Induction into the Graduate School of Mathematics

Sándor Zoltán Németh

University of Birmingham

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The key administrative figures and contacts in our Graduate School.

1. Chris Parker, room 227 (Director)
2. Sándor Zoltán Németh, room 324 (Deputy Director)
3. Janette Lowe, room 216 (Administrator)
4. Biman Chakraborty, Olga Maleva (Welfare and mentors)
This includes many things you should look at:

2. Training courses. (Personal and professional development.)
3. The University Graduate School website with further helpful information may be found at:
   
   http://www.graduateschool.bham.ac.uk
1. 60 credits of taught modules at least 40 credits level M.
2. 10 credits of $\LaTeX$ skills. More below.
3. 110 credit dissertation.
4. Level H courses are unacceptable for students seeking progression to PhD.
5. MRes to be submitted at about 12 months.
1. 50 credits of MAGIC or equivalent courses as dictated by your supervisor to be completed over 3.5 years.

2. MAGIC courses assessed by tests provided by the lecturer and Level M courses assessed by summer examination.

3. Transfer report year 1 to year 2.

4. Transfer thesis MRes(Qual) to be submitted for transfer from year 2 to year 3.

5. Progress decision made by Postgraduate Progress Committee.

6. Notification of intention to submit PhD.

7. PhD thesis submitted after a minimum registration period of three years.
In year one the document should outline the research project being investigated, the methodology being employed, the literature surveyed and the progress made. It can also include information about courses taken, conferences attended and funding applied for. Maximum 15 pages minimum 10 pages.

The document should be submitted two weeks after the end of the main summer examination period.

Students must have completed a minimum of 20 credits of the 50 credits of required taught courses.
Plagiarism

2. Plagiarism forms must be handed in and signed when you collect your keys (which will be sometime next week).
3. We will not tolerate any instances of plagiarism.
4. All thesis/reports will be analyzed using TURNITIN.
LaTeX and other Training Needs

1. All students must learn LaTeX.
   - Monday 6th October, 5pm-6pm, Arts Main Lecture Theatre (?)
   - Monday 13th October, 5pm-6pm, Arts Main Lecture Theatre (?)
   - Tuesday 14th October, 9am-10am, Physics Poynting Large LT

2. Consult your Graduate School website for other research skills courses which you and your supervisor decide you should take.

3. Fill in your Development Needs Analysis (DNA) forms in consultation with your supervisor.

4. Online Ethical review to be filled in by you and your supervisor before research commences.
   
   http://www.birmingham.ac.uk/students/eisu/insessional/index.aspx

5. EISU run an English Diagnostic Test for New International Students (whose first language is not English): contact p.g.horton@bham.ac.uk
   http://www.mat.bham.ac.uk/research/pure/seminars.shtml
2. PhD students must attend and MRes students are encouraged to attend.
Most of you will be expected to assist in the teaching of our undergraduate students. You must take these duties very seriously.

You will be paid for this (varying dependent on the job).

It is essential that you inform your supervisor and the class leader if you are ill or cannot attend either consultations or classes.
Training to Teach

1. Training sessions on
   1. 25th September, 2pm-5pm
   2. 26th September, 10am-1pm.

   Emails will be sent to you.

2. If you don’t attend you will not be allowed to teach in the school.
Obligations of Students

1. Attend all consultations with their supervisor.
2. Attend all classes where you are assigned as an assistant.
3. Inform your supervisor if you are ill or cannot attend either consultations or classes.
4. Take responsibility for the content, completion and submission of their theses.
5. Ensure that you understand the nature of the supervisor’s responsibilities.
7. Holiday allowance is eight weeks maximum including bank and statutory holidays. These holidays should be taken outside of term time. You should also inform Mrs Lowe.
GRS1 DNA Development needs analysis should be completed each year (mandatory).

GRS2 completed frequently.

Monthly formal supervision.

GRS3 completed once per year in June (mandatory).

MRes(Qual).

Assessment of MAGIC or other courses.

Postgraduate committee approves progression.
Obligations of Supervisors

1. Organise formal consultations normally every two weeks or more frequently.
2. Inform students if they cannot be present at scheduled consultations.
3. Leading the overall direction of research.
4. Ensuring that the student is made aware of inadequacy of progress.
5. Fill in progress forms and training needs analysis.
6. Making arrangements for the nomination of chairperson of the viva, internal and external examiners.
The University Code of Practice website with further helpful information may be found at:

http://www.as.bham.ac.uk/legislation/docs/COP_Supervision_Monitoring_Progress_Research_Students.pdf
Golden rules

1. Teach and mark properly
2. Dedication produces success in research
3. Finish your degree on time
4. Leave to a fantastic career
5. Enjoy the Graduate School