Queen Mary University of London

School of Mathematical Sciences

MSc Student Handbook 2015-2016

Queen Mary University of London

www.qmul.ac.uk

Disclaimer

This handbook should be used together with the Academic Regulations and my.qmul. This handbook provides information specific to the School of Mathematical Sciences, while my.qmul 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.

my.qmul is the key website for general, QM-wide information and can be found at http://my.qmul.ac.uk/studentguide/

The Academic Regulations are available online at: http://www.arcs.qmul.ac.uk/docs/policyzone/157480.pdf

The MSc Student Handbook is available online at:
www.maths.qmul.ac.uk

Alternative Formats

This handbook is available in large print format. If you would like a large print copy or if you have other requirements for the handbook please visit the Maths Office (room 101 on the first floor of the Mathematical Sciences Building) or telephone 020 7882 5468.

The information in this handbook is correct as of September 2015. In the unlikely event of substantial amendments to the material, the School of Mathematical Sciences will inform you of the changes.

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

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Welcome to the School of Mathematical Sciences

Dear Student,

Welcome to Queen Mary and the School of Mathematical Sciences. We are pleased you have chosen to become a part of our growing postgraduate community. We have an exciting portfolio of modules running this academic year, designed to both challenge and inspire you.

The origins of the School of Mathematical Sciences at Queen Mary can be traced back to 1948. Over the years it has acquired an international reputation in areas such as algebra, combinatorics, design of experiments, probability and statistical physics. As a new member of the Russell Group we are proud to be one of Britain's top research institutions, with 87% of our research activity judged to be either world-leading or internationally excellent in the 2014 Research Excellence Framework.

We look forward to your contribution to our vibrant research culture, with over 40 academic members of staff and regular visiting high profile scholars you will have the opportunity to interact with world-leading mathematicians. Our academic staff are actively engaged in research, we host a variety of research seminars in collaboration with other Schools within Queen Mary as well as other Colleges within the University of London which you are invited to attend.

This handbook is to provide you with the background information you will need to organise your studies during the coming academic year. We publicise our events alongside useful information regarding your modules, studies and the School on our website at: www.maths.qmul.ac.uk which you should familiarise yourself with.

With best wishes for the academic year 2015-16,
Professor Boris Khoruzhenko
Head of School (September 2015)

Key Dates

The academic year for an MSc student consists of a one-week induction and enrolment period, followed by two 12-week teaching semesters, a 6-week examination period, and 14 weeks in which to complete a project dissertation. During the induction and enrolment period, you should agree the elective modules in your programme for the year with your Programme Director. Key dates for the academic year 2015–16 are as follows:

Semester 1

Induction and Enrolment
Mon 21 September – Fri 25 September 2015

Teaching
Mon 28 September – Fri 18 December 2015

Winter Vacation
Mon 21 December 2015 – Fri 8 January 2016

Semester 2

Teaching
Mon 11 January – Thu 1 April 2016

Spring Vacation
Mon 4 April – Fri 22 April 2016

Revision Week
Mon 25 April – Fri 29 April 2016

Main Examination Period
Mon 3 May – Fri 10 June 2016

Results
We will endeavour to release your provisional examination results following the School Examination Board by the second week of July 2016.

Project Dissertation Deadline
Wed 7 September 2016

Key Queen Mary dates are available online at http://www.qmul.ac.uk/about/calendar/

MSc Financial Computing

Much of the information on the MSc Financial Computing programme given here, and more, can be found on the School of Mathematical Sciences QMPlus pages: http://qmplus.qmul.ac.uk/course/view.php .

Your Programme Director

Dr Sebastian del Bano Rollin, is the Director and main point of contact for students studying Financial Computing. The Programme Director oversees the academic aspects and development of the MSc, and liaises with other departments and Colleges on behalf of Financial Computing students.

Financial Computing Programme Structure and Modules

You are required to complete eight taught modules in total and to submit a research project. One taught MSc module typically comprises 24 hours of lectures and 12 hours of tutorials given in a 12 week semester.

Full time students are expected to balance their studies between semesters, registering for four modules per semester.

Part time students are expected to balance their studies between years, registering for four modules per year (two per semester).

You will take four compulsory and four elective taught modules delivered by the Schools of Mathematical Sciences (SMS) and Electronic Engineering and Computer Sciences (EECS).

You will have the opportunity to discuss your elective module choices with your Programme Director during induction week.

The precise selection of elective modules offered by SMS and EECS varies somewhat from year to year. In 2015-16 we will offer the following MSc modules:

Semester 1

Compulsory

- MTH771P: Foundations of Mathematical Modelling in Finance
- ECS711P: Advanced Program Design
- MTH739N: Topics in Scientific Computing

Elective

- ECS765P: Big Data Processing
- ECS713P: Functional Programming
- ECS708P: Machine Learning

Semester 2

Compulsory

- MTH777P: Financial Programming

Elective

- MTH773P: Advanced Computing in Finance
- MTH774P :Portfolio Theory and Risk Management
- MTH772P: Stochastic Calculus and Black Scholes Theory
- ECS769P: Advanced Object-Oriented Programming
- ECS772P: High Performance Computing

For detailed information on our MSc modules see: http://www.maths.qmul.ac.uk/programme-outline-dissertation-and-modules/programme-outline-dissertation-and-modules.

Once you have registered for your elective modules you'll be able to view a full personalised online timetable at: https://timetables.qmul.ac.uk.

Investing In Your Future: Skills and Know-How

In addition to your assessed modules, we offer a number of extra curricula activities and events covering a wide range of topics that will enhance your employability and professional development.

Many of the areas covered will be useful to you when undertaking your MSc dissertation. Our extra curricula programme covers both `hard' skills, such as programming in Excel/VBA (widely used in finance), and `soft' skills, including career planning, CV writing, interview techniques, etc.

Further details of the activities and events planned will be made available to you throughout the academic year either via QMPlus or email. Please note that, although these sessions are not formally assessed as part of the MSc programme, we do consider that your attendance – as with assessed lectures and tutorials – is obligatory.

Financial Computing Project

Projects in Financial Computing will be offered by both SMS and EECS. By early 2016, we will publish a list and brief description of each of the projects that will be offered. You will have an opportunity to discuss the projects with your Programme Director in more detail to help you to make a decision on your chosen topic.

A typical Financial Computing project consists of about 30 word- processed pages (10,000 words), securely bound, covering a specific research-level topic in financial computing, usually requiring the student to understand, explain and elaborate on results from one or more journal articles. An MSc project may also involve computation.

You will be issued with a copy of the MSc Project Guidelines, which on receipt you should read carefully.

The deadline for submission of the project dissertation is **Wednesday 7th September 2016** and this deadline is strict. The Postgraduate Taught Programmes Officer will send you details of project submission in summer 2016 and these will also be available on the project modules QMPlus page.

MSc Financial Computing *continued*

Requirements to obtain the MSc Financial Computing

To obtain the MSc Financial Computing you must achieve passing marks (50 per cent or above) in a minimum of six taught modules in total (with a minimum mark of 40 per cent in any failed module). You must pass the project dissertation, and obtain an overall passing average (at least 50 per cent) over all eight taught modules taken and the project dissertation, (please note that the project dissertation carries the same weighting as four taught modules).

To obtain the MSc Financial Computing with Merit, you must pass the MSc and obtain an overall average of 60 per cent or higher, as well as a mark 60 per cent or above in your project dissertation.

To obtain the MSc Financial Computing with Distinction, you must pass the MSc with an overall average of 70 per cent or higher, as well as a mark 65 per cent or above in your project dissertation.

For further information regarding the requirements to obtain the MSc award and classification please refer to the 2015-16 Academic Regulations, which can be viewed online at: www.arcs.qmul.ac.uk/policy/index.html.

The MSc Mathematics

Much of the information on the MSc Mathematics programme given here, and more, can be found on the School of Mathematical Sciences QMplus pages: http://qmplus.qmul.ac.uk/course/view.php .

Your Programme Director

Prof. Leonard Soicher, is the Director and main point of contact for students in the MSc in Mathematics. The Programme Director oversees the academic aspects and development of the MSc, and liaises with other departments and Colleges on behalf of MSc Mathematics students.

Mathematics Programme Structure and Modules

You are required to complete eight taught modules in total and to submit a research project. One taught MSc module typically comprises 24 hours of lectures and 12 hours of tutorials given in a 12 week semester.
Full time students are expected to balance their studies between semesters, registering for four modules per semester. Part time students are expected to balance their studies between years, registering for four modules per year (two per semester).

You will take one compulsory and seven elective taught modules delivered by the Schools of Mathematical Sciences.

You may also take up to two approved Astronomy MSc modules offered by the School of Physics and Astronomy. For information on modules in the MSc Astrophysics see: www.astro. qmul.ac.uk/postgraduate-taught- astrophysics-modules.

In addition to the level 7 modules in mathematics and statistics offered, you may also choose up to two approved Level 6 undergraduate modules as part of your programme. For information on Level 6 undergraduate modules in mathematics and statistics see: http://qmplus.qmul.ac.uk/mod/data/view.php?id=309990

For detailed information on our MSc modules in mathematics and statistics see: www.maths.qmul.ac.uk/postgraduate/msc-maths-stats/modules.

The precise selection of mathematics and statistics modules offered varies somewhat from year to year. We expect to offer the following MSc modules in mathematics and statistics in 2015-16:

Compulsory

- MTHM700: Research Methods in Mathematical Sciences

Elective

- MTH742P: Advanced Combinatorics
- MTHM002: Applied Statistics
- MTHM042: Bayesian Statistics
- MTH743P: Complex Systems
- MTHM731: Computational Statistics
- MTH744P: Dynamical Systems
- MTH745P: Further Topics in Algebra
- MTHM750: Graphs and Networks
- MTHM024: Group Theory
- MTHM007: Measure Theory and Probability
- MTHM751: Processes on Networks
- MTHM012: Topics in Probability and Stochastic Processes
- MTH739P: Topics in Scientific Computing

You will have an opportunity to discuss your choice of elective modules with the Programme Director during induction week.

Once you have registered for your elective modules you'll be able to view a full personalised online timetable at: https://timetables.qmul.ac.uk

Mathematics Project

The first step to a successful project is finding an academic staff member to supervise you, to view the research

areas of our staff please visit: www.maths.qmul.ac.uk/research. Once you have found a potential supervisor you must complete and submit an MSc Mathematics Project Approval Form. You will be sent instructions on the submission of approval forms during the first semester.

Once you have submitted the project approval form your chosen supervisor and project must be approved by the MSc Mathematics Programme Director.

A typical MSc project dissertation consists of about 30 typeset pages, securely bound, covering a specific research-level topic in mathematics or statistics, usually requiring the student to understand, explain and elaborate on results from one or more journal articles. An MSc project may also involve computation.

An MSc project should help prepare a good student for PhD research and even allow an excellent student the possibility of doing some research.

Each project dissertation must be written in good English and precise mathematics, and include a brief abstract, an introduction, and a thorough bibliography.
Various guidance regarding the MSc project can be located at www.maths. qmul.ac.uk/pg/mms/msc-project. You should carefully read the official guidelines on writing the project dissertation. You should also consult Franco Vivaldi's web-book Mathematical Writing, in particular the chapter on referencing other people's work.

You may wish to use the LaTeX system to prepare your project dissertation. Several introductions to LaTeX are available on the web, including Getting Started with LaTeX, by D.R. Wilkins, and LaTeX for Complete Novices, by N.L.C. Talbot. Please refer to www.maths.qmul.ac.uk/pg/mms/ msc/project for full details.

The deadline for submission of the project dissertation is **Wednesday 7th September 2016** and this deadline is strict.
The Postgraduate Taught Programmes Officer will send you details of project submission in summer 2016 and these will also be available on the project modules QMPlus page.

The MSc Mathematics *continued*

Requirements to obtain the MSc Mathematics

To obtain the MSc Mathematics you must achieve passing marks (50 per cent or above) in a minimum of six taught modules, pass the project dissertation, and obtain an overall passing average (at least 50 per cent) over all eight taught modules taken and the project dissertation (please note that the project dissertation carries the same weighting as four taught modules).

To obtain the MSc Mathematics with Merit, you must pass the MSc and obtain an overall average of 60 per cent or higher, as well as a mark 60 per cent or above in your project dissertation.

To obtain the MSc Mathematics with Distinction, you must pass the MSc with an overall average of 70 per cent or higher, as well as a mark 65 per cent or above in your project dissertation.

For further information regarding the requirements to obtain the MSc award and classification please refer to the 2015-16 Academic Regulations, which can be viewed online at: www.arcs.qmul.ac.uk/policy/index.html. Please be aware you should familiarise yourself with the main MSc regulations as well as the MSc Mathematics special regulations (pg. 106).

The MSc Mathematical Finance

Much of the information on the MSc Mathematical Finance programme given here, and more, can be found on the School of Mathematical Sciences QMPlus pages: http://qmplus.qmul.ac.uk/course/view.php

Your Programme Director

Dr Sebastian del Bano Rollin, is the Director and main point of contact for students studying Mathematical Finance. The Programme Director oversees the academic aspects and development of the MSc, and liaises with other departments and Colleges on behalf of Mathematical Finance students.

MSc Mathematical Finance Programme Structure and Modules

You are required to complete eight taught modules in total and to submit a research project. One taught MSc module typically comprises 24 hours of lectures and 12 hours of tutorials given in a 12 week semester.

Full time students are expected to balance their studies between semesters, registering for four modules per semester.

Part time students are expected to balance their studies between years, registering for four modules per year (two per semester).

You will take five compulsory and three elective taught modules delivered by the Schools of Mathematical Sciences (SMS) and Economics and Finance (SEF).

You will have the opportunity to discuss your elective module choices with your Programme Director during induction week.

Full time students studying in the 2015-16 academic year will/ can choose to complete the following modules:

Semester 1

Compulsory

- MTH770P Computational Methods in Finance
- MTH771P Foundations of Mathematical Modelling in Finance

One of either

- ECOM065 Investments
- ECOM065 Investment Management

Elective

- ECOM003 Econometrics A
- ECOM014 Time Series Analysis

Semester 2

Compulsory

- ECOM026 Financial Derivatives
- MTH772P Stochastic Calculus and Black Scholes Theory

Elective

One of either

- MTH773P Advanced Computing in Finance
- MTH774P Portfolio Theory and Risk Management

Choose one from

- ECOM076 Alternative Investments
- ECOM025 Financial Econometrics
- ECOM077 Valuation and Private Equity

Part time students beginning their studies in the 2015-16 academic year will complete the following four compulsory modules:

Semester 1

- MTH771P Foundations of Mathematical Modelling in Finance

One of either

- ECOM065 Investments
- ECOM065 Investment Management

Semester 2

- ECOM026 Financial Derivatives
- MTH772P Stochastic Calculus and Black Scholes Theory

To view full descriptions of the modules please visit: www.maths.qmul.ac.uk/ postgraduate/ msc-mathematical- finance/modules.

Once you have registered for your elective modules you'll be able to view a full personalised online timetable at: https://timetables.qmul.ac.uk/

Investing In Your Future: Skills and Know-How

In addition to your assessed modules, we offer a number of extra curricula activities and events covering a wide range of topics that will enhance your employability and professional development.

Many of the areas covered will be useful to you when undertaking your MSc dissertation. Our extra curricula programme covers both `hard' skills, such as programming in Excel/ VBA (widely used in finance), and `soft' skills, including career planning, CV writing, interview techniques, etc.

Further details of the activities and events planned will be made available to you throughout the academic year either via QMPlus or email.

Please note that, although these sessions are not formally assessed as part of the MSc programme, we do consider that your attendance – as with assessed lectures and tutorials – is obligatory.

The MSc Mathematical Finance *continued*

SEF Additional Ungraded Short Modules and Courses

In addition to the modules you take as part of your MSc programme, SEF also provides the following courses to help you build upon your professional skills. Please check the SEF Postgraduate Shared Area on QMplus for further details about each course, dates and times. Certificates of attendance are also provided for some courses that are successfully completed. Please note that these courses are not intended to provide academic credit towards your MSc.

Foundation course in Technical Analysis delivered by The Society of Technical Analysts (STA)

Practical application of technical analysis in the financial markets Technical analysis evaluates past price performance to anticipate future price movements and is widely used by all major banks, brokers, fund managers and hedge funds. This course of lectures is aimed at giving students an understanding of how technical analysis is used to pick up trends and predict turning points in the financial markets. It will explain how different types of analysis can be applied to different markets. The lecturers, Deborah Owen, Chairperson of the Society of Technical Analysts, Luise Kliem, Clive Lambert and Axel Rudolph, Vice chair of the STA, all work in the markets.

Financial Trading Programme

To bring the real trading markets directly into the classroom the objective of the Financial Trading Programme is to provide theoretical knowledge and practical understanding of financial markets, trading strategies, risk & money management and trader analytics at the highest level.

This is where the student's theoretical knowledge meets the real world. The program offers a mix of classroom based instruction, case study and practical trading exercises where students will trade on real-time simulated global markets through the use of industry strength proprietary trading software in the trading lab.

Each semester there are five taught Modules which include practical lab sessions. The objective is to build student knowledge from a beginner level to an advanced level over the three-semester period so that they become very familiar with trading on a par with the professionals. The syllabus has been designed to lead the student through a structured programme that enhances knowledge at each stage based on the previous learnt experiences.

Brief introduction to Bloomberg Terminals

The seminar led by Donald Wu, the School's MSc IT Specialist, is for students who have no previous Bloomberg experience. It covers account registration, getting help and training from Bloomberg, understanding Bloomberg keyboard layout, and finding the information.

Applied Portfolio Management

The aim of this course is to discuss modern investment theory, its central concepts, and practical applications. The purpose is to show the application of finance theory in making portfolio management decisions, with some emphasis on individual portfolio decision-making. Property investments and leverage in an individual portfolio will be examined. Alternative asset management strategies will be studied in detail including statistical arbitrage, pairs trading and merger arbitrage. Hedging tools and a detailed overview of the delta hedging of options will be covered. Finally, a description and overview of structured products, how they are created, valued, their typical end markets and how investors win/lose in these investments.

For further information regarding SEF run seminars please see www.econ.qmul.ac.uk/postgraduate/msc-programmes/additional-modules.

Mathematical Finance Project

Projects in Mathematical Finance will be offered by both SMS and SEF. By early 2016, we will publish a list and brief description of each of the projects that will be offered. You will have an opportunity to discuss the projects with your Programme Director in more detail to help you to make a decision on your chosen topic.

A typical Mathematical Finance project consists of about 30 word-processed pages (10,000 words), securely bound, covering a specific research-level topic in financial mathematics or economics, usually requiring the student to understand, explain and elaborate on results from one or more journal articles. An MSc project may also involve computation.

Each project must be written in good English and precise mathematics, and include a brief abstract, an introduction, and a thorough bibliography.

You will be issued with a copy of the MSc Project Guidelines, which on receipt you should read carefully.

The deadline for submission of the project dissertation is **Wednesday 7th September 2016** and this deadline is strict.

The Postgraduate Taught Programmes Officer will send you details of project submission in summer 2016 and these will also be available on the project module QMPlus page.

The MSc Mathematical Finance Programme *continued*

Requirements to obtain the MSc Mathematical Finance

To obtain the MSc Mathematical Finance you must achieve passing marks (50 per cent or above) in a minimum of six taught modules in total (with a minimum mark of 40 per cent in any failed module). You must pass the project dissertation, and obtain an overall passing average (at least 50 per cent) over all eight taught modules taken and the project dissertation, (please note that the project dissertation carries the same weighting as four taught modules).

To obtain the MSc Mathematical Finance with Merit, you must pass the MSc and obtain an overall average of 60 per cent or higher, as well as a mark of 60 per cent or above in your project dissertation.

To obtain the MSc Mathematical Finance with Distinction, you must pass the MSc with an overall average of 70 per cent or higher, as well as a mark of 65 per cent or above in your project dissertation.

For further information regarding the requirements to obtain the MSc award and classification please refer to the 2015- 16 Academic Regulations, a copy of the Academic Regulations can be viewed online at: www.arcs.qmul. ac.uk/policy/index.html.

MSc Network Science

Much of the information on the MSc Network Science programme given here, and more, can be found on the School of Mathematical Sciences QMPlus pages: http://qmplus.qmul.ac.uk/course/view.php

Your Programme Director

Dr Ginestra Bianconi is the Director and main point of contact for students studying Network Science. The Programme Director oversees the academic aspects and development of the MSc, and liaises with other departments and Colleges on behalf of Network Science students.

Network Science Programme Structure and Modules

You are required to complete eight taught modules in total and to submit a research project. One taught MSc module typically comprises 24 hours of lectures and 12 hours of tutorials given in a 12 week semester.

Full time students are expected to balance their studies between semesters, registering for four modules per semester.

Part time students are expected to balance their studies between years, registering for four modules per year (two per semester).

You will take four compulsory and four elective taught modules delivered by the Schools of Mathematical Sciences (SMS) and Electronic Engineering and Computer Science (EECS).

You will have the opportunity to discuss your elective module choices with your Programme Director during induction week.

Full time students studying in the 2015-16 academic year will/ can choose to complete the following modules:

Semester 1

Compulsory

- MTH750P: Graphs and Networks
- MTH739N: Topics in Scientific Computing
- MTH700P: Research Methods in Mathematical Sciences

Elective

- ECS766P: Data Mining
- ECS708P: Machine Learning

Semester 2

Compulsory

- MTH751P: Processes on Networks

Elective

- MTH743N: Complex Systems
- MTH731P: Computational Statistics
- ECS740P: Database Systems
- ECS757P: Digital Media and Social Networks
- MTH777P: Financial Programming

For detailed information on our modules in Network Science see: http://www.maths.qmul.ac.uk/prospective-students/msc-mathematics-networks/programme

Once you have registered for your elective modules you'll be able to view a full personalised online timetable at: https://timetables.qmul.ac.uk/

Network Science Project

Projects in Network Science will be offered by both SMS and EECS. By early 2016, we will publish a list and brief description of each of the projects that will be offered. You will have an opportunity to discuss the projects with your Programme Director in more detail to help you to make a decision on your chosen topic.

A typical Network Science project consists of about 30 word- processed pages (10,000 words), securely bound, covering a specific research-level topic in Network Science, usually requiring the student to understand, explain and elaborate on results from one or more journal articles. An MSc project may also involve computation.

Each project must be written in good English and precise mathematics, and include a brief abstract, an introduction, and a thorough bibliography.

You will be issued with a copy of the MSc Project Guidelines, which on receipt you should read carefully.

The deadline for submission of the project dissertation is **Wednesday 7th September 2016** and this deadline is strict. The Postgraduate Taught Programmes Officer will send you details of project submission in summer 2016 and these will also be available on the project module QMPlus page.

MSc Network Science *continued*

Requirements to obtain the MSc Network Science

To obtain the MSc Network Science you must achieve passing marks (50 per cent or above) in a minimum of six taught modules in total (with a minimum mark of 40 per cent in any failed module). You must pass the project dissertation, and obtain an overall passing average (at least 50 per cent) over all eight taught modules taken and the project dissertation, (please note that the project dissertation carries the same weighting as four taught modules).

To obtain the MSc Network Science with Merit, you must pass the MSc and obtain an overall average of 60 per cent or higher, as well as a mark of 60 per cent or above in your project dissertation.

To obtain the MSc Network Science with Distinction, you must pass the MSc with an overall average of 70 per cent or higher, as well as a mark of 65 per cent or above in your project dissertation.

For further information regarding the requirements to obtain the MSc award and classification please refer to the 2015- 16 Academic Regulations, a copy of the Academic Regulations can be viewed online at: www.arcs.qmul. ac.uk/policy/index.html.

Additional Information for MSc Students

Module Registration & Changing Modules

To register for your modules you will log-in to MySIS (your personal area of SIS- where you pre-enrol and the portal to your student record) with your Queen Mary IT log-in, and make preliminary choices from a list using the descriptions to tell you what the modules are about. Any core or compulsory modules will be preselected and you cannot change these.

Once you are happy with your choices, you will send them to the school for approval by your academic advisor (e.g. they will make sure there aren't any timetable clashes and you have a balance of modules in each semester)

– you can send comments to them with the selection if you wish. All of your selections must be confirmed and approved by the specified deadline. The final outcome of your choices will be confirmed to you by email. Module registration has to be completed by the specified deadline (normally mid-October within the first two weeks of teaching). Please note, new students register for modules in September whereas as continuing students will register for modules in May (before they return to university in the September).

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

During the first two weeks of each semester, students on certain programmes of study are able to modify their choice of modules by undoing their choices in MySIS. You can find out how to change your modules on the Student Enquiry Centre website (www.arcs.qmul.ac.uk/students/study/module-registration/index.html).

QMPlus

For some of your modules your tutor may choose to give you information regarding teaching, assessment and learning materials via the Queen Mary virtual learning environment QMPlus (QM+). If your tutor is using QMPlus they will inform you of this. Please note that the log in details needed for your QMPlus account are the same as for your MySIS account, for further information please see: http://my.qmul.ac.uk/online_learning/index.html.

The Library

As a Queen Mary student you will have access to our campus library services, for information regarding the library, its opening hours and your membership please visit: www.library.qmul.ac.uk/.

The Library offer specialist subject support for Mathematical Sciences students, to see the resources available to you visit: www.library.qmul.ac.uk/subject/maths.

You are also entitled to join the University of London Library at Senate House, Malet St., WC1, and to borrow its books. Lending rights at ULL (Senate House, Malet Street) are available on production of a Queen Mary ID card.

Exercises and Assessment

Exercises

For many of our modules, we set exercises approximately once a week to illuminate the previous week's teaching. You must attempt these exercises in your own time, write out neat solutions and hand them in if required; the module organiser will tell you, usually in a lecture early in the semester. (We sometimes 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 usually provide "model solutions" on the web or 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, it may still be correct, although the model solution may be better (e.g. more elegant, more succinct or more sophisticated).

There are normally weekly tutorial classes in which you can get help.

Assessment

Your modules may be assessed in a variety of ways. The majority of the postgraduate taught modules are assessed by written examination. Others have more than one element of assessment which will count towards your final module mark, for these modules you may be required to sit a mid-term test or submit one or multiple coursework's during the semester in which the module is taught as well as sitting a final examination. The main examination period takes place each year between late April and early June. The module organiser will make the method/s, weighting/s and deadline/s of the module assessment/s for their module clear either via the modules QMPlus space or the module website.

Be aware that where an assignment is submitted late (and there are no extenuating circumstances) a mark of zero shall be applied immediately. Schools have different policies towards late submission and it is important you familiarise yourself with these where appropriate.

If you do not achieve a passing mark for any of the taught modules, you are entitled, on one occasion, to re-sit the examinations/ resubmit the coursework which you have failed. This will be during the late summer resit period, in August of the same calendar year. Students who have resits should note that their marks are capped at 50 per cent.

NOTE: Resit exams are compulsory for all students. Please go to the link below for the regulations (http://www.arcs.qmul.ac.uk/policy/index.html). You should note that examinations in any module will normally only be offered for one year after that unit has been discontinued or significantly amended.

Examinations

Examination Timetable

Your individual examination timetable will be uploaded onto MySIS towards the end of Semester 2. Please check it and report any errors to Registry immediately. For further information please see: www.arcs.qmul.ac.uk/students/exams/index.html.

To view past MSc examination papers from SMS please visit: http://qm-web.library.qmul.ac.uk/ exams/mathsma.htm .

Examination Offences

Queen Mary takes your assessment very seriously. This means that we must strictly obey the rules governing assessments, but 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, 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 also apply to in-class/ mid-term tests.

Results

A School examination board will meet in June/July at which the appointed external examiners will be asked to confirm the marks awarded for the taught component of the programme. All students will be allowed to submit their dissertation. The external examiners will confirm the dissertation marks awarded in October when the School examination board will reconvene. Students are informed of their confirmed marks and overall degree classification after the Science and Engineering Degree examination board has convened.

We do not give results over the phone or by email. Once your results have been released by the School you can access these online via your MySIS profile at http://mysis.qmul.ac.uk. Guides on checking your results on MySis are available on the Student Enquiry website

(www.arcs.qmul.ac.uk/students/mysis-record/provisional-results/index.html).

Please note that results provided by the School are provisional, this is because they must be formally approved by the Queen Mary Degree Examination Board (DEB) in order to become official. MySIS will indicate whether the results are provisional or confirmed. Queen Mary will release your official results via MySIS following the DEB. If you wish to appeal a result you must follow the Queen Mary appeals process, information regarding this can be found at: www.arcs.qmul.ac.uk/students/student-appeals/appeals/index.html.

Learning Development

Queen Mary offers a free and confidential Learning Development service available to any QM student. Based in the Mile End Library, this includes:

- Bookable one-to-one tutorials to discuss your approaches to study, a written assignment, a spoken presentation or a knotty area of grammar
- Bookable one-to-one tutorials with one of our Royal Literary Fund Fellows to talk about your writing
- Advice on Maths, Statistics and Science on a drop-in basis in the first floor study centre
- Brief consultations on writing and study skills, such as researching an assignment, referencing or using your time effectively on a drop-in basis in the ground floor Help Zone
- Retreats and protected reading andwriting spaces to help you focus, manage your time, develop better practices for reading and writing
- Access to QM study skills books collection located on the ground floor

To find out more details go to: www.learningdevelopment.qmul.ac.uk.

The School of Mathematical Sciences Student Engagement Policy

Introduction

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

1 Markers of Student Engagement

1.1 Attendance

You are expected to attend scheduled taught sessions including lectures, practical classes, group work, workshops, tutorials, computer lab sessions, problem-solving classes, exercise classes, project meetings, and other events which are 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 academic advisor know (preferably by email) at the earliest opportunity. Attendance is important; failing to attend usually leads to failure in assessment, and persistent absence may result in deregistration (see "Deregistration" as follows). Reading lecture notes is not a satisfactory substitute for attending lectures. Submission of exercises is one of the ways we assess your attendance. We will also collect evidence of attendance from time to time by registers, which it is your responsibility to sign.

1.2 Coursework Submission

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 method of submission.

1.3 Participation in 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, or exercises linked to module materials on QM Plus.

1.4 Marks from Summative Assessments

You are expected to participate in a range of activities assessing the outcomes of a learning process. Provisional and/or confirmed marks allocated from such summative assessments e.g. weekly tests, coursework, and Examinations, often contribute to the overall module grade and programme degree classification.

1.5 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 Personal Tutors/Academic Advisors, and group work.

2 Action Following Identification of Students Who May Require Support

2.1 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.

2.2 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 it. Please be aware that if you do not reply to our email within seven days, we will put a record of your poor attendance in your file. This information may be passed on to your funding provider or used in any reference from the School.

2.3 Once you are identified as in need of support in order to re-engage with your studies, you will be invited to a meeting with your Academic Advisor to discuss any issues that might be affecting your studies, and for the provision of encouragement/advice (with possible referral to QM support services if necessary). The first port of call is your Academic Advisor, who in turn may liaise with the Senior Tutor and the School's Student Support Officer. In exceptional circumstances, a senior member of the School team, such as the Head of School, may be involved in this process.

2.4 The School of Mathematical Sciences will always try to help you if you are experiencing problems, but we cannot do so if we are not kept informed of them. If there are factors making engagement with your programme difficult, it is essential that you discuss these with your Academic Advisor, or an appropriate person in the School, at an early stage. This will give us the opportunity to intervene and provide the necessary support.

Reporting Absence

If you wish to be absent for more than a day or two then you must have a good reason and you should seek the permission of your Programme Director in advance.

Seeking Advice

If something serious (such as illness) prevents you from attending an assessment (such as an exam or test) or submitting assessed work (which counts towards your overall module mark) you should report this to us using the appropriate form. See "Extenuating Circumstances" for details.

Deregistration

Should you not meet module requirements for attendance or for submission of coursework, you may be deregistered from the module. You will be given warnings before deregistration occurs, and you will have the right to represent your case to the School. Be aware that deregistration from your modules may lead to deregistration from your programme of study.

The 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

1. Be available for advisees during office hours and via email according to School policy.
2. Help the advisee to understand the academic and administrative processes of Queen Mary.
3. Help the advisee to understand the expected standards of achievement and likelihood of success in certain areas of study.
4. Help the advisee to decide on details of a study programme and give advice about modules.
5. Be involved in discussions with the student 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 Handbook and the Student Handbook.

Responsibilities of the Advisee

1. Be aware of his/her advisor's office hours. When using email, follow email etiquette.
2. Acquire information needed for selecting modules appropriate to the study programme.
3. Seek academic and career information needed to meet 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 the advisor.
6. Consult the advisor at least twice a semester.
7. Read the Student Handbook.

The Student Support Officer's Role

The Student Support Officer is there to help you with any difficulties that are not primarily academic, and to provide an additional layer of support between the Maths Office and the academic staff. The Student Support Officer is an expert on the technical and bureaucratic aspects of student life. In particular, the Student Support Officer will act as a back-up advisor when your personal advisor is not available, will help you report extenuating circumstances, and will direct you to the appropriate Queen Mary support services such as Advice and Counselling (see following information).

Advice and Counselling

The Advice and Counselling Service offers free and confidential professional services to students. International students with visa related queries may find this service particularly helpful. The service is located on the ground floor of the Geography Building at Mile End, and is open on weekdays throughout the year, including most vacations. Detailed information and advice is available at www.welfare.qmul.ac.uk.

Extenuating Circumstances

Extenuating circumstances are defined by Queen Mary as:

Circumstances that are outside your control which may have a negative impact on your ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of your 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 local transport delays.

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 have deemed yourself to be fit enough 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 the 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.

If extenuating circumstances have either disrupted your studies for a substantial period or have had a substantial direct effect on your examination performance (but did not necessarily cause you to miss any assessments) then you should discuss your situation with the Student Support Officer or your Programme Director before completing a form.

Submitting an Extenuating Circumstances Claim

Extenuating circumstance claim forms are available from the Maths Office. If you believe that you have a case for consideration, you should complete the form and supply supporting documentation and submit the paperwork to the Maths Office by the specified deadline. Examples of supporting documentation might include: medical certification (a prescription is not acceptable), death certificate, police report and crime number, or other written evidence from a person in authority. Please note that a medical certificate or letter from the Health Centre or your GP must clearly state that you were unfit to sit examinations during a specified period.

Please be aware that although accompanying documentation can be submitted after the form, claims submitted without any evidence cannot be considered. Therefore it is in your best interest to provide evidence and supporting documentation that is as comprehensive as possible.

When you submit an extenuating circumstance form you will be given a receipt, you must keep the receipt safe for the duration of your studies. All claims must be received no later than three working days before the relevant examination board meeting (either in June or October) otherwise they cannot be considered.

All extenuating circumstances claims are kept confidential until they are considered by a sub-committee of the examination board. All proceedings of

Retaking, Interrupting and Withdrawing

the sub-committee 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 advisor. Please ensure that if you do have what you believe is a valid case, you complete the submission process in accordance with the School 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 at www.welfare.qmul.ac.uk/publications/ studentadvice/index.html.

If you have a successful claim for extenuating circumstances the outcome will depend upon your individual academic situation.
The outcome of your claim will be communicated to you in writing following the School Examination Board.

One possible outcome of a successful extenuating circumstances claim is the opportunity to attend one or more missed examinations in the following academic year. An examination sat later than normal because of extenuating circumstances is referred to as a "first sit". If you are a finalist and you pass enough credits to graduate then we will take account of any examinations missed because of extenuating circumstance when classifying your degree.

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. In order for your request to be considered you must be able to 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 see www.welfare.qmul.ac.uk/documents/leaflets/extcircs/5069.pdf

You should provide the Student Support Officer 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 submitted previously. For recent occurrences that have not been covered by previously submitted extenuating circumstances forms, you should also submit a new extenuating circumstances form. Your academic advisor or the Student Support Officer will be able to advise you on whether your request to retake the year might be successful.

If you wish to request an academic year retake, after seeking the appropriate advice, you will need to complete a College Retake of Academic Year form. The form is available from the Student Enquiry Centre, room CB05 in the Queens' Building. Please hand in your completed form to the Maths Office (room 101, Maths Building).

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 www.arcs.qmul.ac.uk/registry/instructions_for_interruption_and_withdrawal_forms.pdf.
Please note that if you wish to interrupt, i.e. take a temporary break from your studies, then you must do so by the end of the second semester. Interruption of studies is normally for one complete year but, in exceptional circumstances, the period may be up to two years. Interrupting your studies means that you will lose the automatic right to enter examinations for modules that have been taken before your interruption. Please be aware we will not allow you to enter for any examination in which you would be the only candidate.

If you decide to proceed, you must complete an "Interruption of study" or "Withdrawal from College" form, which is available from the Student Enquiry Centre, room CB05 in the Queens' Building, and at www.arcs.qmul.ac.uk/registry/maintenance_of_student_records.html. Interruptions and withdrawals must be approved by your Programme Director. Please arrange a meeting with your Programme Director in order to discuss your circumstances, if you are granted approval to interrupt or withdraw your form will be signed accordingly.

Plagiarism and Referencing

Plagiarism

QM defines plagiarism as: "Presenting someone else's work as your own, whether you meant to or not. 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 without properly referencing yourself (known as 'self-plagiarism') also constitute plagiarism." Regulations on Assessment Offences www.arcs.qmul.ac.uk/students/student-appeals/assessment-offences/index.html.

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

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

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

Turnitin Statement

Turnitin is a web based plagiarism prevention system used by most universities in the UK.

How Turnitin works

1.1 A Turnitin assignment is set up by a member of staff on QMplus. You will receive instructions on how to upload your work to the assignment. Turnitin will analyse the work you submit to identify text matches with other sources and will compare your work against:

- The current and archived web
- previously submitted work
- books and journals

1.2 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

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

- short assignments (under 500 words)
- contributions to online discussions
- exercises submitted on paper
- exams
- computer programs

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

2.3 How we use the information provided by Turnitin

2.3.1 Only academic staff will make a judgement on whether plagiarism has occurred in a piece of work. An academic may interpret the originality report to help but Turnitin itself does not make this judgement.

2.3.2 We do not use a threshold percentage to identify whether plagiarism has occurred and may review any originality report in detail.

2.3.3 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.

2.3.4 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.

Referencing

Look at some published mathematical research papers for examples of how to reference previous work. Many suitable research papers are available via the Queen Mary Library and the research section of the School of Mathematical Sciences web site at www.maths.qmul. ac.uk/research.

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.

my.qmul

my.qmul should be used together with this handbook for general information on your time at Queen Mary. my.qmul contains a wide range of information, including:

- Academic and student support services
- The academic year
- Campus facilities
- Details of some key Academic Regulations
- How to? advice
- QM contact information
- Calendar
- Graduation
- Student administration, and enrolment advice
- QM policies
- Campus and QM information

Access my.qmul at: www.my.qmul.ac.uk

Location and MSc Facilities

The School of Mathematical Sciences

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

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

The School of Mathematical Sciences website can be found at: www.maths.qmul.ac.uk

For general enquiries relating to your academic studies in SMS please use the following contact details.

Email: maths@qmul.ac.uk
Tel: +44 (0)20 7882 5468

The Maths Office

Your main point of contact for administrative matters is the Maths Office, room 101, located on the east side of the first floor of the Mathematical Sciences Building.

The Maths Office opening hours during term time are 9:00am–5:00pm (last admission 4:45pm) every weekday. The office is usually closed 9:30am–10:30am on Wednesdays due to staff meetings. More limited opening hours may apply during vacations so it is best to call ahead if you need to meet with a member of staff.

Campus maps are available online at: www.qmul.ac.uk/about/howtofindus/ (select the relevant campus to see maps). Please note that all Queen Mary sites are non-smoking areas.

MSc Student Facilities

SMS provides a shared office, room 302 on the third floor of the Mathematical Sciences Building for MSc and MSci students with computer facilities for project work, writing dissertations, online research and online access to the library catalogue, e-journals and e-books. There are also laser printers. Please note that this is a 'quiet' room for individual study, and is not a social space, and students are asked to respect this at all times.

Students studying our Mathematical Finance and Computational Finance programmes may wish to make use of room 301a, which is a small reference library and resources room for their exclusive use. The library contains a selection of books, papers, brochures, careers information, etc. As with room 302, this is a 'quiet' room.

Students studying upon the Mathematical Finance are encouraged to make use of the facilities provided by the School of Economics and Finance (SEF). SEF have specialist software available to aid your studies, such as Datastream, which provides current financial as well as time series data, as well as standard econometrics software including Eviews, PCGive, Microfit and Matlab. SEF also provide full subscription access to a wide variety of financial databases such as: Datastream, CRSP and Bankscope and have access to 12 dedicated Bloomberg terminals. If you wish to use the software or terminals you can do so in either of two PC labs which are located in the Queens Building rooms W307 and W313, each lab has 22 machines and a laser printer. Members of the SEF IT Team are available to help you if you encounter any problems whilst accessing the software or terminals.

Students studying upon the Financial Computing and Network Science programmes are encouraged to make use of the facilities provided by the School of Electronic Engineering and Computer Science (EECS). EECS have three main areas for student computing:

- The Informatics Teaching Laboratory (ITL)
- MSc Lab (ground floor Engineering building G52)
- Computers in the Electronics Laboratory (second floor Engineering building) that are mainly for hardware associated laboratory work.

An Introduction to the School Laboratories can be found at https://intranet.eecs.qmul.ac.uk/courses.

Location and Contact Information

Contacting Staff

The following tables give you the names and contact details of the members of staff who are relevant to MSc students. It essential for you to contact academic staff (at least initially) by email as, due to the building works, it is not possible for you to visit in person without an appointment. You may visit academic staff or telephone them but only during their advertised office hours. SMS academic staff should allocate at least two hours per week when they will normally be available to see students.

You can find normal office hours and contact details for SMS academic staff on the web at www.maths.qmul.ac.uk/about-us/ people/ academic-staff

but before travelling any distance always arrange an appointment by email or phone. When telephoning, please use the direct-dial numbers listed on the following pages rather than going through the College exchange or the Maths Office. Note that Mathematical Sciences phones ring up to 5 times and then, if unanswered, switch automatically to the Maths Office.

Summer Support

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

Table 1: Key Staff	
Head of the School of Mathematical Sciences	Prof. Boris Khoruzhenko
Director of Research	Prof. Yan Fyodorov
School Manager	Mrs Jo Young
Director of Taught Programmes	Dr Thomas Prellberg
Director of Taught Postgraduate Programmes	Dr Sebastian del Bano Rollin
Financial Computing Programme Director	Dr Sebastian del Bano Rollin
Mathematics Programme Director	Prof. Leonard Soicher
Mathematical Finance Programme Director	Dr Sebastian del Bano Rollin
Network Science Programme Director	Dr Ginestra Bianconi
Postgraduate Examination Board Chair	Prof. Oliver Jenkinson
Education Manager	Mr Norman McBreen
Postgraduate Taught Programmes Officer	Miss Sarah Coleman
Student Support Officer	Mr William Ng
Student Administrative Assistant	Mrs Rahena Begum

Location and Contact Information

Table 2: Professional Services Staff Contact Details

Name	Room	Email (...@qmul.ac.uk)	Phone	Name	Room	Email (...@qmul.ac.uk)	Phone
Mrs Rahena Begum	101	rahena.begum	020 7882 5440	**Mr Norman McBreen**	102	n.mcbreen	020 7882 5219
Miss Sarah Coleman	101	s.coleman	020 7882 5468	**Mr William Ng**	102	william.ng	020 7882 5454
Ms Caroline Griffin	101	c.m.griffin	020 7882 5470	**Mrs Jo Young**	102	j.young	020 7882 5485

Table 3: Academic Staff Contact Details

Name	Email (...@qmul.ac.uk)	Phone	Name	Email (...@qmul.ac.uk)	Phone
Prof. David Arrowsmith	d.k.arrowsmith	020 7882 5464	**Prof. Boris Khoruzhenko**	b.khoruzhenko	020 7882 5495
Dr Oscar Bandtlow	o.bandtlow	020 7882 5438	**Dr Lucas Lacasa**	l.lacasa	020 7882 7045
Dr Adrian Baule	a.baule	020 7882 3160	**Prof. Vito Latora**	v.latora	020 7882 5199
Prof. Christian Beck	c.beck	020 7882 3286	**Dr Xin Li**	xin.li	020 7882 5447
Dr Shabnam Beheshti	s.beheshti	020 7882 8510	**Prof. Malwina Luczak**	m.luczak	020 7882 5460
Dr Ginestra Bianconi	g.bianconi	020 7882 5444	**Prof. Shahn Majid**	s.majid	020 7882 5450
Prof. Cho-Ho Chu	c.chu	020 7882 5218	**Dr Hugo Maruri-Aguilar**	h.maruri-aguilar	020 7882 5475
Dr Steve Coad	d.s.coad	020 7882 5484	**Dr Joaquin Miguez**	j.miguez	020 7882 2912
Dr Sebastian del Bano Rollin	s.delbanorollin	020 7882 5113	**Dr John Moriarty**	j.moriarty	020 7882 2953
Dr David Ellis	d.ellis	020 7882 3583	**Dr Reto Mueller**	r.mueller	020 7882 5517
Prof. M Farber	m.farber	020 7882 5451	**Prof. Thomas Müller**	t.w.muller	020 7882 5489
Dr Matthew Fayers	m.fayers	020 7882 5479	**Dr Behrang Noohi**	b.noohi	020 7882 5491
Dr Pau Figueras	p.figueras	020 7882 5424	**Dr Lawrence Pettit**	l.pettit	020 7882 3285
Dr Alex Fink	a.fink	020 7882 5520	**Dr Michael Phillips**	m.phillips	020 7882 5471
Prof. Y Fyodorov	y.fyodorov	020 7882 5452	**Prof. Thomas Prellberg**	t.prellberg	020 7882 5490
Prof. Alexander Gnedin	a.gnedin	020 7882 5498	**Dr Neofytus Rodosthenous**	n.rodosthenous	020 7882 5477
Prof. Ilya Goldsheid	i.goldsheid	020 7882 5473	**Dr Seth Sarfo**	s.sarfo	020 7882 3113
Dr Jamie Griffin	j.griffin	020 7882 3648	**Prof. Leonard Soicher**	l.h.soicher	020 7882 5463
Dr Rosemary Harris	rosemary.harris	020 7882 5478	**Dr Dudley Stark**	d.s.stark	020 7882 5487
Prof. Bill Jackson	b.jackson	020 7882 5476	**Dr Jens Starke**	j.starke	020 7882 3651
Prof. Oliver Jenkinson	o.m.jenkinson	020 7882 3188	**Dr Ivan Tomasic**	i.tomasic	020 7882 5483
Prof. Mark Jerrum	m.jerrum	020 7882 5472	**Dr Juan Valiente Kroon**	j.a.valiente-kroon	020 7882 5493
Dr Robert Johnson	r.johnson	020 7882 5480	**Prof. Franco Vivaldi**	f.vivaldi	020 7882 5488
Dr Wolfram Just	w.just	020 7882 7834	**Dr Mark Walters**	m.walters	020 7882 5446
			Prof. Robert Wilson	r.a.wilson	020 7882 5496
			Dr Francis Wright	f.j.wright	020 7882 5453

Location and Contact Information

The School of Economics and Finance

The School of Economics and Finance is situated on the 3rd floor of the Queens' Building.

The postal address for the School is:
School of Economics and Finance
Queen Mary University of London
Mile End Road
London
E1 4NS

The School of Economics and Finance website can be found at: www.econ.qmul.ac.uk/

For general enquiries relating to your academic studies in SEF please use the following contact details.

Email: econ-postgrad@qmul.ac.uk
Tel: +44 (0)20 7882 8848
Fax: +44 (0)20 8983 3580

The School Office is based in rooms CB309/CB311 in the Queens Building and is open Monday to Friday 9:30am to 4:30pm.

SEF Professional Services Staff Contact Details			
Name	Room	Email (…@qmul.ac.uk)	Phone
Mr Nick Owen	CB309	n.j.owen	020 7882 7298
Ms Sati Thandi	CB311	s.thandi	020 7882 8850
Mr Stanley Bubukutty	CB307	s.babukutty	020 7882 8848

The School of Electronic Engineering and Computer Science

The School of Electronic Engineering and Computer Science is located on the third and fourth floors of the Peter Landin Building, the east end of the ground, first and second floors of the Engineering building and the Informatics Teaching Laboratory that is between the Peter Landin and the Mathematics building.

The postal address for the School is:
School of Electronic Engineering and Computer Science
Peter Landin Building
10 Godward Square
Queen Mary University of London Mile End Road
London
E1 4FZ

The School of Electronic Engineering and Computer Science website can be found at: http://www.eecs.qmul.ac.uk .

Email: pgadmin@eecs.qmul.ac.uk
Telephone: +44 (0)20 7882 7332
Fax: +44 (0)20 8980 6533

Student Support Office

Your main point of contact for administrative matters, located on the middle floor of the Informatics Teaching Laboratory. The Student Support Office opening hours during term time are Monday to Friday 9:00am to 5:00pm. More limited hours may apply during vacations.

EECS Professional Services Staff Contact Details			
Name	Room	Email	Phone
Mr Cian O'Neill	ITL Office	pgadmin@eecs.qmul.ac.uk	020 7882 7333
Mr Ellis Jolly	ITL Office	sso@eecs.qmul.ac.uk	020 7882 7338

What are my responsibilities as a student?

Communication

Queen Mary will communicate with you in a variety of ways. Formal correspondence will be sent to you by letter, and it is important that you keep Queen Mary up to date with your personal details and address. However, it is most common for the School of Mathematical Sciences, Queen Mary and the Students Union to contact you by email. You are assigned a university email address upon enrolment and you are responsible for checking this on a daily basis. All major notifications and updates will be sent to your QM email account, you are expected to use this account when contacting our staff and our staff will use this address to contact you. You can access your email account by logging onto a QM computer, or if you are not on campus, at: http://my.qmul.ac.uk/.

When sending emails to academic teaching staff, teaching assistants or administrators please try to write in clear English and end the email with your full name and student ID number (as you have entered in MySiS) alongside the name of your MSc programme.

Updating Personal Details

It is essential that Queen Mary holds up to date personal details for all students. Please ensure if your details change that you update us, you are able to update your address and contact details online via your MySIS profile (http://mysis.qmul.ac.uk). If you have changed your name, the update of your name details must be done in person at Academic Registry in room CB05 of the Queens' Building with accompanying identification. Please also ensure you notify the Maths Office (via email) so that we can update our School records.

Timetable

You will have access to a personalised timetable which it is your responsibility to check for your lecture and tutorial timings and locations that can be accessed via MySIS. https://mysis.qmul.ac.uk/urd/sits.urd/run/siw_lgn.

Staying Safe

You should familiarise yourself with the 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.

If required to evacuate the Mathematical Sciences Building, use the exit accessible from the stairwell nearest to you. For those using the front stairwell this will be the main entrance; for those using the rear this will be the rear doors in the basement. Students/staff in the Maths lecture theatre should leave by all three exits (two leading to the front, one to the rear). You should then congregate outside the Drapers Bar until allowed to return.

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.

Your Queen Mary ID Card

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

The card shows your student number, which you will need for various purposes. You must take your Queen Mary photo-ID card into all examinations and tests and display it on your table for inspection. You will also need to copy the student number onto your paper.

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

It is vital that you keep your card safe and with you at all times on campus. If you lose your card, or if your card is stolen, you should contact the Student Enquiry Centre (www.arcs.qmul.ac.uk/students/sec/student-card/index.html), who will be able to help you. A fee is charged to replace lost ID Cards.

Conduct

The Queen Mary Charter contains a list of expectations for both staff and students to help create a community which is mutually supportive and works to further knowledge creation and dissemination, to view our Charter please visit: www.qmul.ac.uk/ourcommunity/.

As a Queen Mary student you are expected to conduct yourself appropriately whilst on our campuses, to view the Code of Student Discipline please visit: www.arcs.qmul.ac.uk/students/student- appeals/complaints/index.html.

Societies

Students' Union Societies

Queen Mary Students' Union lists a wide variety of societies; please visit www.qmsu.org/sportsandactivities/societies for complete listings. 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.

Maths Society

Join the society that Counts! The society's main role is to organise social events to get everyone in the School of Mathematical Sciences together. We organise regular events throughout the year, both social and academic, including: nights out in central, bowling, monthly movie nights, ice skating and a trip to Thorpe park. 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. Get involved and find out more: www.qmsu.org/groups/maths/.

Health

We have an NHS Student Health Service available on campus if you live on campus in our halls of residence, or off campus but within Tower Hamlets. Further details on how to access healthcare if you live inside or outside these areas are given on the Student Health Service.

Faith

With a variety of faiths among staff and students, our facilities at Queen Mary 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.

Music

Music is central to cultural provision at QMUL and prospective students can apply for Music Scholarships to cover music tuition fees.

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 www.providevolunteering.org

Careers

Throughout your studies, you will have access to a wide range of events and support offered by the QM Careers and Enterprise Centre.

Examples of events and activities happening throughout the year are given below. You will benefit from content and insights targeted to meet your needs as a postgraduate student, with regular input from experienced industry professionals.

- CV workshops
- Winning Interview workshops
- Linked In workshops
- Individual careers support is available year-round to help with career decisions, making great applications, mock interviews and any other career-related topics. To book an appointment contact Careers on 020 7882 8553.

Resources relating to the above and more can be found on the Queen Mary Careers and Enterprise Centre website at www.careers.qmul.ac.uk.

The main ways we will keep you informed of what's going on are:

- Facebook – www.facebook.com/qmcareers
- Follow Careers on Twitter: @qmcareers
- Find out about other events organised by QM Careers: www.careers.qmul.ac.uk/events/

Internships and work experience

The Queen Mary Careers and Enterprise Centre Team are here to support and encourage you with gaining internships and work experience. Look at this link for opportunities co-ordinated by Careers: www.careers.qmul.ac.uk/qrecruit.

International students

These two resources are among those that are useful for international postgraduate students.

- www.facebook.com/qmcareersinternationalstudents
- www.welfare.qmul.ac.uk/international/ for advice on extending your stay in the UK and Tier 1 (Post Study Work)

Graduate Attributes: 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, profile of the student body and research-intensive nature of the university and are detailed in the Queen Mary Statement of Graduate Attributes. The Queen Mary Statement of Graduate Attributes identifies 32 attributes grouped into 7 themes that will help you prepare yourself for your future employment.

You can read more about our graduate attributes statement here – www.qmul.ac.uk/gacep/statement/index.html

Here are the main ways that you can develop the knowledge, skills values and behaviours that employers of graduates value.

Engage fully in your degree programme learning

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

Engage in work experience and other forms of extra-curricular activity

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

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

- Make sure you attend the careers programme in your school and the College-wide activities.

Make employability information work for you! Look at the following resources early on and plan ahead.

Mind the GAP
Graduate Attributes and Employability Site for all Students
www.mindthegap.qmul.ac.uk

Exemptions and Professional Bodies

There are various professional examinations in accounting and actuarial science for which some of our programmes or modules may provide exemptions. Details can be found at http://qmplus.qmul.ac.uk/course/view.php?id=4360

We also have close relationships with the two major UK professional societies for mathematics, The London Mathematical Society and The Institute for Mathematics and its Applications. 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 for further information please visit: www.lms.ac.uk/. The Institute for Mathematics and its Applications was founded in 1964 and awards the Chartered Mathematician, Chartered Scientist and Chartered Mathematics Teacher designations, visit their website to find out more: www.ima.org.uk

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

Student Representation

Your views are important to the School of Mathematical Sciences and Queen Mary. There are a variety of ways in which you can tell us what you think and share your ideas for improvements. Student representatives, who are elected by students, also speak on behalf of the student body at School, Faculty and QM-wide level via various committees, groups and meetings. More information can be found at www.qmul.ac.uk/yousaidwedid/howtotellus/index.html

Postgraduate Student-Staff Liaison Committee

The postgraduate Student-Staff Liaison Committee (SSLC) acts as the main forum for discussion between staff and MSc students. It is co-chaired by the MSc programme directors and attended by the Head of School, the Director
of Taught Programmes, and student representatives, including an MSc Mathematics student representative. The School takes suggestions from the SSLC very seriously.

Feedback

Module Evaluation Questionnaires

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

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.

Postgraduate Taught Experience Survey

The Postgraduate Taught Experience Survey (PTES) is conducted every year. It gives you, as a postgraduate taught student, an opportunity to give your opinions on what you liked about your time at QM, as well as those aspects that you feel could have been improved. Please do consider completing the survey; your feedback really is invaluable and will help us make a difference for future generations of QM students.

Complaints Procedure

We hope you will not need to complain, but if you would like to raise any issues, either as an individual or as a group, please follow the guidelines on our website www.maths.qmul.ac.uk/undergraduate/student-support/complaints-procedure which provides the most up to date information. The web page provides information on who to contact in relation to particular complaints.

If you feel your complaint is a matter of general interest you may wish to take it to your elected MSc student representative who can raise the matter at the next Student-Staff Liaison Committee meeting. You are also advised to speak with the Student Support Officer who will able to 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 also understands and respects the fact that you may need to complain in confidence.

Useful websites

QMUL Websites

Advice and Counselling Service
www.welfare.qmul.ac.uk

Careers
www.careers.qmul.ac.uk

Disability and Dyslexia Service
www.dds.qmul.ac.uk

Finance
www.finance.qmul.ac.uk

International Office
www.qmul.ac.uk/international

IT Services
www.its.qmul.ac.uk

Library
www.library.qmul.ac.uk

Nursery
www.nursery.qmul.ac.uk

Queen Mary, University of London
www.qmul.ac.uk

Registry
www.arcs.qmul.ac.uk/registry

Residential Services and Support
www.residences.qmul.ac.uk

School of Mathematical Sciences
www.maths.qmul.ac.uk

Security
www.security.qmul.ac.uk

Student Administration
www.studentadmin.qmul.ac.uk

Student Health Service
www.scs.qmul.ac.uk/studenthealth

Students' Union
www.qmsu.org

Other Useful Websites

Careers Guidance
www.prospects.ac.uk

London Transport
www.tfl.gov.uk

Nightline
www.nightline.org.uk

NHS Direct
www.nhsdirect.nhs.uk

Samaritans
www.samaritans.org

Student Loans Company
www.slc.co.uk

Campus map

Mile End Campus

Educational/Research

ArtsOne	37
ArtsTwo	35
Arts Research Centre	39
The Bancroft Building	31
Bancroft Road Teaching Rooms	10
Computer Science Building	6
Engineering Building	15
Fogg Building	13
G.O. Jones Building	25
Geography	26
Informatics Teaching Laboratories	5
Joseph Priestley Building	41
Library	32
Law	36
Lock-keeper's Graduate Centre	42
Mathematical Sciences	4
Occupational Health and Safety Directorate	12
The People's Palace/Great Hall	16
Queens' Building	19
Temporary Building	61

New Graduate Centre construction site 18

Currently no through route between Geography Square and Bancroft Road.

Residential

Albert Stern Cottages	3
Albert Stern House	1
Beaumont Court	53
Chapman House	43
Chesney House	45
Creed Court	57
France House	55
Feilden House	46
Hatton House	40
Ifor Evans Place	2
Lindop House	21
Lodge House	50
Lynden House	59
Maurice Court	58
Maynard House	44
Pooley House	60
Selincourt House	51
Varey House	49

Facilities

Advice and Counselling Service	27
Housing Hub	48
Bookshop	22
Careers Centre	19
Clock Tower	20
CopyShop	56
The Curve	47
Drapers Bar and Kitchen	8
Canalside	63
Ground Café	33
The Hive	24
Infusion	9
IT Services	19
Mucci's	29
Occupational Health Service/ Student Health Service	28
Octagon	19a
Police Box	38
Portering and Postal Services	17
Qmotion Health and Fitness Centre Sports Hall	7
Santander Bank	62
Security/France House Reception	54
St Benet's Chaplaincy	23
Students' Union Hub	34
Student Enquiry Centre	19
Village Shop	52
Westfield Nursery	11

- Information

Visitors who require further information or assistance please go to the Main Reception in the Queens' Building.

- Smoking is prohibited on campus.
- These premises are alarmed and monitored by CCTV, please call Security on 020 7882 5000 for more information.
- Library/bookshop
- Fitness centre
- Bar
- Coffee place
- Eatery
- Staff car park
- Bicycle parking
- Bicycle lockers
- Cash machine

Glossary

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 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 shall be 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 a 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 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 calendar 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 masters 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 pegged.

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 of Queen Mary or the University of London.

Progression refers to the process of moving from one developmental year to the next, or from the taught element to the project element of a programme.

Project See dissertation

QMACF refers to the Queen Mary Academic Credit Framework. The structure of academic credits and levels applied 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. For example: "Students must obtain a minimum aggregated and weighted average of 30.0 in addition to a module mark of 40.0 in order 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.

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 7 and 8 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.

Threshold requirement refers to a requirement used in the progression requirements for MSci programmes. Students must achieve a year- or aggregate average (threshold) in order to progress to the next MSci developmental year. This is in addition to the credit requirements for general progression.

University 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-sessional 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. To include: 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. To include but not limited to: dissertations, research projects and project reports.