



# School of Mathematical Sciences

## Postgraduate Research Student Handbook

**2024-2025**

This handbook should be used together with the **Academic Regulations** and the **Code of Practice for Research Degree Programmes**. This handbook provides information specific to the School of Mathematical Sciences, while the Academic Regulations provide detailed information on progression, award and classification requirements common to all students at Queen Mary. Nothing in this handbook overrides the Academic Regulations, which always take precedence.

**Academic Regulations:**

<http://www.arcs.qmul.ac.uk/policy/>

**Code of Practice for Postgraduate Research Degree Programmes:**

<https://www.qmul.ac.uk/registry-services/research-degrees/research-student-information/forms-and-information/>

**Research Degrees Office:**

The RDO provides you with full information on doing a research degree with us:

<https://www.qmul.ac.uk/registry-services/research-degrees/>

*The information in this handbook is correct as of 12/09/2024. In the unlikely event of substantial amendments to the material, the School/Institute will inform you of the changes.*

*QM 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

Welcome to Queen Mary University of London and to the School of Mathematical Sciences. We're happy that you've chosen to join us.

This handbook is meant as your guide to the structure of your PhD studies and your time at Queen Mary. It will be updated at the start of each academic year. Up-to-date answers to many questions can also be found on the School's website [www.qmul.ac.uk/math/](http://www.qmul.ac.uk/math/).

All of us, in the School and beyond, take your physical and mental health and wellbeing seriously. If something, inside or outside the School, is interfering with your ability to focus on your research or your other PhD activities, please let one of us know. You can talk to your advisor, myself or one of the staff in Section 1.2, the people involved with the feedback mechanisms in section 10, or anyone else.

Our School is a vibrant research environment, and our postgraduate community of around 1000 PhD students is a central part of it. Since its founding in 1948 the School has acquired a high international reputation in many areas, among them algebra, combinatorics, design of experiments, probability, dynamical systems and statistical physics. As a member of the Russell Group we are proud to be one of Britain's top research institutions, placing joint 7th for research quality in the latest research quality assessment (REF 2021). We look forward to your contribution to our lively research culture.

The School is also a friendly place, the PhD office especially. I encourage you to become part of it: take part in our seminars and get to know the staff and your fellow students.

With best wishes for the year ahead,



**Dr Reem Yassawi**  
**Director of Postgraduate Research Studies**

## 1. School and General Information

The School of Mathematical Sciences is located in the Mathematical Sciences Building on the Mile End Campus.

Campus maps are available online here: [www.qmul.ac.uk/about/howtofindus/](http://www.qmul.ac.uk/about/howtofindus/)

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Queen Mary University of London  
Mile End Road  
London E1 4NS

Tel: +44 (0)20 7882 5440

Email: [maths@qmul.ac.uk](mailto:maths@qmul.ac.uk)

### 1.1 Office location and opening hours

The School Office is located on the first floor in room MB-102 floor. It is your main point of contact for administrative matters. The opening hours during term time are 9:00am–5:00pm (last admission 4:45pm) every weekday. More limited opening hours may apply during vacations so it is best to call ahead if you need to meet with a specific member of staff.

### 1.2 Key people

**Director of Graduate Studies:** [Dr Reem Yassawi](#)

The DGS has the overall responsibility for the School's PhD programmes.

**Deputy Director of Graduate Studies:** [Dr Alex Shestopaloff](#)

**Postgraduate Research Programmes Officer:** [maths-phd@qmul.ac.uk](mailto:maths-phd@qmul.ac.uk)

PGR Programme Officer can help you with any general administrative queries during the course of your studies.

**Research Manager:** [Isabella D'Adamo](#)

For days that PGR Programme Officer is unavailable, please contact the Research Manager who will be able to assist with general queries relating your studies.

**Head of School:** [Professor Boris Khoruzhenko](#)

**Education Services Manager:** [William Ng](#)

The Teaching and Student Support Manager role involves managing the teaching and learning strategy of the School and allocation of PGR teaching, demonstrating and marking work.

**Student Support Officer:** [Sajida Rahman](#)

The Student Support Officer provides pastoral care to all students of Mathematical Sciences as well as being the link between students, the School and the College.

## Heads of Centre

The Heads of Centre (HoCs) monitor student progression and the quality of PhD supervision in their Centres.

Each PhD student is associated with one of the School's 5 Research Centres:

- **Centre for Combinatorics, Algebra & Number Theory (CeCANT)** – Head of Centre: [Prof Alex Fink](#)
- **Centre for Complex Systems (CS)** – Head of Centre: [Prof Christian Beck](#)
- **Centre for Geometry, Analysis and Gravitation (GAnG)** – Head of Centre: [Prof Pau Figueras](#)
- **Centre for Probability, Statistics & Data Science (PSD)** – Head of Centre: [Dr Silvia Liverani](#)
- **Mathematical Education** – Head of Centre: [Dr Chris Sutton](#)

Contact details and office hours for all staff can be found on the School of Mathematical Sciences website: [www.qmul.ac.uk/maths/people/](http://www.qmul.ac.uk/maths/people/)

## 2.0 Timeline for SMS PhD students

<b>Year 1</b>	
Before arrival	Complete the pre-enrolment process on MySIS before main enrolment date.
Day 1	Enrol and register
First week	Meet with supervisor(s) Attend School of Mathematical Sciences Induction Attend Queen Mary PhD Induction Register for LTCC/ QMUL MSc modules
First month	Supervisor to return completed PhD Supervisor and Progression Panel Record to the Postgraduate Research Programmes Officer. Details of the Supervisory team and Progression Panel to be published on MySIS.
Monthly	Update Research Student/Supervisor & Tier 4 Interaction Log on MySIS
9 <sup>th</sup> Month	Complete year 1 review to confirm progression to second year of PhD
<b>Year 2</b>	
Before start of term	Re-enrolment - continuing Research Students MUST complete the MySIS re-enrolment task.
Monthly	Update Research Student/Supervisor & Tier 4 Interaction Log on MySIS
March /April	Submit Poster for Ann Cook Competition (part of the School of Mathematical Sciences Postgraduate Research Day)
April / May	School of Mathematical Sciences Postgraduate Research Day
24 <sup>th</sup> Month	Complete year 2 review
<b>Year 3</b>	
Before start of term	Re-enrolment - continuing Research Students MUST complete the MySIS re-enrolment task.
Monthly	Update Research Student/Supervisor & Tier 4 Interaction Log on MySIS
March /April	Prepare Research Talk (as part of the School of Mathematical Sciences Postgraduate Research Day)
April / May	School of Mathematical Sciences Postgraduate Research Day
36 <sup>th</sup> Month	Complete third year review Timetable for completion agreed Transfer to writing up status (students funded on grants or by EPSRC may have a different transfer to writing up status date – check with PGRPO)
<b>Year 4</b>	
Before start of term	Re-enrolment - continuing Research Students MUST complete the MySIS re-enrolment task.
Monthly	Update Research Student/Supervisor & Tier 4 Interaction Log on MySIS
At least 3 months before submission	Submit Examination Entry Form to Supervisor (Online via MySIS)
Within 4 Years (Within 7 years for part time students)	Submit Thesis (Submission is coordinated by the Research Degrees Office). Thesis submission should be at least one month before any date set for the oral examination (viva).

Part-time students review dates will be altered accordingly (part-time students are expected to submit within seven years and to attempt first year progression within 12-18 months from registration). It is your responsibility to be proactive in ensuring that your review meetings happen.

The Queen Mary calendar, with key dates is available online: [www.qmul.ac.uk/about/calendar](http://www.qmul.ac.uk/about/calendar)



### 3. Supervision

In accordance with University policy, each research student will have two research supervisors, a primary and a secondary supervisor. Your primary supervisor will identify your secondary supervisor to you within the first month of your studies.

Your second supervisor may simply have a pastoral role and act as a mentor, and as a deputy for when your principal supervisor is away. For new staff with no previous supervision experience, the secondary supervisor has to be a senior member of staff. The second supervisor's responsibility usually includes being an assessor for your annual reviews and may sometimes extend to joint academic supervision.

You should arrange to see your primary supervisor regularly, the arrangement for working with your supervisor will generally be informal but some supervisors might require you to make appointments to see them, especially if they are particularly busy at that time. It is your responsibility to be proactive in organising contact with your supervisor to discuss your research.

If you are having a problem, your supervisor would normally be your first contact but if you would prefer to discuss it with someone else then please make an appointment to see the Director of Postgraduate Research Studies or the Postgraduate Research Programmes Officer.

#### 3.1 Supervision Log

All research students are required to use the Supervision Log on the QM Student Information System (MySIS) to record monthly interactions with your supervisors throughout your studies. This system records details of the supervision meetings; it also allows exchange of notes and documents between the PhD students and the members of the supervisory team. By summarising your strategic courses of action in this log, you and your supervisor will benefit as it should help ensure you are both clear on the way forward, it will also help to identify any misinterpretation.

This is of particular importance to international students on Tier 4 visas, who should note that if your engagement cannot be demonstrated via these recorded interactions, QMUL is required to report this to the UK Border Agency who may curtail (cut short) your immigration permission.

To log an interaction, log on to MySIS [mysis.qmul.ac.uk](https://mysis.qmul.ac.uk) and complete an interaction form online.

#### 3.2 Assessment panel

Shortly after enrolment your primary supervisor will assign an assessment panel that will be responsible for conducting your annual progression reviews. The assessment panel will be formed of two academics. These are usually QMUL staff members, but on occasions your supervisor may invite an academic from another institution to be part of your assessment panel.

## 4.0 Progression

In accordance with current QMUL Academic regulations, all research students are required to be assessed once per academic year in the form of an annual review.

For full-time PhD students the progression points occur between:

- 6-9 months
- 18-24 months
- 36 months (if final examination has not occurred)

For a part-time PhD students the progression points occur between:

- 12-18 months
- 36-48 months
- 72 months (if final examination has not occurred)

At each of the progression points, research students are required to submit the following documents ahead of the review meeting:

- **Student's Report**
- **Skills Point System 'Activity Record'** (see 6.2)

Your supervisor will submit the following:

- **Supervisor's Report**

The meetings are conducted by the student's assessment panel and aim to review the student's progress and to decide whether or not the student should be allowed to continue with their research as a postgraduate student at PhD status.

Following the progression assessment meeting, the panel are required to recommend one of the following outcomes to the DGS, who has final approval of all progression decisions:

- **PASS PROGRESS** – Students status remains as PhD (No Referral assessment is required).
- **REFER** – if the performance of a student is assessed to be unsatisfactory, performance indicators will be identified by the panel and the student will be reassessed within 2 months.

At a REFERRAL assessment the panel will recommend one of the following outcomes:

- **PASS PROGRESS** – Student's status remains as PhD.
- **FAIL** - The student's registration will be terminated on the grounds of academic insufficiency/inadequate attendance.
- **TRANSFER TO MPhil** – The student will be presented with the option to pursue a self-funded MPhil degree. NOTE: MPhil degree programmes are not eligible for studentships, any existing studentship arrangement will cease.

The research student's progression status must be concluded within each progression period and will be input into MySIS.

## 4.1 First year review

The first year review must take place six to nine months after enrolment (or 12-18 months after enrolment for part-time students). This requirement is to allow you time to take remedial action if necessary before progression to second year.

**Student's Report:** You should produce a short report (usually no more than six A4 pages) outlining the problem you wish to tackle, the background reading you have undertaken, progress made and plans for the future.

## 4.2 Second year review

The second year review must take place 18-24 months after enrolment (or 36-48 months after enrolment for part-time students). In this review we are looking for evidence of all the qualities necessary for the production of a successful PhD thesis. In addition to adequate levels of scholarship and evidence of progress on the programme of research, you will be required to demonstrate ability in mathematical writing.

**Student's Report:** The written report should be more substantial for this review: at least 20 A4 pages. This report should ideally be viewed as a step in the production of the thesis, and much of the text could find its way, in modified form, into the final production. For example, the report might consist of a projected table of contents, a draft chapter, and a programme of work for the coming year. Depending on progress, the draft chapter might describe a result already obtained, or it might describe the area of study and progress made so far. If you have published a paper or a preprint (say on ArXiv), it is perfectly acceptable to submit that, with a short description of how that result fits into the bigger picture, and conclude with a plan for completion within an absolute maximum of four years (seven years for part-time students).

## 4.3 Third year review

The third year review must take place 36 months after enrolment (or 72 months after enrolment for part-time students). Some students will be able to submit their thesis during the third year. For those who do not, the third year review provides a chance for all involved to assess progress. The main concern is to ensure that a realistic plan exists for completing the thesis expeditiously and before the fourth year of study.

**Student's Report:** The report (around six A4 pages) should concentrate on describing the proposed structure of the thesis (e.g., a table of contents), what has been done already, and what needs to be done. An important part of the report should be a realistic and robust timetable for completion of the thesis, which is also required for the College's formal process of transfer to writing up status.

## 4.4 Beyond third year reviews

If you have not transferred to writing up status after three years, further reviews must take place on a regular basis. At the review meetings your Assessors should make recommendations to support the timely completion of your research. The reviews will be scheduled every six months until you have transferred to writing-up status.

**Student's Report:** The reports for these review (around six A4 pages) should concentrate on describing the proposed structure of your thesis (e.g. a table of contents), what has been done already, and what needs to be done. An important part of the report should be a realistic and robust timetable for completion of the thesis.

## 4.5 Writing-up status

Once you have collated all research material and in the opinion of your supervisor be able to submit by your submission deadline, you may request a change of registration to 'Writing up'. You will not be charged fees during the writing up period; however, a student must continue to re-enrol during the period of writing up. You must have completed the minimum registration period (two years, full-time; four years, part-time) and not exceeded the maximum (four years, full-time; seven years, part-time) in order to apply.

The application form for transfer to writing up status is available via MySIS in the Research Students Details page in the My Details section. Please select the Supervision and Progression tab. The Transfer to Writing Up task can be accessed by clicking the link in the Transfer to Writing Up section. You must attach a thesis plan to your completed writing up form. The thesis plan should include a table of contents, chapter headings and timetable for thesis completion. [A template is provided here.](#)

The application form for transfer to writing up status will be signed-off by your supervisor and the DGS before being returned to the Research Degrees Office. **Please note that transferring to 'writing up' status is not a right and is only granted to students who have made sufficient progress and who will complete their thesis by their submission deadline.**

## 5.0 Thesis submission and examination

The procedure for the completion, submission and examination of an MPhil/PhD thesis is set out in the [Academic Regulations](#), Part 8.

### 5.1 PhD Examination Entry

Before submitting your thesis, you should complete the PhD Examination Entry task on MySIS. This should ideally be completed at least 3 months before your expected submission date. You must have been registered for a minimum 2 years (4 years if part-time) in order to submit your thesis.

More information can be found here: <https://www.qmul.ac.uk/registry-services/research-degrees/research-student-information/nomination-of-examiners-and-examination-entry/>

### 5.2 Nomination of examiners

Once you have completed the PhD Examination Entry task on MySIS, the form will then be sent to your supervisor to enter details of your examiners. The choice of examiners is made by your supervisor(s) in consultation with you and the DGS and are ratified by the College's Research Degrees Programmes and Examinations Board (RDPEB).

More information can be found via: <https://www.qmul.ac.uk/registry-services/research-degrees/research-student-information/nomination-of-examiners-and-examination-entry/>

### 5.3 Presentation of your thesis

The QMUL Research Degrees Examinations Office provides helpful instructions to you on the submission, format of MPhil and PhD theses <https://www.qmul.ac.uk/registry-services/research-degrees/research-student-information/thesis-submission--viva-voce/> including a document on the [Presentation of the Thesis Notes](#)

Thesis template example: <https://www.overleaf.com/latex/templates/queen-mary-university-of-london/fwfyjkkcswpw>

Once the Research Degrees Programmes and Examinations Board has approved your examiners, the Research Degrees Office will formally invite your examiners to act. Please be aware that your thesis should be submitted at least one month before any date set for the oral examination (viva voce).

### 5.4 Word limits

The word limits for thesis is listed in the [Academic Regulations](#), Part 8.

### 5.5 Submission of your thesis for examination

The most up-to-date instructions on how to submit your thesis, along with opening times of the Research Degrees Office, should be checked on the RDO web pages: <https://www.qmul.ac.uk/registry-services/research-degrees/research-student-information/thesis-submission--viva-voce/>

## 5.6 Examination

The examination for a research degree consists of an assessment of your written work, followed by a viva voce. A viva voce is an oral examination, where you will answer questions on your thesis from your examiners – this is often referred to as ‘defending’ your thesis. Generic training in preparing for your viva through the [CPD booking site](#)

## 5.7 Examination re-entry

If you are re-entering for the examination please contact the RDO for guidance:  
<https://www.qmul.ac.uk/registry-services/research-degrees/research-student-information/studentships/researchdegrees@qmul.ac.uk>

## 5.8 Award and Graduation

If you are successful in the examination, the examiners will write to the Research Degrees Office to confirm that you have passed, subject to your successful completion of any amendments required by the examiners.

The Research Degrees Office will write to you formally to confirm the result of the examination, give you copies of the examiners’ joint report, and advise you of the procedure for making amendments.

Further details can be found here: <https://www.qmul.ac.uk/registry-services/research-degrees/research-student-information/award--post-viva-voce/>

## 6.0 Development and training for PhD students

As part of your **assessment and progression** during your time in the School of Mathematical Sciences we **require you to:**

- Take 30 credits of taught modules during your first year.
- Undertaking professional development or academic training and record this in the Skills Point Database.

We also **strongly recommend** that you undertake the following activities:

- Give several research seminars in the School of Mathematical Sciences.
- Give a talk or present a poster at a national conference (e.g. a postgraduate conference).
- Attend at least one international conference.
- Lead tutorials and mark coursework for undergraduate modules. See “Teaching and Marking” below.

### 6.1 Taught modules

In accordance with EPSRC guidance on PhD training, first year PhD students must attend, and be examined on, taught modules to a total of 30 academic credits. Usually this involves taking four London Taught Course Centre (LTCC) Modules, but other options are available. These modules aim to broaden knowledge and should be chosen in consultation with supervisor(s). Modules are examined with a light-touch take home question (or approved alternative). Exam results are provided to feedback to student and supervisor, and do not impact on progression.

While these modules should be taken in the first year of study (or first two years for part-time students), in certain circumstances some can be postponed to year two, with agreement from supervisor and DGS. Modules can be selected from the following providers:

**London Taught Course Centre modules:** The LTCC is run by a consortium of universities in London and beyond. It offers a programme of high-level five-week courses in mathematics and statistics for PhD research students, as well as short intensive courses on new research topics. Modules are worth 7.5 credits each. The LTCC modules and timetables are listed here: [www.ltcc.ac.uk/](http://www.ltcc.ac.uk/)

**The London Graduate School in Mathematical Finance:** For PhD students whose supervisors are members of LGSMF. This group provides a programme of advanced courses in mathematical finance, primarily but not exclusively for first-year PhD students in the various member institutions. Long modules are worth 7.5 credits each. One long module can be substituted for two short modules. The LMFG modules and timetables are listed here: [www.londonmathfinance.org.uk/](http://www.londonmathfinance.org.uk/)

**QMUL MSc modules:** It is sometimes possible to take MSc modules from SMS or other Schools at QMUL, subject to approval by supervisor, module organiser and the DGS. MSc modules are usually worth 15 credits each. PhD students are not expected to attend formal MSc examinations. Instead your assessment may be in the form of a written, take-home or oral examination. MSc Mathematics modules are listed here: [www.qmul.ac.uk/math/postgraduate/taught-programmes/](http://www.qmul.ac.uk/math/postgraduate/taught-programmes/)

**Other options:** If you choose to take a module outside of QMUL, e.g., at another College within the University of London, please note that registration costs will not be covered by the School of Mathematical Sciences. Assessment arrangements should be made in discussion with the respective module convener. If it is not possible for an assessment to be arranged for the external module, you should refer your case to the DGS, who will explore whether alternative assessment arrangements are possible.

Your supervisor may decide it is beneficial for you to take more than the minimum quota of postgraduate modules, up to a maximum of 60 credits.

## 6.2 Skills Point Database

Every QMUL PhD student is expected to take part in approximately 210 hours of development activities over the course of their studies. This is the quantity of training advised by the UK Research Councils, and is roughly equal to two weeks training and development for each full-time year of study.

All PhD students are automatically registered on the Skills Points System (SPS) and they must ensure that their training record is kept up to date. For further details see the following page:

[www.qmul.ac.uk/doctoralcollege/phd-students/training/skills-points-system/](http://www.qmul.ac.uk/doctoralcollege/phd-students/training/skills-points-system/)

## 6.3 Queen Mary Academy

Queen Mary Academy provides workshops throughout the year on professional development, personal effectiveness and research management. These training sessions have been designed to help you:

- Manage your research
- Plan the next stage of your career

For further details see: <https://www.qmul.ac.uk/queenmaryacademy/about/>

## 6.4 Library Services: Support for researchers

Library Services offer a range of support for Queen Mary PhD students, early career researchers and staff.

Further information can be found here: [www.qmul.ac.uk/library/library-skills/research-support/](http://www.qmul.ac.uk/library/library-skills/research-support/)

## 6.5 Seminars and Research Related Activities

There are regular seminars, discussion or study groups run by our research centres and other institutions.

Information regarding upcoming seminars can be found here: [www.qmul.ac.uk/math/research/seminars/](http://www.qmul.ac.uk/math/research/seminars/)

**QuIPS:** The Queen Mary Internal Postgraduate Seminar is a series of talks organised and given by postgraduate students at the School of Mathematical Sciences. As part of your professional development you will be expected to deliver a talk to the Seminar group during your studies.

**Postgraduate Research Day:** Held by the School once a year (late April / early May). All third year research students give short talks on their research and all second year research students enter a poster in the Ann Cook Poster Competition.

## 6.5 Teaching and Marking

Wherever possible, PGR students will be given the chance, and encouraged, to gain teaching experience during their time in the School. There is no guarantee as to the amount of hours that will be allocated or whether there will be teaching every year. There is a limit of a maximum of six hours of tutoring and marking per week during the teaching seminars. You will be paid for this work at rates indicated at:

[www.hr.qmul.ac.uk/forms/pay/](http://www.hr.qmul.ac.uk/forms/pay/).

We require a high standard in both marking and tutoring, and it is an important part of professional training for those considering an academic career, as well as being extremely good experience for many other professional careers. The allocation of markers and tutors is carried out at the start of each academic year by the Teaching and Student Support Manager.



## 6.6 Careers and Professional Bodies

Throughout your studies you will have access to a wide range of events and support offered by QM.

**Careers and Enterprise Centre:** Careers support is available year-round to help with career decisions, making great applications, mock interviews and any other career-related topics. [www.qmul.ac.uk/careers/our-support/for-phds-and-early-career-researchers/](http://www.qmul.ac.uk/careers/our-support/for-phds-and-early-career-researchers/)

### Professional Bodies:

- **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/](http://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/](http://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.

## 7.0 Funding Information

### 7.1 Studentships

This information applies to those students who are the recipient of a studentship paid via the School of Mathematical Sciences. Information regarding the payment of your studentship can be found on the Research Degrees Office website:

<https://www.qmul.ac.uk/registry-services/research-degrees/research-student-information/studentships/>

#### **The Minnie Brooke Memorial Studentship Award**

This award commemorates the achievements of Minnie Brooke, a pioneer and supporter of public health orientation in mental health programmes. Minnie was a Mathematics graduate of Queen Mary University of London when it was known as East London College, and this award recognises and supports promising young researchers who can continue the departmental legacy she helped initiate. This studentship is awarded every few years to a new incoming PhD student.

### 7.2 Research Centre Funding

You are strongly encouraged to participate in national and international research meetings. The School of Mathematical Sciences allocates each research centre an annual budget to be used to support PhD students for travel, conference registration and subsistence, subject to approval. Use of the fund is at the discretion of the Head of Centre following approval by your supervisor. To apply for this funding you must speak to your supervisor and Head of Centre and get approval confirmed by email. If your claim has approval please ensure that you follow current QMUL Travel and Expense policy. Please see [here](#) for the most current version of Queen Mary's Travel and Expense policy and read the policy carefully.

### 7.3 The QM Postgraduate Research Fund (PGRF)

The QM Postgraduate Research Fund is open to all Postgraduate Research students at Queen Mary who seek funding between £400.00 and £2000.00. The Fund is designed to support travel and other expenses related to your doctoral studies. Applications are accepted on three deadlines each year. Applications to the Fund will be assessed by a Panel of senior colleagues from across the College (two per Faculty). For more information regarding the application procedure and deadlines please see:

<https://www.qmul.ac.uk/doctoralcollege/doctoral-students/current-students/postgraduate-research-fund/>

### 7.4 The Doctoral College Initiative Fund (DCIF)

Queen Mary's Doctoral College Initiative Fund (DCIF) is designed to support and promote creative and imaginative activities organised by postgraduate research students which will enhance your research experience, intellectual and/or professional development. For more information regarding the application procedure and deadlines please see: <https://www.qmul.ac.uk/doctoralcollege/doctoral-students/current-students/dcif/>

## 7.5 PGR Day SMS Prizes

The School's annual PGR Day awards the following prizes. These have recently been in the form of Amazon vouchers for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes. Amounts to be confirmed ahead of the PGR Day.

### **The Ann Cook Prize**

This awarded annually to the postgraduate student who submits the best poster at the Postgraduate Research Day. The prize is named after Mrs Ann Cook, who for many years was secretary to the Head of School and ensured the smooth and effective running of many aspects of the School.

### **The School of Mathematical Sciences Prize**

This prize is awarded annually to the postgraduate student who is judged to have given the best presentation at the Postgraduate Research Day.

## 7.6 External Funding

Advice on applying for additional sources of funding can be found in the Alternative Guide to Postgraduate Funding: <https://www.postgraduate-funding.com/gateway/> (you will need to enter your QMUL username and password).

## 7.7 Travel and Travel Insurance

If you are travelling on college related business (any research trips related to your study) please ensure that you register for the QMUL travel insurance before you go. It costs nothing, but you will only be covered if you register for each trip before you go. Details on the insurance can be found on the following web page: <http://qm-web.finance.qmul.ac.uk/sections/insurance/travel/>

## 8.0 Your Responsibilities

### 8.1 Attendance

- **Full-time** students are expected to undertake a full study week of 35 hours on their research studies.
- **Part-time** students should reach an agreement with their supervisors at the start of their registration as to the proportion of time they will spend on their research degree programme to enable them to submit within the prescribed period. The Academic Regulations for Research Degrees state that the workload of a part-time student is deemed to be 50% of that of a full-time student. It is recognised that the time a part-time student may spend on their studies may vary through the course of the programme. Any arrangement agreed should not compromise submission time within the prescribed period.
- **Absence:** It is your responsibility on such occasions to keep your supervisor and the PGR Programmes Officer informed of the reason for absences. If you are unfortunate enough to have to take extended periods of absence (more than five continuous working days) you should supply a doctor's certificate.
- **Interruption:** Where a student is expected to be absent for more than one month they should apply to interrupt their studies.
- **Absence for research:** Please log any research leave/travel on your MySIS Supervisor Log. Funding for any research travel that is provided by the School / research centre / research grant, should be agreed in advance with your supervisor and HoC / grant holder. Student must obtain this approval before submitting claims.

### 8.2 Annual leave

- For full-time PhD students the annual holiday entitlement is 30 working days plus the eight UK public holidays and the four QMUL closure days. Holiday entitlement is pro-rata for part-time students and for parts of a year.
- PhD students should agree their holiday periods with their primary supervisor and note this in the Supervisor Log on MySIS. PhD leave cannot be approved on MyHR so should not be requested through this system.
- PhD students should also log absences other than annual leave (e.g. attendance at conferences, research visits, etc.) on the Supervision Log, after agreeing these with their supervisor.
- QMUL closure days are listed on this web page: <http://hr.qmul.ac.uk/procedures/leave/closedays/>

### 8.3 Communication

Queen Mary will communicate with you in a variety of ways, most commonly by email. It is important that you keep Queen Mary up to date with your personal details and address. 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: <https://mail.qmul.ac.uk>

## 8.4 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 by informing the PGR Programme Officer. You should also update your address and contact details online via your MySIS profile [mysis.qmul.ac.uk](https://mysis.qmul.ac.uk).

Please remember that if you change your bank details, please log into [MySIS](#) and click on the top tab 'My Finances' => then navigate to the 'Bank Account Details - (stipend payments)' link. Enter your new bank details here.

## 8.5 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/](https://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: <https://www.qmul.ac.uk/governance-and-legal-services/student-appeals/misconduct/>

## 8.6 Support

If you have a problem, the most important thing to do is to talk to someone about it. This someone could be the PGR Programme Officer, your first or second supervisor, the Director of Postgraduate Research Studies or the Student Support Officer, any other member of staff, your student representative or another research student. If the problem is one you prefer not to discuss with a member of the School, you can obtain help and advice from the Advice and Counselling Service [www.welfare.qmul.ac.uk/](https://www.welfare.qmul.ac.uk/)

## 9.0 Access and Facilities

### 9.1 Staying Safe

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

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

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

### 9.2 PhD Desk Usage Policy

#### Desk use Policy for PhD Office (MB-402)

##### PhD students:

- PhD students will be offered a standard laptop for the duration of their studies in the School.
- Hot-desks with monitor, keyboard and mouse are available to book in the PhD room (MB-402) through LibCal: [gmul.libcal.com/reserve/MB402](http://gmul.libcal.com/reserve/MB402)
  - Desks can be booked for working hours (currently 7am-9pm, Monday-Friday)
  - Bookings open 7 days in advance
  - You must wipe the keyboard, mouse, monitor, chair and table before and after use with the wipes available.
  - You must leave the desks clean and dispose of refuse before you leave
- Other workspaces are available on the campus, e.g. the Library or Graduate Centre.
- Students will be allocated a pedestal or a locker to store belongings. Some pedestals are currently located at hot-desks. However, being allocated a pedestal at a hot-desk does not give the individual any rights to that hot-desk.
- Pedestals / lockers must be emptied at or before award and any keys should be returned to the PGR Programme Officer.
- If the allocated pedestal or locker is no longer required by a current PhD student, please remove any belongings, return any keys and notify the PGR Programme Officer so that storage space can be re-allocated.

##### Associate PhD students:

- Associate students will be allowed to book hot-desks in the PhD room, and can use other work spaces on campus.
- A locker or pedestal may be offered, space permitting. Pedestals / lockers must be emptied at or before leaving QMUL and any keys should be returned to the PGR Programme Officer.

### 9.3 Issue and Return of SMS Keys

You may be issued with a key to a desk pedestal or locker. Please ensure that you look after these keys and that they are returned to the Postgraduate Research Programmes Officer on completion of your studies.

### 9.4 Issue of SMS laptops

- PhD students will be offered a standard laptop for the duration of their studies in the School.
- Students must return this laptop (and any related equipment) to the School on withdrawal / de-registration from their SMS research programme.
- The SMS computer budget covers the purchase of a single laptop per student. This laptop is loaned to you during your studies. The budget does NOT cover any further costs such as: replacement of stolen, lost or faulty computers; any upgrades, replacement parts, power supplies or batteries.
- PhD Students are expected to contact QM IT Services directly in regards to any faults and repairs which may be covered via their warranty agreement.

### 9.5 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. The card also serves as your library card, and as an access card for certain buildings. Many buildings have security points at which you must show your card, and others require you to scan your 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 [Research Degrees Office](#) who will be able to help you. A fee is charged to replace lost ID Cards.

## 10.0 Student Representation, Feedback and the Postgraduate Research Committee

### 10.1 Student Reps

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. The PhD Student Representatives are currently:

**Zain Kapadia:** [z.a.kapadia@qmul.ac.uk](mailto:z.a.kapadia@qmul.ac.uk)

**Maria Pintado Serrano:** [m.f.pintadoserrano@qmul.ac.uk](mailto:m.f.pintadoserrano@qmul.ac.uk)

**Eve Mladenova:** [i.mladenova@qmul.ac.uk](mailto:i.mladenova@qmul.ac.uk)

**Cat Rust:** [c.e.rust@qmul.ac.uk](mailto:c.e.rust@qmul.ac.uk)

**Rowan Morris:** [r.m.morris@qmul.ac.uk](mailto:r.m.morris@qmul.ac.uk)

**Jordan Marajh:** [j.marajh@qmul.ac.uk](mailto:j.marajh@qmul.ac.uk)

Please contact one or all of the above Student Representatives if you have any issues that you want to be addressed. It is in your own interest that your needs are represented and the School of Mathematical Sciences believe it is very important to ensure that there is a good flow of information between our PhD cohort and the staff responsible for PhD matters.

### 10.2 The Postgraduate Research Committee

The Postgraduate Research Committee meets formally twice a year. It is chaired by the Director of Postgraduate Research Studies and attended by the Deputy Director of Postgraduate Research Studies, Director of Research, Heads of Centres, the PGR Programme Officer, the Head of School, the School Manager, the Research Manager, the PGR Admissions Tutors, and the PGR Student Representatives. The remit of the Committee covers every aspect of the teaching and training of PGR students, from office accommodation to annual assessment procedures.

### 10.3 The PhD Forum

The PhD Forum meets twice a year, and all PhD students are strongly encouraged to attend. It is led by PhD students and is attended by the Director of Postgraduate Research Studies, the Deputy Director of Postgraduate Research Studies, the Head of School, the School Manager, PGR Programme Officer, PGR Student Representatives and any other relevant members of staff. This meeting gives you a chance to raise questions and concerns directly to the school's management team.

### 10.4 PRES

The Postgraduate Research Experience Survey (PRES) is conducted every other year. The PRES is your chance to feedback to us in the School of Mathematical Sciences about your time as a postgraduate research student at Queen Mary. It is always helpful to hear of suggested improvements or initiatives that we can make to enhance the experience of students.