at least 40.

All core modules must be taken and passed (if applicable). Please see section below for how 'to obtain a BSc in Mathematics, Statistics and Financial Economics'.

To obtain an MSci degree:

Progression in the first three years are the same as BSc degree programmes.

For further information please see Academic Regulations which relate to the year you enrolled or discuss this with your Advisor or the Student Support Officer.

To obtain a BSc in Mathematics, Statistics and Financial Economics:

You must take all compulsory modules and the required number of compulsory options as shown in the outline programme or as agreed with the programme director.



You must pass all ECN modules indicated by a superscript P (which are core modules).

If you graduate but fail to meet these requirements then your degree title will be "Mathematics, Statistics and Economic Studies".

Degree classification (BSc and MSci)

We will classify your degree from best to worst as either first, upper second, lower second or third class. All Queen Mary degrees are honours degrees. The number of credits you pass affects whether you progress and finally graduate but it has no direct effect on your degree classification.

We will base your degree classification on all the modules you took, i.e. all 360 credits for a BSc degree or all 480 credits for an MSci degree. This includes any modules you have failed. For a BSc degree, marks for modules taken in the first, second and third developmental years will be weighted 1:3:6 respectively. For an MSci degree the weighting is 1:3:6:6. (Developmental year relates to progression through a study programme and hence the number of credits passed, not to the number of calendar years of study.) The resulting College mark will be on a percentage scale.

College mark $\geq 70\%$	First class
$70\% > \text{College mark} \geq 60\%$	Second class, upper division
$60\% > \text{College mark} \geq 50\%$	Second class, lower division
$50\% > \text{College mark} \geq 40\%$	Third class

~~If applicable, Essential Mathematical Skills (EMS) does not contribute to the minimum numbers of credits required either for progression from one year to the next or for obtaining a degree, although you must pass Essential Mathematical Skills in order to progress into second year.~~

During a year out, you cannot attend lectures or exercise classes. You may occasionally consult your advisor or seek information from a lecturer, but we can offer only very limited advice and assistance.

Borderline Policy

Examination boards may use a borderline policy when making recommendations for final degree classifications. Please refer 'to the relevant edition of the Academic Regulations' which outlines the relevant policy for the year you started your programme of study.

Award and progression information for Queen Mary degree can be found [here](#).

MSci Degrees

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.

CONTINUE

What is Learner Engagement Analytics and what does it have to do with me?

Analytics is a term that is used to describe the data the University holds about your engagement with various services, as well as your demographic data. Learner Engagement Analytics is often referred to as LEA, so you may also have heard about it under that name. Currently, your engagement data comes from your digital footprints that you leave when you use QMPlus and other University systems and data about your grades and academic history. When all this data about you is brought together in one system, it's called Learner Engagement Analytics.

The following types of data may be used for the LEA system at Queen Mary:

- Background information: your name, identifiers used by the University/College, contact details, and a link to the photo we hold of you.
- Details about your course, the modules you are taking, the credits you have achieved and your advisors.
- Details of your assessments, marks and grades obtained.
- Details of your activity in QMPlus and other digital systems: logins, resources viewed, assessments submitted and graded, and session timeouts.
- Details about your engagement with teaching activities.
- Any extenuating circumstances that have been approved.
- As part of the ongoing development of the LEA platform we will be including some data about your use of reading lists and may pilot the inclusion of some other data about your library usage.
- We may link data for Statistical Purposes only to your date of birth, ethnicity, gender, declared disabilities, entry qualifications, whether your parents were in higher education, your socio-economic background, whether you are an overseas student. Two of these data types are what is known as special category personal data: Ethnicity and Disability. They are being included within our models with the aim of improving our monitoring of equality of opportunity and to improve the accuracy of the models. These statistical analyses will allow us to identify different patterns of engagement between different groups. They will not be used to identify individuals.

As you can see, LEA has a lot to do with you – its data about you! The University has collected this data about you for a long time, but the University has decided to create a system that brings your

data from different sources together, and this new system is going to be used to analyse your data to better understand and support your journey through the University.

What will my data be used for?

It's good to be careful with your personal data, and we can assure you that your data will only be used to improve the student experience and provide tailored support when you need it. For example, in schools where LEA has been implemented in 2022-23, if we can see that your engagement has decreased, your Advisor and the student support staff in your school might reach out to you to see if you need a bit of extra support to get back on track.

Another benefit is that the engagement data from all the students in your cohort can help academic staff to improve their learning materials. If a lecturer can see that most students in your class aren't opening the resources on QMPlus, it might be sign that they need to redesign the QMPlus page, so it is easier for you to access the right resources at the right time.

Now that you know what we do with your data, we also want to make it clear that your data will never be used for assessment unless you have explicitly been told that this is the case (this is only the case for a small minority of courses that have relied on engagement data for assessment for a long time, so this isn't a new feature of the LEA system). Similarly, if we can see that you have disengaged, the LEA system will never be used to make any automatic decisions about your progression. Finally, your data will never (not now, not in the future) be used for the purpose of the Prevent scheme.

Your data – like all other kinds of data the University collects about you – will be processed in accordance with the University's [Data Protection Policy](#) and [Student Privacy Notice](#).

Who will have access to my data?

We know that you probably don't want lots of people to see your data, and only a small group of people will have access to your data. Only two groups of people will have access to your data. The first group is staff whose job it is to support you and your learning. This includes your Advisors, academic staff and student support staff. Only staff that work directly with you (so not all staff across all parts of the university) have access to see your data.

The second group is staff whose job it is to develop and maintain the LEA software. This may include IT staff and staff from external software suppliers. When staff from both of these groups access your data, they must adhere to strict data protection rules. Your data will also be combined with other students' data to find trends and enable comparison. When your data is used this way, it will not be possible to identify you.

What will happen if my LEA data shows a lack of engagement?

Our first step will always be to try to get in contact with you to find out what is going on. Usually, your Advisor or someone from your Schools' student support team will contact you. If you're going through a difficult period or you are struggling to keep up with your academic work, the staff member will signpost you to relevant support services and see if any additional support needs to be put in place.

We know that all students have different study habits, so if you feel the LEA data doesn't accurately reflect your engagement, you can discuss this with the staff member that contacts you.

Your LEA data will never be used to make automatic decisions about your progression – a staff member will always reach out to you before any decisions are made!

What's the future of LEA?

First of all, we're working on a dashboard that will give students a simple way to see their own Learner and Engagement Analytics. The intention is that students can choose to use this data to monitor their progress and get an accurate idea of their progress compared to the rest of their cohort. It will of course not be compulsory to check your LEA Analytics data – it's a tool you can choose to use if you find it helpful.

As the LEA system develops, the system will also be able to make predictions based on the data that comes into the system. This feature is not available yet, but when it becomes available, it will allow staff to identify if you might need a bit more support. It will also be a way for you and your Advisor to discuss your expectations for your academic results and see if you need to adjust your engagement to make it more likely that you can achieve the results you want.

I have a concern or a question. Who can I contact?

We want to be completely transparent about the way LEA works at Queen Mary, so don't hesitate to get in touch if you have a concern or a question. In the first instance, please contact your Advisor.

CONTINUE

Student Engagement Policy Framework - School of Mathematical Sciences



We will assess you by a mixture of exercises, coursework, in-term tests, project reports, presentations, quizzes and end-of-year exams/assessments; see module details for how we assess each module.

For most of our modules, the assessment of exercises is summative, which means that it is intended to evaluate your performance and to measure your understanding of the set learning objectives of the module throughout the semester. Summative assessments will contribute marks directly to your final result for the module and will take different forms. Each module will be different so the relevant module organiser will explain this at the beginning of the module. This information will also be available on the relevant module QMplus module.

Certain modules will also use formative exercises, which means that it is intended to help you learn and does not contribute marks to your final result for the module. Formative exercises give you practice for the tests and exams and so are just as important as summative assessments that contribute marks directly to your final result for the module. If you work hard on all the formative exercises then you will do better in your tests and exams.

For the timely and effective administration of support, the School wishes to use the following markers of student engagement. This is to ensure that students are well supported and given every opportunity to progress with their studies and to achieve to their fullest potential whilst here.

Markers of Student Engagement

Attendance

All undergraduate students are expected to attend all scheduled taught sessions including lectures, practical classes, group work, workshops, tutorials, computer lab sessions, problem-solving classes, exercise classes, project meetings, and other events associated with the modules for which you are registered as part of your programme of study. If you are absent from Queen Mary for more than a day or two then please always let your Advisor or Student Support Officer know (preferably by email) at the earliest opportunity. Attendance is important; failing to attend usually leads to failure in assessment. Reading lecture notes or watching QReview or recorded lectures is not a satisfactory substitute for attending lectures.

In-person lectures

If you attend a face to face scheduled taught lecture then we will collect evidence of your attendance using card scanners (located near the entrance/exit of lecture or classrooms), hand-held barcode scanners or registers. It is your responsibility to scan your Queen Mary student identification card on the card scanners (located near the entrance/exit of lecture or classrooms), with the hand-held barcode scanner supplied or sign the register. **Please make sure you attend the scheduled taught lecture on your timetable or your attendance will not be recorded.**

Online (if selected and approved by School):

If you attend an online scheduled taught session then your attendance will be automatically recorded and you will not need so anything else to record your attendance. **Please make sure you attend the scheduled taught session on your timetable.** If you attend a session not on your timetable your attendance will not be recorded.

International students on a student visa:

The UK Border Agency monitors overseas students attending UK Universities (international applicants). Since April 6th 2010 the licensing system for education institutions has changed, currently Queen Mary is a Highly Trusted Sponsor. In order to maintain this status we have to ensure that we have acceptable systems in place for monitoring student attendance and reporting non-attendance. If we cannot demonstrate that our systems are satisfactory we may in future be required to monitor student attendance more closely.

For regulatory reasons all international students on a student visa, within the School of Mathematical Sciences are required to follow the School's Student Engagement Framework set out face to face.

Weekly/Fortnightly Coursework Submission

The main method of engagement within the School of Mathematical Sciences is through the submission of fortnightly/weekly summative coursework for all your modules. The lecturer/module organiser will post all weekly/fortnightly coursework exercises via QMplus (on some occasions these may be set during lectures). The lecturer/module organiser will confirm this during the first lecture. It is your responsibility to ensure that you can find the weekly/fortnightly coursework exercises for all your modules and to contact the relevant lecturer/module organiser if you have any questions about the posting of the coursework exercises. The module organiser will set problems as your coursework exercises. Working through the exercises is essential in order to understand each module. Moreover, we also use your exercise solutions and quality of the coursework as a measure of your engagement within the module and to identify if you require any further support.

You are expected to submit reports, exercises, essays, and other pieces of coursework associated with each module for which you are registered as part of your programme of study, by the individually advertised deadlines and methods of submission. With the exception of project modules, ~~all modules will usually have five (usually a maximum of ten) coursework assignments (or at least 3 mini-projects).~~ These will be regularly spaced throughout the semester. Failure to submit coursework regularly will result in you having to attend mandatory meetings with your Advisor or Student Support Officer to discuss your academic engagement and the creation of a study plan to get back on track with your module/s.

For most modules these will be summative assessments and will contribute marks directly to your final result for the module and will take different forms. Each module will be different so the relevant module organiser will explain this at the beginning of the module. This information will also be available on the relevant module QMplus module.

Each lecturer/module organiser will tell you at the start of the module how to submit your weekly/fortnightly coursework exercises for that module.

Submission in online

For all modules weekly/fortnightly coursework exercises will be submitted online and each lecturer/module organiser will explain the exact submission process. Most modules will use QMplus and each coursework will have an individual submission portal for each coursework.

Submission in person

Some undergraduate modules will use the red coloured locked collection boxes located along the wall in the UG Study Space (Mathematical Sciences Building, MB-103). For modules that use a collection box, you must "post" your exercises through the slot in the correct box by the deadline specified by the module organiser. The coursework submission boxes are clearly labelled with each module. **If you put it in the wrong box then you have not submitted it. You may lose your exercises and any marks and this will be recorded as a non-submission.**

You must clearly print your student number and your name as registered with Queen Mary, with your surname underlined, at the top of the first page of all exercises and other work you submit. **You must include the tutorial group you are in** (if applicable), otherwise this cannot be returned to you during your tutorial class. **You must also staple multiple sheets together.** We may not accept work that does not meet these requirements. If you are working in groups please ensure you meet up to complete the coursework exercises together and all group members name and student number are included.

All weekly coursework exercises will be returned in the following week during the tutorial. You are required to attend the tutorial and collect your marked weekly coursework exercise. **The collection of marked coursework exercises will be recorded. The collection of your marked coursework exercises is used to monitor your attendance in your tutorial classes.**

You will have two weeks to collect each coursework exercise. If you have not collected your marked coursework exercises within two weeks of the submission deadline, this will be returned to the Maths School Office (MB-102). You then will be required to collect these from the Maths School Office. You will receive email reminders if you do not collect your marked coursework exercises. It is important that you collect your marked coursework submissions, as feedback will be provided to support your learning and understanding of each module.

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

Participation in other formative assessments

You are expected to participate in a range of activities (with or without the allocation of marks) that help to inform teaching and learning during the learning process. Examples of such activities are subject related quizzes and exercises linked to module materials on QMplus.

Marks from summative assessments

You are expected to participate in a range of activities assessing the outcomes of a learning process. Marks allocated from such summative assessments, e.g. week 7 tests, coursework, and examinations, contribute to your overall module grade and degree classification.

Other Student Engagement activities

You are expected to participate in a range of formal or informal activities that signify continued engagement with your programme of study. Examples of such activities are scheduled meetings with your Advisor and group work.

Action following identification of students who may require support and possible deregistration from programme of study

Actions taken by the School of Mathematical Sciences are designed to support students to engage or re-engage with their study programme. The underpinning principles are that the School, once it has admitted a student to a programme of study, has a duty of care to that student, whilst in turn the student has a responsibility to engage with the available support. In such cases, support will be designed by the School around the needs of the individual student.

There will be three main checkpoints each semester that are designed to check students level of engagement using a portfolio of engagement data, which includes lecture attendance, tutorial attendance, weekly/fortnightly coursework submission and participation in summative assessments.

If you are identified as approaching or falling below the minimum requirements of engagement set by the School an email will be sent to your Queen Mary email account alerting you to this and outlining the support mechanisms available to you to deal with the issues that may be contributing to this. These include [mandatory meetings with the Student Support Officer](#) and your Advisor. ~~Please be aware that if you do not reply to our email within seven days, we will put a record of your poor engagement in your file. This information may be passed on to your funding body or used in any references from the School.~~

Once you are identified as in need of support in order to re-engage with your studies, you will be invited to attend a mandatory meeting with your Advisor to discuss any issues that might be affecting your studies, and for the provision of encouragement and advice (with possible referral to Queen Mary support services if necessary).

This meeting is designed to help you put a study plan in place to re-engage with your programme of study. ~~If you miss this meeting you will be required to attend a mandatory meeting with the Deputy Director of Education.~~ The first port of call is your Advisor, who in turn may liaise with the Student Support Officer. In exceptional circumstances, a senior member of the School team, such as the Director of Education, may be involved in this process.

Tuition Fee deregistration

When you enrol or re-enrol at the start of each academic year you agree to Queen Mary's [Tuition Fee Regulations](#), which set the deadlines for paying tuition fees. Failure to pay your tuition fees by these deadlines may lead to your deregistration from your programme of study, under [College Ordinance C3](#).

Deregistration from programme of study

Should you not meet programme requirements for academic engagement outlined above, you may be de-registered from your programme of study. You will be given warnings before de-registration occurs, and you will have the right to represent your case to School of Mathematical Sciences.

CONTINUE

Religious observance and study

Queen Mary is a diverse community of over 25,000 students and staff. With a variety of faiths and beliefs represented on campus, we are committed to tolerance, understanding and co-operation, as well as to ensuring as far as possible that our policies are consistent across all needs. Many religions and beliefs require their members to pray at specific times during the day, or have special festivals or spiritual observance days. We recognise therefore that students at Queen Mary often strike a balance between their educational and religious commitments.

One of Queen Mary's fundamental aims is to provide an education that is judged internationally to be of the highest quality. It would be both impractical and inconsistent with our aims as a university to suspend teaching for reasons of religious observance, but we will accommodate students' religious commitments where we reasonably can do so. This may include providing learning materials (potentially including QReview recordings) online and permitting students to attend classes at different times where there is availability.

Students are expected to stay engaged and up-to-date with their studies throughout their time at Queen Mary. We will take religious commitments into reasonable account when reviewing students attendance, but we expect students to plan their studies so that they can submit coursework on time.

The following procedures apply in the event that a special festival or spiritual observance day would result in absence from a scheduled assessment:

- In the case of an in-class test or assessment, students may request permission in advance from the Education Services Team (maths@qmul.ac.uk) to be absent on that occasion. The Education Services Team will consider whether reasonable adjustments can be made, for example by permitting late submission or rearranging the test. It is important to submit requests well in advance, in case reasonable adjustments cannot be made.

Students may notify Queen Mary of any special festivals or spiritual observance days that fall during formal examination periods by submitting the relevant form by the deadline specified in the Academic Calendar. We will accommodate such requests where we reasonably can do so. We are not able to make allowances for routine religious observance during formal examination periods.

CONTINUE

Absences and Extenuating Circumstances



Please Note that you cannot be absent during term time without written agreement from your advisor or student support officer.

Absences

Students cannot be absent from Queen Mary University of London during term-time without obtaining written agreement in advance from the School of Mathematical Sciences.

If you are unable to attend any scheduled teaching or Advisor meetings then please notify the School of Mathematical Sciences of your absence via email prior to the scheduled activity - maths@qmul.ac.uk.

You need to include the scheduled teaching activity/s and/or meeting/s you are missing including the reason for your absence. A member of the Education Services Team will notify you if your absence has been approved.

This is underpinned by the School of Mathematical Sciences Student Engagement Framework and you may be de-registered for poor or non-engagement.

In advance of deregistration you will be sent a formal, written warning and a specified period in which you must improve your engagement, attendance, participation, or submission of assessment before deregistration from your programme of study occurs.

Further information can be found in the Academic Regulations (point 2.57 onward).

If you are absent for more than 5 weekdays you may be asked to provide supporting documentary evidence such as a letter from your GP.

Extenuating Circumstances

All extenuating circumstance claims or queries should be directed to the Education Services Team.

Extenuating circumstances are defined by Queen Mary as:

Circumstances that are outside a student's control which may have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of the student's achievement.

Extenuating circumstances are usually personal or health problems. Health problems include your emotional wellbeing and mental health, as well as your physical health. Extenuating circumstances do not include computer problems, misreading your exam timetable, planned holidays or events, or local transport delays.

In order to be valid, the extenuating circumstances must be:

- Unplanned;
- Outside of the student's control;
- Such that there has been a negative impact on the ability to undertake or complete any assessment;
- Cast doubt on the likely validity of the assessment as a measure of the student's achievement.

Queen Mary operates a fit to sit policy, which covers all assessments including coursework and exams. If you sit an exam or submit a piece of coursework you are deemed to be fit to do so. In such instances a request for extenuating circumstances will not normally be considered. If you do not feel you are well enough to attend an invigilated exam then you should not attend and should submit a claim for extenuating circumstances instead. You will need to attend a medical consultation within three days of the date of your exam that you missed. Similarly if you get sick during an exam and have to leave you will need to attend a medical consultation within three days.

To submit an extenuating circumstance request you must log a claim through the online extenuating circumstances task on [MySIS](#) and following the instructions there. Claims must be submitted by the relevant deadlines which are noted below or on the key date's chapter of this handbook. If you have any queries please email maths@qmul.ac.uk.

Your claim must be accompanied by relevant supporting evidence (for example medical certification, death certificate, police report and crime number, or other written evidence from a person in authority). Please note that although accompanying documentation can be submitted after

the claim, claims without any evidence cannot be considered except in the limited cases permitted for self-certification, below. It is in your best interest to provide evidence and supporting documentation that is as comprehensive as possible.

You are entitled to self-certify on up to three occasions each academic year; each self-certification can cover a period of up to seven calendar days. This means completing and submitting the Queen Mary self-certification form in place of independent evidence. Please note that self-certification does not mean automatic approval of a claim – The School of Mathematical Sciences will consider it in the normal way and will need to be satisfied of the validity of the claim, and satisfied that it justifies the outcome. Any claims beyond those three must be accompanied by evidence, as described above.

When you submit an extenuating circumstance claim you will receive a formal acknowledgement, you must keep this safe for the duration of your studies. All claims must be received by the relevant deadlines which are noted below or on the key date's chapter of this handbook.

All extenuating circumstances claims are kept confidential until they are considered by the School of Mathematical Sciences Subject Examination Board. All proceedings of the subcommittee are strictly confidential, and will not normally be discussed at the full examination board meeting.

It is your own responsibility to submit any claims for extenuating circumstances, not that of your tutor or staff member. Please ensure that if you have what you believe is a valid case, you complete the submission process in accordance with the set guidelines and deadlines.

It is not possible to make a retrospective claim for extenuating circumstances, specifically once you know your results. Therefore claims submitted after the deadline will not be considered by the examination board. Please refer to the full guidance notes on extenuating circumstances from the Advice and Counselling service or online [here](#).

You must submit claims as soon as possible and at the latest by:

TBC	For matters relating to Semester A and January 2024 Exam period
TBC	For matters relating to Semester B and the Main exam (May/June) period
TBC	For matters relating to Late Summer exam period

Claims submitted after the relevant deadline will not be considered.

Please refer to the full [guidance notes on Extenuating Circumstances from the Advice and Counselling service](#).

Missed Examinations

Note that if you attend an examination but later tell us that you were ill during the examination we cannot normally grant you an approved EC. If you feel ill before an examination then it may be best not to attend the examination but instead to seek medical advice and submit a medical certificate.

Retaking the Year

If you expect that you might not meet the hurdle to progress, but have extenuating circumstances, you may be able to retake the year. **In order to be considered for a retake, you must request this before the end of the examination period, i.e. before you know any of your examination results.** You must demonstrate that significant extenuating circumstances have been present for much of the academic year, which, for example, have led to your missing large parts of Semester A or B. Normally, extenuating circumstances covering only parts of the revision period or the examination period are insufficient.

For further information please see the full guidance notes on Extenuating Circumstances from the Advice and Counselling service.

You should provide the Education Services Team with a one-page summary detailing your case. Summarise briefly any extenuating circumstances affecting the current year and, where appropriate, refer to extenuating circumstances forms you submitted earlier. For recent occurrences that have not been covered by previously submitted extenuating circumstances forms, you should also submit a new extenuating circumstances form. The Education Services Team will be able to advise you on whether a request to retake the year might be successful. If you want to go ahead with a retake request, you need to complete a Queen Mary Retake of Academic Year form, which is available from the Maths Office or Student Enquiry Centre, room CB01 in the Queens' Building. **Hand in all completed forms to the Maths Office.**

Interruption of Studies or Withdrawal

If you decide to withdraw from Queen Mary, either temporarily or permanently, you should discuss the matter with your Advisor and read the Your study web site. If you decide to proceed, you must complete an "Interruption of study" or "Withdrawal from Queen Mary" form, which is

available from the Maths School Office or the Student Enquiry Centre, room CBo1 in the Queens' Building or the Your study web site. Then take the form to the Education Services Team, who will want to discuss it with you before agreeing to sign it. Further information can be found [here](#).

If you wish to interrupt, i.e. withdraw temporarily, then you must do so by the set deadline stated on the interruption form. Interruption of studies is normally for one complete year but, in exceptional circumstances, the period may be up to two years. Please contact the Education Services Team to discuss this further, 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. Further information can be found [here](#).

If you are looking to interrupt your studies or withdrawing from your studies you need to contact the Education Services Team to discuss both procedures. Interruption of Studies or Withdrawal forms can only be authorised by the Education Services Team.

Please note that the Registry deadlines for both forms to be signed off by students registered on the majority of programmes are to be confirmed.

CONTINUE

Feedback, Marking and Grading Criteria

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.

Feedback can consist of grades, written comments, verbal comments and discussions. The relevant module organiser will make it clear what type of feedback will be provided in each module.

To view your marks for assessment, log-in to MySIS (your personal area of SIS) with your usual computer log-in, where they will be listed. These marks are provisional and subject to change until they are agreed by the appropriate subject examination board. MySIS will indicate whether the results are provisional or confirmed. Guides on checking your results on MySIS are available on the [Student Enquiry website](#).

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. Has the potential to operate effectively and independently as a mathematician.

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. Has the potential to operate effectively under supervision as a mathematician.

59–50%, C

Adequate knowledge base and understanding of basic mathematics. Able to calculate accurately in some situations. Acceptable comprehension and clarity of expression. May not have the potential to operate effectively as a mathematician.

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

Does not show 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.

To view your marks for assessment, log-in to MySIS (your personal area of SIS) with your usual computer log-in, where they will be listed. These marks are provisional and subject to change until they are agreed by the appropriate subject examination board. MySIS will indicate whether the results are provisional or confirmed. Guides on checking your results on MySis are available on the [Student Enquiry website](#).

Exam Script Viewing and feedback

~~The School of Mathematical Sciences will hold exam script viewing sessions after each main exam period. These sessions give students a chance to view their exam script and get some feedback from an academic member of staff and get some valuable feedback and comments to enable improvements in future assessments.~~

~~These sessions are only for feedback and not for students to argue marks as there are no grounds of complaint or appeal against academic judgement.~~

CONTINUE

Writing and Assessment



Exercises

For most of our modules, we set exercises approximately once a week or fortnightly (depending on the module) 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 also refer to these exercises as "coursework".) Doing the exercises for each module is compulsory.

Depending on the module, we may:

- "Correct" or write comments on some exercises to provide you with feedback—to help you learn;
- Not look at any of the exercises.

We will provide "model solutions" in QMplus (and possibly also in other ways) to most of the exercises that we set, which you should use 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). Some module organisers will go through common mistakes in tutorials to provide more in-depth feedback.

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

Feedback on weekly/fortnightly courseworks will be provided after one week usually on the module QMplus page or during tutorials/exercise classes.

Further writing support can be found within the library subject guides pages [here](#) and the academic pages [here](#).

Assessments

The main types of assessment that you will encounter as Mathematical Sciences students are:

- Tests;
- Courseworks;
- Written examinations;
- Project reports and presentations;
- Computer tests;

- Practical assessments.

Tests —

Tests are short examinations held during the semester, usually near the middle. Tests normally contribute a small weighting to the overall mark for a module.

Courseworks —

Courseworks are short assessments held throughout the semester and usually submitted on a fortnightly basis. Courseworks normally contribute a small weighting to the overall mark for a module.

Final written exams —

Final written examinations take place during the main and late summer examination periods and normally contribute a larger weighting to the overall mark for a module.

Resits —

Resits for Mathematical Sciences modules are typically assessed by synoptic reassessment. This means that the resit mark is based purely on the resit examination, and takes no account of any coursework marks or in-semester tests. There are occasional exceptions within Mathematical Sciences, and these will be clearly indicated. Resits for some (but not all) modules offered by other Schools are assessed by standard reassessment, which means that every item of assessment (coursework, reports, examinations) must be taken again. If you are not sure how your resit mark will be calculated, you should contact individual module organisers for further details.

Project —

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 (tests or exams) you must normally not only give the right answers but also explain your working clearly and give reasons for your answers 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 Schools then you may have to write assessed essays, computer programs, or laboratory reports.

Feedback for larger coursework or projects will be given in a reasonable timescale and feedback will always be provided in a timeframe that allows students to learn for subsequent summative assessment.

CONTINUE

Plagiarism and Referencing



Queen Mary defines plagiarism as:

"Presenting someone else's work as your own, irrespective of intention. Close paraphrasing, copying from the work of another person, including another student, using the ideas of another person without proper acknowledgement or repeating work you have previously submitted – at Queen Mary or at another institution – without properly referencing yourself (known as 'self plagiarism') also constitute plagiarism."

Academic Misconduct Policy

Plagiarism is a serious offence and all students suspected of plagiarism will be subject to an investigation. If found guilty, penalties can range from failure of the module to suspension or permanent withdrawal from Queen Mary.

It is your responsibility to ensure that you understand plagiarism and how to avoid it by appropriate referencing of sources. The recommendations below can help you avoid plagiarism.

- Be sure to record your sources when taking notes and 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 acknowledgement to particular sources. However, it is best to err on the side of caution 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 all works used are cited appropriately in the text of your work and fully credited in your reference list or bibliography.
- See the next chapter for guidance on referencing.
- If in doubt, ask for further guidance from your project supervisor, module organiser or advisor.

It should be noted that failure to properly credit other students' work on group assessments or group presentations can also be classed as plagiarism.

Also the use of ghost writing (e.g. essay mills, Chegg, code writers etc.) and generally using someone external to the institution to produce assessment is an assessment offence.

Any assessment offence investigations will follow the [QMUL Academic Misconduct Policy](#).

Turnitin statement for the School of Mathematical Sciences

Turnitin is a web-based plagiarism detection system used by most universities in the UK. This section describes how Turnitin is used within the School of Mathematical Sciences and the data it creates about your work.

How Turnitin works

A Turnitin assignment is set up by a member of staff on QMplus. You then access this assignment online and upload your work before the due date. Turnitin will analyse the submitted work to identify text matches with other sources and will compare the work against:

- The current and archived web;
- Previously submitted work;
- Books and journals.

For each piece of submitted work Turnitin provides two things:

- A **similarity index**, which indicates the percentage of the submitted paper that Turnitin has identified as matching other sources;
- An **originality report**, which shows each of these matches in more detail, including the source(s) that Turnitin has found.

How Turnitin is used within the School of Mathematical Sciences

Turnitin is used on all summative coursework, project modules and various assignments that contribute towards your final grade. Turnitin will not normally be used on the following:

- Short assignments (under 500 words),
- Contributions to online discussions,
- Exercises submitted on paper,
- Exams,

- Short multiple choice tests on computer programs.

For those assignments where Turnitin is used, all submissions to that assignment will be submitted to Turnitin.

How we use the information provided by Turnitin:

- Only academic staff will make a judgement on whether plagiarism has occurred in a piece of work. An academic may be guided by the originality report but Turnitin itself does not make the judgement.
- We do not use a threshold percentage to identify whether plagiarism has occurred and may review any originality report in detail.
- Turnitin will highlight matching text such as references, quotations, common phrases and data tables within work that has no plagiarism issues at all. Those interpreting Turnitin reports will discount such matches and so initial percentages are often irrelevant.
- Where it is suspected that plagiarism has occurred in a piece of work, the originality report may be submitted to the Head of School and possibly to an Assessment Offences Panel for further investigation.

How we use the information provided by Turnitin:

- There will be an opportunity for you to see a Turnitin report on your work before Turnitin is used on your assessed work.
- To help you understand what the report is telling you and what it looks like, please ensure you have followed the guidance on the Technology Enhanced Learning Team's (TELT) website [here](#).
- No other student will be able to see an originality report on your work.
- You may find it helpful to resubmit your work after reviewing the originality report and you will generally be given one opportunity to do this. Where this is the case, the idea is to use the report to help you identify any potential issues you may not have spotted before, and not to change individual words to avoid a match. Be aware of the referencing (next chapter) and plagiarism guidance (at the beginning of this chapter).
- If you have a question about your originality report that is not answered by the material linked above, please direct these to your module organiser in the first instance.

Other things you should know about Turnitin:

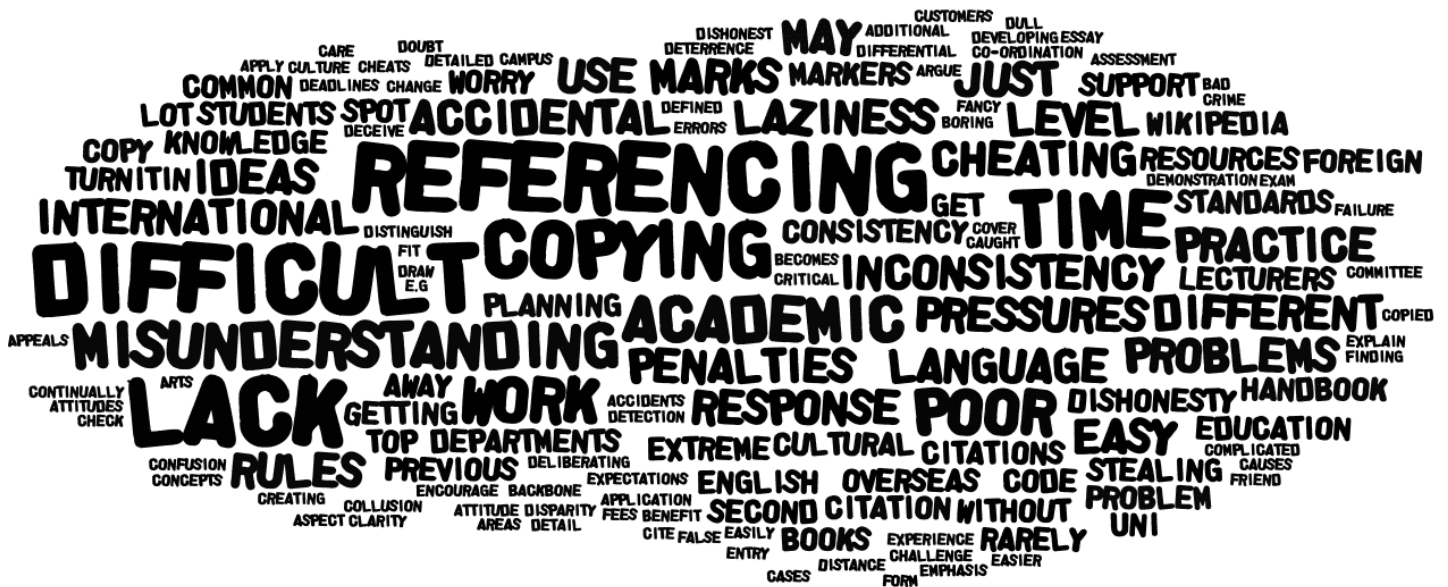
- Turnitin stores a copy of most work submitted to it in its repository. This does not affect the ownership of or any copyright in the original work.
- Staff may configure a Turnitin assignment such that copies of submissions are not stored in its database. This will be done for all test-runs or any 'dummy' assignments used for training or demonstration purposes.
- Staff on your course will ensure that no commercially or otherwise sensitive documents are stored in Turnitin's repository.
- You cannot opt out of having your work scanned by Turnitin, but if you believe that your work should be deleted after it is scanned you should contact your lecturer.

You will have a chance to view your Turnitin report after you submit the final version of your assignment; for guidance please see the [TEL Turnitin page](#).

The next chapter will provide useful information including examples of proper bibliographies and of referencing techniques in the style favoured by the school for all media commonly used by students, e.g. books, journal articles, websites, films, DVDs.

CONTINUE

Recommended Referencing Style



This guidance is about how to reference published work such as books and research articles in documents such as project reports. You should follow the recommendation below unless you have a good reason not to (such as being given different instructions by your module organiser). There is no single referencing style used preferentially within the mathematical sciences literature.

Referencing

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. See the next chapter for more specific guidance on referencing.

Recommendation

You should use either the Harvard (author, date) or Vancouver (numerical citation) referencing style, as described below. If your module organiser does not tell you which to use then you can choose. Queen Mary Library will only offer support for these two referencing styles, so if you wish to seek advice from the library then you must conform to one of these styles. Both styles are used below as illustrations, although you must use only one referencing style consistently throughout any one document.

Harvard referencing style

Originating at Harvard University within the discipline of Biology during the late 19th Century, Harvard referencing is widely accepted in a broad range of scientific publications. The Harvard system's author, date method helps to ensure a reader familiar with a particular field is likely to recognize a citation without having to check in the references section. This characteristic is particularly helpful within scientific disciplines whose works are commonly known by their date of publication.

Vancouver referencing style

The Vancouver referencing system is a numeric citation system used in biomedical, health and science publications. It was first defined in 1978 at the conference of the International Committee of Medical Journal Editors (ICMJE) in Vancouver, Canada, hence its name. It is also known as the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. It is used extensively in the physical sciences.

Guidance

You should use the version of the Harvard or Vancouver style applied by the guide to referencing, *Cite Them Right* (Pears and Shields, 2016), which is currently available from [QMUL Library](#) in print format. It offers a standard and up-to-date source for constructing citations and references in the Harvard and Vancouver referencing styles. *Cite Them Right* (1) also provides guidance on referencing and citation more generally, including how to avoid plagiarism. See also [Find It! Use It! Reference It! QMUL Information Literacy Skills module](#) on QMplus.

However, we advise you to use [Cite Them Right Online](#), which contains clear guidance on the Harvard and Vancouver referencing styles.

- You can choose a source to reference from a drop-down menu or by using the search facility.

- [Cite Them Right Online](#) shows you how to create the reference in the style you need.
- There are examples to copy, and a 'You try' box so you can build your reference on screen.
- You can check these against a correct example.
- You can then export the prepared reference straight into your coursework.

You can find [more information about Cite Them Right Online on QMplus](#).

Acknowledgement

This document is based on one written by:

Martin Beeson	Sally Mitchell
Library Teaching and Learning Support Manager Student Services	Head of Learning Development Student Services

References

Harvard-style reference

Pears, R. and Shields, G. J. (2016)

Cite them right: The essential referencing guide. 10th ed.
Basingstoke: Palgrave Macmillan.

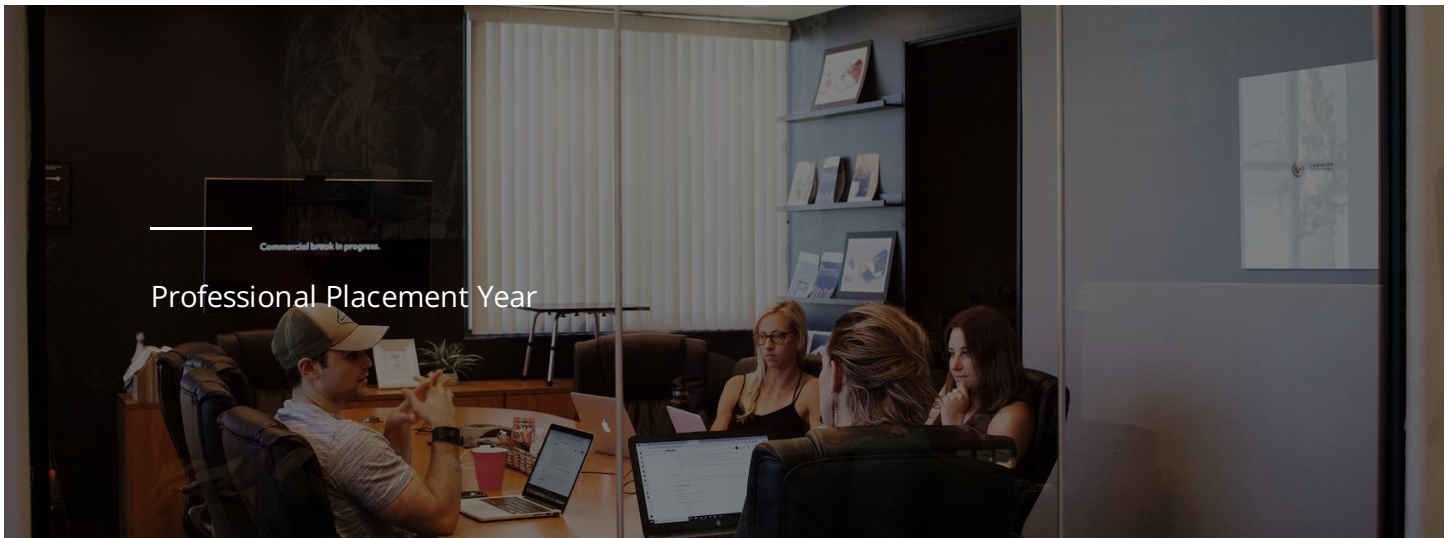
Vancouver-style reference

Pears R, Shields GJ. Cite them right:

The essential referencing guide. 10th ed. Basingstoke:
Palgrave Macmillan; 2016.

CONTINUE

Placement Year



A professional placement is an excellent opportunity to develop your business skills and gain hands-on experience. As well as helping you to secure graduate employment, this can support your academic achievement by providing additional context to your studies. For many students who are not certain about what career path they want to follow, a professional placement or sandwich year can be an excellent way to help you understand your options and make decisions about your future.

As a student on one of the below degree programmes, you will have the option to extend your degree to a four or five-year sandwich programme, including a one-year paid professional placement:

- BSc Mathematics
- BSc Mathematics and Statistics
- BSc Mathematics with Actuarial Science
- BSc Mathematics with Finance and Accounting
- BSc Mathematics, Statistics and Financial Economics

- MSci Financial Mathematics

You would complete your paid work placement with a relevant employer during your third ('sandwich') year, returning to QMUL for the fourth year of study (fourth and fifth years for MSci students). Upon successful completion of this 'sandwich year', you will be eligible to graduate with a BSc or MSci that includes 'with Professional Placement' in its title.

What type of work will I do on a placement?

We expect the placement to relate to graduate careers that typically follow from the degree programme you are taking. You will gain valuable experience that can make a difference when it comes to looking for a graduate role, as well as the opportunity to discover what work in your chosen field is really like.

Students across our Mathematics programmes may embark on placements within finance, business, technology or related industries – as a mathematics undergraduate you will have a varied choice of career options open to you. The School of Mathematical Sciences will work with you to assess the suitability of your placement to ensure it meets academic requirements.

Students on our Mathematics with Actuarial Science programme may work more specifically in the insurance, pensions and investment industries.

The nature of the work will depend on the placement you gain. Often the work is of a level similar to that undertaken by a new graduate and will require you to use and develop your analytical, data, IT and communication skills. Examples of roles available to students studying a mathematics or related first degree include business analyst, data analyst, finance assistant, investment analyst, statistical analyst, trainee accountant and trainee actuary.

Which companies offer placements?

A large number of organisations offer relevant placements for mathematicians and statisticians, including firms in the private, public and voluntary sectors across a wide range of industries. These companies vary from small and medium businesses to large, well-established firms. Examples of relevant organisations which regularly offer placements to undergraduate students include banks and insurance companies, accountants, consultancy firms, industrial firms and manufacturers, retailers, technology companies, and governmental and public sector organisations (such as the Civil Service, NHS and GCHQ).

How do I find a professional placement?

The School of Mathematical Sciences Placement Officer can help you identify and apply for a number of placement roles.

You will be responsible for finding a suitable placement if you select this study option. However, we will provide support and guidance throughout the process and you will benefit from our industry links and extensive careers support activities to help identify a suitable placement.

Does my placement have to be a paid role?

Your professional placement will need to be a paid role within a reputable business, offering relevant work experience. This is in line with QMUL's university-wide policy that exists to protect our students.

Do I have to pay fees during my placement year?

Fees are significantly reduced during the placement year; please see our [fees and funding pages](#).

Am I still a QMUL student during my placement?

You will continue to be a student at QMUL with access to all university facilities including your advisor and other student support for the duration of your degree programme, including the placement.

How is the placement year assessed?

Your placement year will be assessed through written coursework, a short presentation and employer feedback. Whilst this will not count towards your final degree grade, after successful completion it will appear on your transcript in the title of your qualification, as e.g. "BSc Mathematics with Professional Placement".

Can all students complete a professional placement?

We require students applying for placements to meet certain academic criteria. This is because there is significant competition for good professional placements, and some employers will only accept applicants achieving at least a 2:1. Our academic requirements are subject to change – for the most up-to-date criteria, please speak to your academic advisor or email maths@qmul.ac.uk.

When should I apply for a placement?

It is a good idea to begin your planning for a placement early. Many well-established employers invite applications up to a year in advance, although you may be completing applications throughout Year 2 of your studies. With this in mind we encourage you to start planning for your placement in your first year at QMUL and we will provide support for this from the beginning of your studies.

Can I find my own placement?

Yes. You are free to arrange a placement with any suitable employer. However, the role must provide work experience which is at an appropriate level and will help you to fulfil your career ambitions. All employers must be approved by the School of Mathematical Sciences and must agree to participate in the School of Mathematical Sciences Professional Placement programme.

Can my placement be overseas?

Overseas placements are unusual, but can be appropriate for some students. In most circumstances an overseas placement will need to be arranged directly by the student. Note that the employer must be approved by the School of Mathematical Sciences and agree to participate in the School of Mathematical Sciences Professional Placement programme.

CONTINUE

Study Abroad



If you are a student from abroad studying at Queen Mary for a semester or a year then please see the information for [incoming study abroad and Erasmus students on the School web site](#). Most of the information in this handbook is also relevant to you, but you will not formally be following one of our study programmes and your adviser is our study abroad coordinator.

If you are a Queen Mary student who would like to study abroad for one semester or the whole of your second year then please see the information about [the International exchange programme on the Queen Mary web site](#). Please note that we require you to achieve a first-year average mark of at least 60 in order to be sure that you can cope with the academic demands of studying abroad.

CONTINUE

List of all QMUL Student Services

Queen Mary Student's Union (QMSU) —

[Queen Mary Students' Union \(QMSU\)](#) is a democratic membership organisation that is the voice of all Queen Mary students. The Union ensures that the College and the wider community are listening to what students want and works to improve students' experience. The Union is led by students across Queen Mary. Every Queen Mary student is automatically a member of the Union and has a say in how it is run through elections and their representatives. QMSU also offers advice and support to every Queen Mary student.

The Union provides a number of student-run activities, like sports clubs, societies, student media and volunteering, as well as student-led events and services at Mile End and Whitechapel including a sport and fitness centre and several shops and venues.

Careers and Enterprise —

Looking for part-time work or an internship? Need help with your CV or a job interview? Want to find out about your options when you graduate? Thinking about starting a business?

The QM Careers and Enterprise Team provides a range of services that enable you to develop your employability skills, access work experience and graduate job opportunities, network with employers and decide on your next steps after graduation.

Students in every School are able to participate in a diverse careers programme. This might include in-curriculum lectures, lunchtime workshops, professional career options panels, 1-to-1 careers guidance, application feedback appointments and mock interviews. This is supported by a wealth of careers information online.

There are over 100 employer-led events on campus a year, from fairs to skills workshops. These offer you the chance to network with recruiters and get training on self-presentation skills for the recruitment process. We also provide a range of paid work experience opportunities, from real life consulting projects via QConsult to part-time or full-time internships via QInterns, as well as taster programmes that give you understanding about different sectors and employers.

For those who are aspiring entrepreneurs and social entrepreneurs, our enterprise programme supports students in setting up their own businesses via seed funding, 12 week Incubator programme, events, bootcamps and 1-to-1 careers guidance.

Get the latest news on social media, search jobs on our online jobs board, read our jobs blog or website for advice and insights and use our practice interviews and psychometric test software.

You can:

- Book an appointment for one-to-one careers guidance. Book by phone (020 7 8828533) or in person up to a week in advance, or drop by on the day – we may have appointments free. We are also able to offer all our appointments to run remotely.
- Find out more about the world of work from employers and former students at our careers events [here](#).
- Attend workshops on job applications, interviews, assessment centre techniques and a range of graduate skills – from leadership to commercial awareness [here](#).

Find a range of part-time, and full time job vacancies on our website [here](#).

Use our work experience hub to find out about internships, temporary work or local work experience placements [here](#).

Faith at QMUL —

Queen Mary welcomes over 25,000 staff and students on its campuses in London and is committed to encouraging religious understanding, freedom of speech and open social interaction.

Queen Mary is proud of its diverse multicultural population. With a variety of faiths among staff and students, our facilities are designed to be places where people of all faiths are welcome to use the spaces for contemplation, reflection, meditation and worship.

Please visit [Faith](#) at QMUL for further information, including facilities and services, policies and guidelines and other useful information.

Music —

Music is central to cultural provision at Queen Mary. Music at QMUL can help if you are interested in applying for music scholarships, joining an ensemble, taking up tuition or simply attending one of the many musical events organised by Dr Paul Edlin, Director of Music. Please, visit Music at QMUL for further information.

Volunteering —

There is a range of volunteering opportunities available to Queen Mary students through Provide Volunteering, a scheme that offers students the chance to get involved in the local community, with charities and organisations in Tower Hamlets and across London. Provide Volunteering gives students the opportunity to make a difference, develop valuable skills and get involved in their local area. Full information is available at [Queen Mary Students' Union Volunteering](#).

Student Enquiry Centre —

We provide support to all Undergraduate and Postgraduate Taught students and we can help with a wide variety of queries. If you are not sure about something or do not know who to contact, ask us!

We are located on the Ground Floor of iQEast Court (building 64 on the map below) [Mile End Campus Map](#).

Contact

Student Enquiry Centre Online (accessed via MySIS [here](#))

Email: studentenquiry@qmul.ac.uk

Telephone: 020 7882 5005

Follow us on twitter [@QMULSEC](https://twitter.com/QMULSEC) <https://twitter.com/QMULSEC>

Bursaries, Grants and Scholarships

Student Loans —

If you have applied for funds from Student Finance then you will receive the first instalment once you have enrolled fully for the academic year. If your payments do not arrive and you cannot remedy the problem with Student Finance yourself, please contact the [Student Enquiry Centre](#). They will be able to assess for any actions needed by Queen Mary and advise you of the next steps.

Bursaries —

Queen Mary Bursaries are assessed using the household income information provided to us from Student Finance.

If you do not wish to take out student funding, such as loans, but still wish to be assessed for a Queen Mary Bursary you will still need to apply for a household income assessment, full details on how to do this are on the Advice and Counselling Service website.

Full details of the Queen Mary Bursary, including eligibility, amounts and payment dates can be found on our website [here](#).

Queen Mary Financial Assistance Fund

If you have exceptional or unforeseen costs or you are in financial hardship you could be eligible for help from the Financial Assistance Fund. The fund is there to help any eligible student who has a particular financial need but we cannot meet every application we receive and we cannot always meet all of the costs that you might apply for. Full details, guidance and an application form can be found on our website [here](#).

Contact

Email: bursaries@qmul.ac.uk

<http://www.arcs.qmul.ac.uk/students/finances/bursaries-grants-scholarships/>

Dean's Benevolence Fund

Students in the School of Medicine and Dentistry in financial difficulties may apply for grants or interest-free loans or a combination of both. Priority is given to students in good standing who need short-term assistance to help them complete their studies.

Contact [Kate McFarlane](#)

Telephone: 020 7882 2124

Advice and Counselling Service

The Advice and Counselling Service offers confidential, professional support services to all Queen Mary students. We have helpful advice and guidance for financial, immigration and other practical issues as well as emotional and mental health support on our website (welfare.qmul.ac.uk). You will also find information there about our services and contact details.

Financial, Immigration and Welfare Advice —

Our Welfare Advisers can advise you on solutions and options relating to financial, immigration, practical and welfare issues. We provide specialist advice and support on all aspects of student finance (loans, grants, bursaries), hardship funds and welfare benefits. We can help you plan your budget and find out how to

reduce your spending. If you are an international student we can advise you on your immigration rights. We can advocate on your behalf if you need help resolving an issue, for example with Student Finance England or the UK Home Office.

We offer dedicated support for students who no longer have contact with their family (estranged), and students who have experience of local authority care, and students from a refugee background. We also provide support for students experiencing domestic abuse or forced marriage.

Counselling —

Life can seem like a struggle at times, and it is normal to sometimes feel a bit low or anxious. Sometimes, though, emotional and psychological issues can become too challenging, and may have a negative effect on your studies and well-being. Our Counsellors can help you to make sense of difficult experiences and feelings by providing the opportunity to think and talk reflectively, which can bring relief and meaningful changes.

The first step is meeting confidentially with one of our Counsellors to discuss what type of support might be most useful to you. This might be short term counselling, group therapy, cognitive behavioural therapy or a referral for longer term support or specialist services outside Queen Mary / in the NHS. For many students, just one or two sessions can really help. Our Counsellors are all highly experienced in working with students, and all types of issues.

Mental Health —

We also have a mental health team who can advise and support you to manage a mental health condition while you are studying at Queen Mary. Our Mental Health advisers can advise you about the local NHS and other support services available in Tower Hamlets and the neighbouring boroughs as well as offering a range of interventions to help you manage your mental health.

Contacting the Advice and Counselling Service —

For more information about available services and contact details please visit the Advice and Counselling Service's website [here](#):

Email: via website online form

Disability and Dyslexia Service

Disability and Dyslexia Service —

The university's Disability and Dyslexia Service (DDS) offers advice, guidance and support for students with disabilities, including specific learning differences like dyslexia and dyspraxia, as well as mental health difficulties, from application through to graduation. The range of support that the DDS is able to provide includes:

- Support and guidance in applying for the Disabled Student's Allowance (DSA)
- Support for international disabled students
- Liaison with staff in Queen Mary's Schools regarding 'reasonable adjustments'

- Support in ensuring that course materials are fully accessible
- Diagnostic assessments for students who think that they might have specific learning differences
- Specialist one-to-one study skills support for students with dyslexia and other specific learning differences
- Specialist mentoring support for students with mental health difficulties and autism
- On-site DSA needs assessments
- Access to non-specialist human support, e.g. note-taking
- Access to assistive technology
- Guidance in accessing examination concessions such as additional time

Contact

Telephone: 020 7882 2756

Web: www.dds.qmul.ac.uk/

Email: dds@qmul.ac.uk

IT Services

Our services to support students range from email and internet access, to state-of-the-art teaching and learning facilities and high performance computing in support of research. There are a number of rooms around the campus that contain computers which students can use. You sign in using your Queen Mary username and password. In general, any computer you use will have all the applications that you need for your course available to you.

Your IT Account —

Details of your Queen Mary username and password will be emailed to your personal address before you enrol.

The **IT Service Desk** is the first point of contact for all IT help, support and advice. You can Live Chat with the Service Desk 24/7 [here](#), call on 020 7882 8888 or raise a ticket via the Self Service portal [here](#). Visit us in the Queens' Building on the Mile End Campus. Should you require in-person support then please contact us via Live Chat and we can book you in. Our opening hours are Monday to Friday, 7am - 7pm.

Find an available PC on campus —

An interactive map showing which rooms have empty seats can be found [here](#).

Print, Copy, Scan —

There are printers located across campus to use, with all devices offering both copying and scanning facilities alongside printing. Wireless printing services are also available and more information can be found on the ITS webpage. The cost of printing and photocopying is automatically linked to your **MyPrint** account, which is

linked to your student ID card. You are charged for printing and copying by clicks (1 click = 1 side of paper). The cost of a single side is 4p but drops to 3.5p when you print double-sided. All students will receive £10 each year through your **MyPrint** account to use for printing and copying.

The CopyShop —

A quick, professional and cost-effective photocopying and printing service. We can print a range of items for you, including: Theses/Dissertations, Lecture notes, Posters and much more.

Book Scanning Service —

The CopyShop offers students a professional scanning service. If you wish to retain a section of a publication for study use, the CopyShop produce a clear image without fingers tips, black areas and poor results for you.

We can also scan materials you wish to include in your research materials in the correct format you need, for example Research Posters for William Harvey Day...no more fuzzy images.

Wi-Fi —

The wireless network you use to connect your devices is **eduroam**. Halls of residence are fully networked with Wi-Fi and a wired socket in each study bedroom. Access to e-mail, QMplus the online learning environment and other services relevant to your study at Queen Mary is available from the internet as a whole.

Mobile app —

Queen Mary's mobile app is available as a native app for Android (version 2.3.3 or higher) and iOS (version 6.0 and above) devices. The app allows you to do a number of things on the move, including: check your course timetables, log into QMplus and your Queen Mary email, search for and renew library books directly from your phone.

Policies —

The use of IT facilities is covered by University regulations prohibiting, among other things, software piracy and unauthorised computer use. IT Services policies are published [here](#).

The IT Services website contains information on a number of our services and includes a range of self-help guides [here](#).

Contact the IT Service Desk —

IT Live Chat: www.its.qmul.ac.uk

Self Service: <https://servicedesk.qmul.ac.uk/>

Email: servicedesk@qmul.ac.uk

Telephone: 020 7882 8888 (24/7)

Other services

Residential Services —

Housing Services and Residential Services

The team's main responsibilities are:

Housing Services, based in the Housing Hub, Feilden House, Westfield Way at Mile End, manage halls applications, room allocations, room transfer requests, summer accommodation, residential fees as well as providing a comprehensive alternative housing service.

Residential Services, based at the Residences Reception, France House, Westfield Way at Mile End, look after you once you have moved into Queen Mary Halls and has three key areas you will interact with during your stay. Residential Services is made up of 3 teams; Residential Operations, Residential Life and Residential Welfare and Support.

If you are a resident in College accommodation you should consult the Residents' Handbook for comprehensive information on all hall related issues, and contact details for the relevant section of Residential Services [here](#).

Contact Housing Services

Email: housingservices@qmul.ac.uk

Contact Residential Services

Email: residentialservices@qmul.ac.uk

Website: www.qmul.ac.uk/residences

Student Health Service —

The Student Health Service (SHS) is a free National Health Service (NHS) providing a wide range of medical services. Registrations for the SHS can take place online, for all students living in inner London unless for clinical reasons. The SHS on campus is located in the [Geography Building, Mile End \(number 28 on map\)](#). If you cannot register with the SHS for clinical reasons or because you live outside inner London or if more convenient to register with a doctor close to where you live, you can find a list of local doctors through the NHS [website](#). Queen Mary students who are not registered patients may be able to use the service in certain circumstances. Please, visit the Student Health website for further information.

Westfield Nursery —

Westfield Nursery Queen Mary is based on the Mile End campus and provides full day care for up to 65 children per day aged three months to five years. The nursery prioritises students and staff at Queen Mary, but is also available to those outside Queen Mary. Practitioners are fully qualified and receive continuous professional training on early years practice.

It is open 48 weeks of the year, from 8.30 - 17.30 on weekdays. Early application is advised as demand is high and waiting time is usually six to twelve months. Please visit the Nursery webpage for more information and an application form.

Contact

Telephone: 020 7882 2782
Email: nursery@qmul.ac.uk
Web: www.nursery.qmul.ac.uk

Lost property —

If you have lost something at Queen Mary, please contact the Security Control Room at your campus. If the item has not been handed in, the Security Team will assist you in completing a lost property report that can be referred to by your insurance company if you need to make a claim. We will keep your contact details and a description of the lost property on file in case the item is handed in later. Please visit the QMUL Security website [here](#) for more details.

Parking on campus —

There are no parking facilities available for students unless you have special circumstances. Please contact Security Services if you think you have circumstances which require a permit [here](#) or at the Security Control Room located on the Ground floor of the Queens Building.

Smoking on campus —

Only in designated areas, other than those areas which are clearly signed. QM is a smoke free campus. You cannot smoke in the QM halls of residence or any other QM building.

Academic skills and Library services

Academic Skills Enhancement (ASE) —

The Academic Skills Enhancement (ASE) service works in a number of ways with taught students at any level, undergraduate or postgraduate, from any subject discipline, to develop the skills and practices needed to become more effective in their academic work and excel at university.

Areas covered include: writing for academic purposes, effective reading and note-making, presentation skills, time-management, critical thinking, understanding marking criteria, using feedback, revision and exam preparation and avoiding plagiarism. We also support the work of student mentors through providing resources and training to support peer and social learning.

Academic Skills Tutors offer support and developmental opportunities in the form of one-to-one tutorials, workshops, drop-ins, and self-access resources. In addition, we host Royal Literary Fund (RLF) Fellows who offer writing advice to both taught and research students.

Academic Skills Enhancement (ASE) are part of the Library Teaching and Learning Service and are based on the Mile End Campus and online. For more information on the services and resources available, and how to access them, visit the website [here](#).

Library —

The Library Services department at Queen Mary provides staff, study environments and resources to support your learning during your time at university, both online and on campus.

- **Getting help** - we answer questions over webchat, email and at service points. Please do not hesitate to contact us.
- **Developing your skills** - we have a team dedicated to helping you with the transition to university level study. We offer individual appointments and workshops throughout the year.
- **Study environments** - we have three libraries, across our London campuses, at Mile End, Whitechapel and West Smithfield, each with a character and ambience of their own. These are supplemented by additional study spaces across the campuses.
- **Information resources** - we provide a rich, multi-disciplinary collection of books, articles and other resources in electronic and physical formats.

You will find up to date details of all library services on the website [here](#).

Archives & Special Collections

Archives & Special Collections manages institutional and personal archives dating from the 18th Century to the present day, as well as collections of rare or special materials.

Visits to the Archives Reading Room in the Mile End Library, are by appointment in advance. The Archives Reading Room provides silent individual study space in which to access and research using these collections. For more information, see the webpage [here](#).

Senate House Library

As a student at Queen Mary, you also have full access to the study space and collections at Senate House Library in Bloomsbury. For more information please visit the website [here](#).

Contacts for Library Services

General:

Email: library@qmul.ac.uk

Webchat: <https://qmul.libanswers.com/>

Telephone: 020 7882 8800

Academic Skills and Subject Support:

Website: <https://www.qmul.ac.uk/library/academic-skills/>

Subject guides webpage: <https://www.qmul.ac.uk/library/subject-guides/>

CONTINUE

Exemptions, Accreditation and Professional Bodies

Institute and Faculty of Actuaries

The BSc in Mathematics with Actuarial Science (G1N3 & G1N5) provides exemption from the **Institute and Faculty of Actuaries** Core Technical Stage subjects CT1, CT2, CT3, CT4, CT5, CT6, CT7, CT8 and CAA Modules 0, 1, 2, 3, 4. Some of our other degree programmes can also provide some of these exemptions if you take appropriate optional modules. See **professional accreditation and exemptions** for full details.

London Mathematical Society **Institute of Mathematics and its Applications**

We also have close relationships with the two major UK professional societies for mathematics and many of our staff are members of one or both societies. The **London Mathematical Society** was founded in 1865 and has a national and international membership of around 2,300 professional mathematicians. The **Institute of Mathematics and its Applications** was founded in 1964 and awards the Chartered Mathematician, Chartered Scientist and Chartered Mathematics Teacher designations.

All of the above societies support their fields in many ways, such as producing journals, organising conferences, engaging with government and promoting public engagement.

Chartered Institute of management accountants

CIMA (the Chartered Institute of Management Accountants) offers graduates of the degree programmes

- BSc Mathematics with Finance and Accounting
- BSc Mathematics, Business Management and Finance

exemption from the following examinations for the CIMA Certificate in Business Accounting (CIMA Cert BA):

- BA1 Fundamentals of Business Economics

- BA2 Fundamentals of Management Accounting
- BA3 Fundamentals of Financial Accounting

This means that you only have to pass the examination for BA4 Fundamentals of Ethics, Corporate Governance and Business Law to obtain the CIMA Cert BA.

CONTINUE

Useful Websites

Key Queen Mary websites

- [My Queen Mary \(student web portal\)](#)
- [MySIS \(student information system\)](#)
- [QMplus \(online learning environment\)](#)
- [The QMUL web app](#)
- [How to find Queen Mary campuses](#)

Other Queen Mary websites

- [Queen Mary, University of London](#)
- [School of Mathematical Sciences](#)
- [Advice and Counselling Service](#)
- [Careers and Enterprise Service](#)
- [Disability and Dyslexia Service](#)
- [Learning Development](#)
- [Residential Services and Support](#)
- [Security](#)
- [Student Enquiry Centre](#)
- [Finance](#)
- [Library](#)
- [IT Services](#)
- [International Office](#)
- [Students' Union](#)
- [Student Health Service](#)

- [Nursery](#)

Other useful websites

- [Student Loans Company](#)
- [Samaritans](#)
- [Nightline](#)
- [Careers Guidance](#)
- [Transport for London](#)

CONTINUE

Glossary of Useful Terms for your Studies

This section explains some of the main terms that you are likely to encounter in this handbook and in your studies.

Academic credit refers to an indicator of the amount and level of learning. Academic credits are normally awarded in multiples of 15.

Academic level refers to the relative complexity, depth of study, and learner autonomy required in relation to a module in the context of its discipline. Each module is assigned a level from the following scale:

- Level 3: Foundation or pre-degree level;
- Level 4: Introductory;
- Level 5: Intermediate;
- Level 6: Final;
- Level 7: Masters.

Academic year refers to a period running from September to August. The developmental years of most programmes follow academic years, and policies and regulations are always written by academic year. See also Developmental year and Calendar year.

Advanced standing refers to prior certificated study from another institution that is deemed equivalent to Queen Mary modules from which exemption is sought.

Assessed coursework refers to coursework that students are required to complete and submit, and which contributes in whole or in part to module marks and awards.

Award refers to undergraduate, graduate, and postgraduate certificates, diplomas, bachelors degrees (with and without honours), undergraduate masters degrees and postgraduate masters degrees. The awards offered by Queen Mary are detailed in the Ordinances and the Academic Regulations.

Calendar year refers to a twelve month period from January to December which may cross two academic years. See also Academic year and Developmental year.

College Mark refers to the weighted average of a student's performance, calculated in accordance with the regulations for the award, on which the classification of the award is based.

Compulsory module refers to a module that must be taken in order to meet requirements for progression or award.

Core module refers to a module that must be taken and passed in order to meet requirements for progression or award.

Co-requisite module refers to a module that must be taken at the same time as another, specified, module.

Developmental year refers to a year of a programme, normally one academic year of full time study, during which MSc students are normally required to be registered for 180 credits of modules. Developmental years for part time students normally last two academic years. See also Academic year and Calendar year.

Dissertation, project, research project refers to an extended piece of independent study assessed by an output report or extended essay. The dissertation or project comprises a significant part of most MSc programmes.

Element of assessment refers to an individual item of assessment. The assessment for a module may comprise several elements of assessment.

Enrolment refers to a process by which individuals with offers of places to study become students of Queen Mary. New students must pre-enrol before enrolment, and returning students must re-enrol each year.

Extenuating circumstances refers to circumstances that are outside a student's control which may have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of the student's achievement.

First sit refers to the repeat of all or part of a module's assessment following a certified absence at the first attempt due to extenuating circumstances acceptable to the examination board. A first sit replaces the first attempt and does not count towards the value of academic credit for which a student must normally be registered in an academic or developmental year. First sit module marks are not capped.

Invigilated examination refers to a timetabled summative examination that contributes in whole or in part to the module mark.

Level See Academic level.

Module assessment refers to assessment of the performance of a student on a module. This may include a variety of elements and forms, including coursework, dissertations, and practical assignments.

Module refers to an approved block of teaching and learning leading to the award of academic credit and forming part of a programme of study.

Module mark refers to the overall module result. This may be an aggregate of marks from several elements of assessment, which may be weighted.

Prerequisite module refers to a specified module that should be taken before a second specified module can be taken. The School of Mathematical Sciences distinguishes essential prerequisites that you must take and helpful prerequisites that we recommend you take.

Programme regulations refers to the regulations for an individual programme of study, approved by Senate, or its delegated authority.

Programme of study (programme) refers to a package of modules approved by Senate, or its delegated authority, and leading to an award by Queen Mary University of London.

Project See **Dissertation**.

QMACF refers to the Queen Mary Academic Credit Framework. The structure of academic credits and levels applies to all modules and programmes leading to awards of Queen Mary or the University of London (introduced in 2008).

Qualifying mark refers to a specified minimum mark that must be obtained in one or more elements of assessment in order to pass a module. This is in addition to, and distinct from, the requirement to achieve a pass in the module mark to pass the module. The School of Mathematical Sciences does not currently use qualifying marks.

Registration refers to a process by which students sign up for modules of a programme of study.

Required assessment refers to assessment that students are required to complete to a prescribed standard and to submit, but which does not contribute to the module mark.

Research project See Dissertation.

Research students refers to students registered for a programme of study specifically designated as a research programme.

Resit refers to the repeat of all or part of a module's assessments, following failure at a previous attempt. Resits do not involve the repeat of attendance for the module. They do not count towards the value of academic credit for which students must normally be registered in an academic or developmental year. Resit marks are normally capped at 50%.

Retake refers to the repeat of a module following failure at a previous attempt. Retakes involve attendance and completion of all elements of the module, and the submission of all assessments (summative and formative). They count towards the value of academic credit for which students must normally be registered in an academic or developmental year. Module marks for retakes are not pegged. Retakes incur pro rata tuition fees.

Special regulations refers to programme regulations that diverge from the general Academic Regulations for exceptionally good reason, and which are approved by Senate, or its delegated authority. The special regulations are detailed in sections 6 and 7 of the Academic Regulations.

Students refers to students of Queen Mary. Ordinance C1 describes "those persons who are students of Queen Mary and associate students of Queen Mary". The Academic Regulations apply to all students undertaking undergraduate or postgraduate study at Queen Mary, and to any persons whom Senate declares to be students of Queen Mary.

Taught component refers to the parts of a programme that are delivered as taught modules, as opposed to dissertations and projects. The term is generally used in relation to postgraduate programmes.

Total credit value refers to the total amount of academic credit required for an award.

University when capitalized refers to the University of London, unless otherwise specified.

Assessment Type Definitions

Invigilated examination (short code EXM):

A formal, timed and invigilated assessment that takes place under the regulations for invigilated examinations. To include but not limited to: seen and unseen examinations (including on-line examinations) that take place in Queen Mary's formal examination periods.

Coursework (short code CWK): An assessment that takes place during the module. To include but not limited to: essays, reports, presentations, poster presentations, seminar/tutorial work, in-class or in-semester tests, mid-session examinations, project proposals, exercises and homework sheets.

Practical (short code PRA): An assessment that requires the application or demonstration of knowledge and/or skills/competencies in a practical context. This may include but is not limited to: laboratory work, computer work, performances, fieldwork and oral assessments in languages.

Dissertation/project (short code DIS): An extended piece of independent study that is assessed by the output report or long essay. This may include but is not limited to: dissertations, research projects and project reports.

CONTINUE