FACULTY OF SCIENCES

POSTGRADUATE TAUGHT PROGRAMMES HANDBOOK

SCHOOL OF MATHEMATICS, STATISTICS AND ACTUARIAL SCIENCE
2014/15
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Introduction

Dear Graduate Students,

Welcome to the School of Mathematics, Statistics and Actuarial Science.

You are joining a community of around 70 academic and support staff and nearly 250 taught and research postgraduate students. We undertake international quality research across all areas of our portfolio and the taught degree programmes have been designed to provide a stimulating and intellectually challenging experience.

The purpose of this handbook is to offer you guidance on your choice of modules, to give information on what is expected of you and to tell you what you can expect in return. If you have comments or suggestions to make about the student experience please contact us via your student representative, the suggestions box in reception or in person.

Finally, whilst every effort is made to give full and accurate information in this handbook, it is not always possible to achieve this at the time of going to press. The information contained in this Handbook was correct at the time of going to print. The School reserves the right to modify or cancel any statement in this handbook (including the addition, withdrawal or restructuring of modules and programmes of study) at any time without prior notice.

I wish you an enjoyable and successful time here.

Professor Peter Clarkson
Interim Head of School
**Communication and Enquiries**

**Student Data System (SDS)**

All students have access to their personal and academic information via the Student Data System. There is a link to the Student Data System from the Student Guide on the University web pages [http://www.kent.ac.uk/student/](http://www.kent.ac.uk/student/)

From SDS you can check details of your personal timetable, view marks and deadlines, see details of your programme of study, and check that your home and term time address is correct.

At certain times of the year you will be asked to confirm or select information via SDS. You will need to register for exams around February (you will be emailed about this in Spring Term).

SDS will allow you to monitor your progress on your course and at the end of the year it is also possible to view your final result via SDS.

**School Contact Details**

General enquiries concerning the operation of the School should be addressed to the Admin Office located in room E.01 on the ground floor of the School.

**Admin Office opening hours:** Monday to Friday 9.00-12.00 (10.00-12.00 Wednesdays) and 14.00-16.00

Address: School of Mathematics, Statistics and Actuarial Science
Cornwallis Building
University of Kent
Canterbury
Kent
CT2 7NF

Main telephone number: 01227 (UK) +44 1227 (International) 827181
Email: imsadmin@kent.ac.uk
Website: [http://www.kent.ac.uk/smsas/](http://www.kent.ac.uk/smsas/)

To contact a member of staff you may: call at their office; leave a note in the staff members’ pigeon-hole (located in the Admin Office) or send a note by internal mail (this is unsuitable for urgent messages); use the internal telephone; use email (recommended).

Written communications to you from staff members and University officers will normally be deposited in the mail boxes (alphabetical) which you will find in the foyer of the School. This applies to all students including those living in colleges or in Park Wood. General notices and lists of students are posted on the SMSAS notice board. Important communications are sent to term time addresses.

**You should check notice boards and your pigeonhole regularly for notices which concern you.**
Email to Staff (and others)

It is your responsibility to check your University email regularly. Email addresses for all members of the SMSAS academic staff are listed at the end of this booklet and on the SMSAS website: http://www.kent.ac.uk/smsas/our-people/index.html

Text Messaging

The School is able to send information via SMS to students who have supplied a valid mobile telephone number. It is recommended that you provide the University with your number which can then be used to alert you to any urgent or sudden changes of which you may otherwise not be informed (last-minute changes in scheduled classes, cancelled lectures or deadline information). The School will only use your number as a means of communicating urgent information to you. Your number will not be passed on to any third party.

Checking Information

You should check that information on SDS is correct. Important categories of information are (apart from the initials of your Academic Adviser) your degree programme, under the heading Programme of Study, and the module codes which appear on your record. These codes represent the modules for which you are registered. You should report to the Admin Office if:

- your name does not appear on an appropriate list;
- you do not have the required number of module codes alongside your name;
- the initials of your Academic Adviser do not appear on the list;
- you believe the information on the list to be incorrect.

People and Roles

The School of Mathematics, Statistics and Actuarial Science is part of the Faculty of Sciences and all aspects of its work are supervised by its Head of School.

Principal Officers of the School of Mathematics, Statistics and Actuarial Science

Interim Head of School: Professor Peter Clarkson
Deputy Head of School: TBA
Director of Graduate Studies (Taught): TBA
School Administration Manager: Dr Frank Sowrey
Student Support Adviser: Mrs Kellyann Ward
Senior Tutor: Dr Jim Shank
Directors of Studies

Each degree programme offered by the SMSAS is overseen by a member of staff, known as the Director of Studies. If you encounter any problems with the organisation (for example, the timetable) of your programme you should approach the Director of Studies as soon as possible. A Director of Studies ensures that students receive correct information about the programme and is able to offer advice on options available within it.

Director of Studies as follows:

Mr John Millett
PDip in Actuarial Science
MSc in Applied Actuarial Science
International MSc in Applied Actuarial Science

Mrs Loba Van der Bijl
MSc in Finance, Investment and Risk

Dr Jing Ping Wang
MSc in Mathematics and its Applications
International MSc in Mathematics and its Applications

Professor Jim Griffin
MSc in Statistics
International MSc in Statistics
MSc in Statistics with Finance
International MSc in Statistics with Finance

Module Convenors

Each module offered by the SMSAS has a convenor who is responsible for the organisation of that module. If you require more information or have any difficulties with a particular module, you should contact the module convenor, whose name is normally found in the title box for the description of the module (see the section on Module Description later in this handbook).

Academic Advisers

You will be assigned an adviser who is a member of the academic staff of the School. The main function of your adviser is to give you advice of a general nature on academic matters including module choices, personal development and career goals.

You should regard your adviser as a friend who is willing to help you more generally. Having said this, they are not trained counsellors and have limited time to devote to this aspect of their work.

For more specialised help and advice you should consult (or they will direct you to) an appropriate expert (see the section on Welfare). It is important to maintain regular contact with your adviser even if you do not have problems to discuss as they can help you get the best from your studies at Kent.

It is important that you make the School aware of any personal or health-related matters that may affect your studies in order that reasonable allowances can be made.
The name of your adviser can be obtained from SDS or by consulting the student lists which will be posted on the SMSAS notice board. If you cannot identify your Academic Adviser please enquire at the Admin Office.

**Student Support**
The School has a Student Support Adviser dedicated to supporting students with any non-academic problems they may encounter. The Student Support Adviser should be your first point of contact with such problems, although you may wish to talk to your Academic Adviser first, who can then make a referral on your behalf. You should also contact the Student Support Adviser if you miss an assessment or exam due to illness, family bereavement or other trauma, as you may be eligible to apply for a concession. You can contact the Student Support Adviser by emailing SMSASsupport@kent.ac.uk or telephoning 01227 827717.

The Student Support Adviser is located in room E02 Cornwallis Building (first office on the right as you enter the Maths Building). You can access support via the following methods:

- Tuesday and Thursday 14:00-16:00* - Drop-in hours (no appointment necessary)
- Email/telephone the Adviser (in advance) for an appointment outside of these times (except on Wednesdays)

*This information is correct at time of print. However appointment timeslots are subject to change and notification of this will be sent to students via email, if applicable.

**Other Support**
Depending on the nature of your problem, there are other Support Services available on campus. These services can either be accessed by referral from the Student Support Adviser or you can contact them direct. The University Support Services include a confidential Counselling Service, disability support, dyslexia screening and support, a multi-faith chaplaincy and a medical centre. If you are feeling unwell out of hours, the University has a 24-hour Nursing Service located in Keynes College. Kent Union has an Advisory Service available to assist with finance queries and visa related matters. The University has a Careers and Employability Office located near Keynes College and a central Accommodation Office responsible for all matters regarding University accommodation. Please visit the following support websites for more information:


If you wish to refresh your English Language skills, the Centre for English and World Languages offers various programmes for registered students. Please visit http://www.kent.ac.uk/cewl/courses/in-sessional/index.html for more information.

The Unit for the Enhancement of Learning and Teaching organises study skills workshops throughout the year to support students with academic matters such as Essay Writing, Note Taking, Effective Reading and Exam Techniques. Please visit http://www.kent.ac.uk/uelt/ for more information.

If you have a specific academic enquiry, please discuss this with your Academic Adviser, subject lecturer, module convenor or the School Senior Tutor.
Advice for International Students
All students who require a visa to study in the UK are advised to keep up to date with changes to UK Border Agency procedures. Specialist advice on Visa issues can be sought from the Kent Union Student Advisory Service (advice@kent.ac.uk). If you require a letter to renew your study visa this must be obtained from the Student Records Office in the Registry (please email sturec@kent.ac.uk).

Study
2014-15 Term Dates
The weeks of the University year are numbered from 1 to 30 and correspond to terms as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Weeks</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Term (1)</td>
<td>1 to 12</td>
<td>29th September 2014 to 19th December 2014</td>
</tr>
<tr>
<td>Spring Term (2)</td>
<td>13 to 24</td>
<td>19th January 2015 to 10th April 2015</td>
</tr>
<tr>
<td>Summer Term (Examinations)</td>
<td>25 to 30</td>
<td>11th May 2015 to 19th June 2015</td>
</tr>
</tbody>
</table>
Programme Structure

The University operates a ‘credit framework’ for all its taught programmes of study. Detailed information on the credit framework may be found at [http://www.kent.ac.uk/teaching/qa/credit-framework/](http://www.kent.ac.uk/teaching/qa/credit-framework/).

Each programme is divided into study blocks called modules. Modules for these programmes have a value of 15, 30 or 60 credits. The pass mark for each module is 40%. The modules required for each programme are shown in Section 3; however, students who have been awarded credit on a taught module as part of a previous qualification at Kent are not normally permitted to repeat it as part of a new programme.

**MSc (standard)**

The MSc programme is studied over 12 months on a full time basis.

The programme comprises a mixture of core and optional modules. For full-time students the taught component runs from the start of the programme through to the end of the Summer Term.

In the Autumn Term students choose their modules to take for both the Autumn and Spring Terms. It is possible to change these modules; for Autumn term modules changes can be made no later than 10th October 2014; for Spring term modules changes can be made no later than 30th January 2015.

**International Masters**

The International Masters format leads to the same award as the corresponding standard MSc format.

All International Masters programmes within the School of Mathematics, Statistics and Actuarial Sciences are for 2 years. The Graduate Diploma component is undertaken first in year 1 leading to the normal MSc programme (subject to satisfactory completion of year 1) in the second year.

The International Masters format is only available on a full-time basis and for International students only.

**Postgraduate Diploma**

The Postgraduate Diploma is a nine month course, starting in September and ending in May the following year. It is only available as a full-time course.

Students should register for modules by 4pm on 10th October 2014 although it is strongly recommended that students select their modules as early as possible. After this date students cannot register for Autumn modules but students are able to register for Spring modules by 4pm on 30th January 2015. Students can drop modules from their original module choice, until 4pm on 27th February 2015. After this date, all selected modules will count under the University’s accreditation agreement with the actuarial profession.

**Graduate Diploma**

The Graduate Diploma programme is primarily for Home/EU students wishing to take the 1st year of the International Masters. The Graduate Diploma is only available on a full-time basis.
**Module Requirements**
The tables and module descriptions in the remainder of this section give details of compulsory and optional modules for each programme of study.

Information about the process and deadline for registration of modules will accompany this handbook.

In choosing optional modules you should ensure that you have the necessary prior knowledge. In most cases, the pre-requisites or co-requisites lists under the module descriptions apply to undergraduate students only. Postgraduate students are assumed to cover the foundations in the compulsory modules in their degree programme, or to have the necessary knowledge from previous studies. If there are pre-requisites or co-requisites that apply to postgraduate students, this will be stated.

If you have any doubts about whether your previous studies have given you sufficient background for any optional modules, please seek advice from the module convenor or your academic adviser. Registration on optional modules is also subject to timetable constraints.

**IT IS ULTIMATELY YOUR RESPONSIBILITY TO ENSURE THAT YOU ARE REGISTERED FOR THE CORRECT MODULES FOR YOUR PROGRAMME.**
Programme Requirements

PDip in Actuarial Science

Students must register for at least 120 credits (with at least 90 credits at level M) but can register for as many as 210 credits. Students should note that if they fail any module (ie achieve a mark of less than 40% for the module) they will be ineligible for block exemptions from the professional actuarial exams under the University’s accreditation agreement (although they will still be eligible for individual subject exemptions).

Students should register for modules by completing a module registration form; forms must be received by 4pm on 10th October 2014 although it is strongly recommended that students select their modules as early as possible. After this date students cannot register for Autumn modules but students are able to register for Spring modules by completing a module change form; forms must be received by 4pm on 30th January 2015.

Students can drop modules from their original module choice, by completing a module change form; forms must be received by 4pm on 27th February 2015. After this date, all selected modules will count under the University’s accreditation agreement with the actuarial profession.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit Level</th>
<th>Credits</th>
<th>CT Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA319</td>
<td>Probability &amp; Statistics for Actuarial Science</td>
<td>C</td>
<td>15</td>
<td>CT3</td>
</tr>
<tr>
<td>MA501</td>
<td>Statistics for Insurance</td>
<td>I</td>
<td>15</td>
<td>CT6</td>
</tr>
<tr>
<td>MA529</td>
<td>Probability &amp; Statistics for Actuarial Science 2</td>
<td>I</td>
<td>15</td>
<td>CT3</td>
</tr>
<tr>
<td>MA639</td>
<td>Time Series Modelling &amp; Simulation</td>
<td>H</td>
<td>15</td>
<td>CT6</td>
</tr>
<tr>
<td>MA816</td>
<td>Contingencies 1</td>
<td>M</td>
<td>15</td>
<td>CT5</td>
</tr>
<tr>
<td>MA817</td>
<td>Contingencies 2</td>
<td>M</td>
<td>15</td>
<td>CT5</td>
</tr>
<tr>
<td>MA819</td>
<td>Business Economics</td>
<td>M</td>
<td>15</td>
<td>CT7</td>
</tr>
<tr>
<td>MA820</td>
<td>Financial Mathematics</td>
<td>M</td>
<td>15</td>
<td>CT1</td>
</tr>
<tr>
<td>MA825</td>
<td>Survival Models</td>
<td>M</td>
<td>15</td>
<td>CT4</td>
</tr>
<tr>
<td>MA826</td>
<td>Finance &amp; Financial Reporting</td>
<td>M</td>
<td>15</td>
<td>CT2</td>
</tr>
<tr>
<td>MA835</td>
<td>Portfolio Theory and Asset Pricing Models</td>
<td>M</td>
<td>15</td>
<td>CT8</td>
</tr>
<tr>
<td>MA836</td>
<td>Stochastic Processes</td>
<td>M</td>
<td>15</td>
<td>CT4</td>
</tr>
<tr>
<td>MA837</td>
<td>Mathematics of Financial Derivatives</td>
<td>M</td>
<td>15</td>
<td>CT8</td>
</tr>
<tr>
<td>MA840</td>
<td>Financial Modelling</td>
<td>M</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

Note on the Preliminary reading lists indicated in the following module descriptions: Students will be issued with the Actuarial Education Company notes for subjects CT1 to CT8, together with a copy of Formulae and Tables for Actuarial Examinations. Arrangements for collection of these materials will be advised early in the term. Where appropriate, other possible references are listed in the Preliminary Reading List for each module.

Notes on Pre-Requisites:
MA816 is a pre-requisite for MA817
MA319 is a pre-requisite for MA529
MA817 is a co-requisite for MA840
There are no other formal pre-requisites, but you should check with the module convenor if you are not sure that you have the necessary background for any module.
MSc in Applied Actuarial Science

Students must register for **180 credits** (at least 150 credits must be at level M)

Students should note that if they fail any module (ie achieve a mark of less than 40% for the module) they will be ineligible for block exemptions from the professional actuarial exams under the university’s accreditation agreement (although they will still be eligible for individual subject exemptions).

Students should register for modules by completing a module registration form; forms must be received by 4pm on 10th October 2014 although it is strongly recommended that students select their modules as early as possible.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit Level</th>
<th>Credits</th>
<th>CT Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA921</td>
<td>Actuarial Risk Management 1</td>
<td>M</td>
<td>30</td>
<td>CA1</td>
</tr>
<tr>
<td>MA922</td>
<td>Actuarial Risk Management 2</td>
<td>M</td>
<td>30</td>
<td>CA1</td>
</tr>
<tr>
<td>MA953</td>
<td>Communications</td>
<td>M</td>
<td>15</td>
<td>CA3</td>
</tr>
<tr>
<td><strong>Compulsory Modules</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA909</td>
<td>Enterprise Risk Management</td>
<td>M</td>
<td>30</td>
<td>ST9</td>
</tr>
<tr>
<td>MA912</td>
<td>Life Insurance</td>
<td>M</td>
<td>30</td>
<td>ST2</td>
</tr>
<tr>
<td>MA914</td>
<td>Pensions &amp; Other Benefits</td>
<td>M</td>
<td>30</td>
<td>ST4</td>
</tr>
<tr>
<td>MA915</td>
<td>Finance &amp; Investment</td>
<td>M</td>
<td>30</td>
<td>ST5</td>
</tr>
<tr>
<td>MA916</td>
<td>Derivative Securities</td>
<td>M</td>
<td>30</td>
<td>ST6</td>
</tr>
<tr>
<td>MA917</td>
<td>General Insurance – Reserving and Capital Modelling</td>
<td>M</td>
<td>30</td>
<td>ST7</td>
</tr>
<tr>
<td>MA918</td>
<td>General Insurance – Premium Rating</td>
<td>M</td>
<td>30</td>
<td>ST8</td>
</tr>
<tr>
<td>MA950</td>
<td>PROPHET 1</td>
<td>M</td>
<td>15</td>
<td>-</td>
</tr>
<tr>
<td>MA951</td>
<td>PROPHET 2</td>
<td>M</td>
<td>15</td>
<td>-</td>
</tr>
<tr>
<td>MA952</td>
<td>Financial Modelling</td>
<td>M</td>
<td>15</td>
<td>CA2</td>
</tr>
<tr>
<td><strong>Optional Modules</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note on the Preliminary Reading Lists indicated in the following module descriptions: Students will be issued with the Actuarial Education Company notes for subjects CA3, and for the ST subjects corresponding to the optional modules selected. Arrangements for collection of these materials will be advised early in the term. Where appropriate, other possible references are listed in the Preliminary Reading List for each module.

Note on Pre-Requisites:
MA950 is a pre-requisite for MA951. There are no other formal pre-requisites, but you should check with the module convenor if you are not sure that you have the necessary background for any module.
International MSc in Applied Actuarial Science

The International MSc is a 2 year programme: Stage 1 of the International MSc follows the Graduate Diploma (GDip) specification (see below) and Stage 2 of the International MSc follows the MSc in Applied Actuarial Science specification.

Progression from Stage 1 to stage 2 is dependent on 120 credits being obtained with an overall average mark of 55% for Stage 1. The MSc degree classification is based solely on the marks achieved for Stage 2

Composition of the Graduate Diploma (Year 1 of the International MSc in Applied Actuarial Science)

Students must register for **120 credits** (with at least 60 credits at level H or above) but can register for as many as 210 credits. Students should note that if they fail any module (ie achieve a mark of less than 40% for the module) they will be ineligible for block exemptions from the professional actuarial exams under the university’s accreditation agreement (although they will still be eligible for individual subject exemptions).

Students should register for modules by completing a module registration form; forms must be received by 4pm on 10th October 2014 although it is strongly recommended that students select their modules as early as possible. After this date students cannot register for Autumn modules but students are able to register for Spring modules by completing a module change form; forms must be received by 4pm on 30th January 2015.

Students can drop modules from their original module choice, by completing a module change form; forms must be received by 4pm on 27th February 2015. After this date, all selected modules will count under the universities accreditation agreement with the actuarial profession.

Students can select modules from the following:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit Level</th>
<th>Credits</th>
<th>CT Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA319</td>
<td>Probability &amp; Statistics for Actuarial Science</td>
<td>C</td>
<td>15</td>
<td>CT3</td>
</tr>
<tr>
<td>MA501</td>
<td>Statistics for Insurance</td>
<td>I</td>
<td>15</td>
<td>CT6</td>
</tr>
<tr>
<td>MA516</td>
<td>Contingencies 1</td>
<td>I</td>
<td>15</td>
<td>CT5</td>
</tr>
<tr>
<td>MA529</td>
<td>Probability &amp; Statistics for Actuarial Science 2</td>
<td>I</td>
<td>15</td>
<td>CT3</td>
</tr>
<tr>
<td>MA639</td>
<td>Time Series Modelling &amp; Simulation</td>
<td>H</td>
<td>15</td>
<td>CT6</td>
</tr>
<tr>
<td>MA525</td>
<td>Survival Models</td>
<td>H</td>
<td>15</td>
<td>CT4</td>
</tr>
<tr>
<td>MA533</td>
<td>Contingencies 2</td>
<td>H</td>
<td>15</td>
<td>CT5</td>
</tr>
<tr>
<td>MA537</td>
<td>Mathematics of Financial Derivatives</td>
<td>H</td>
<td>15</td>
<td>CT8</td>
</tr>
<tr>
<td>MA539</td>
<td>Financial Modelling</td>
<td>H</td>
<td>15</td>
<td>-</td>
</tr>
<tr>
<td>MA636</td>
<td>Stochastic Processes</td>
<td>H</td>
<td>15</td>
<td>CT4</td>
</tr>
<tr>
<td>MA715</td>
<td>Financial Mathematics</td>
<td>H</td>
<td>15</td>
<td>CT1</td>
</tr>
<tr>
<td>MA726</td>
<td>Finance &amp; Financial Reporting</td>
<td>H</td>
<td>15</td>
<td>CT2</td>
</tr>
<tr>
<td>MA819</td>
<td>Business Economics</td>
<td>M</td>
<td>15</td>
<td>CT7</td>
</tr>
<tr>
<td>MA835</td>
<td>Portfolio Theory and Asset Pricing Models</td>
<td>M</td>
<td>15</td>
<td>CT8</td>
</tr>
</tbody>
</table>
Note on the Preliminary reading lists indicated in the following module descriptions: Students will be issued with the Actuarial Education Company notes for subjects CT1 to CT8, together with a copy of Formulae and Tables for Actuarial Examinations. Arrangements for collection of these materials will be advised early in the term. Where appropriate, other possible references are listed in the Preliminary Reading List for each module.

Note on Pre-Requisites and Co-Requisites:
MA319 is a co-requisite for MA529
MA516 is a pre-requisite for MA533
MA533 is a co-requisite for MA539

There are no other formal pre-requisites, but you should check with the module convenor if you are not sure that you have the necessary background for any module.
**MSc in Statistics**

Students must register for **180 credits**. 150 credits are compulsory and 30 credits are chosen from the optional modules.

Students are able to change Autumn modules by completing a module change form; forms must be received by 4pm on 10th October 2014.

Students are able to change Spring modules by completing a module change form; forms must be received by 4pm on 30th January 2015.

During the spring term, you will start work on your project. A presentation covering the initial work on your project will take place at the end of the Spring term. The project will then be put on hold until after your exams, to be taken up again during the summer ready for completion in early September. More information about the project will be given nearer the time.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA858</td>
<td>Computational Statistics</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA881</td>
<td>Probability and Classical Inference</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA882</td>
<td>Advanced Regression Modelling</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA883</td>
<td>Bayesian Statistics</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA884</td>
<td>Principles of Data Collection</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA890</td>
<td>Practical Statistics and Computing</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA867</td>
<td>Project</td>
<td>M</td>
<td>60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA885</td>
<td>Stochastic Processes and Time Series</td>
<td>M</td>
<td>15</td>
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<tr>
<td>MA888</td>
<td>Stochastic Models in Ecology and Medicine</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA889</td>
<td>Analysis of Large Data Sets</td>
<td>M</td>
<td>15</td>
</tr>
</tbody>
</table>

For more detailed information about this and other aspects of the credit framework, see [http://www.kent.ac.uk/teaching/qa/credit-framework/](http://www.kent.ac.uk/teaching/qa/credit-framework/)

**Note on Pre-Requisites:**
There are no formal pre-requisites. Postgraduate students are assumed to cover the foundation in the compulsory modules, or to have the necessary knowledge from previous studies.
**MSc in Statistics with Finance**

Students must register for **180 credits** (at least 150 credits must be at level M). 150 credits are compulsory and 30 credits are chosen from the optional modules.

Students are able to change Autumn modules by completing a module change form; forms must be received by 4pm on 10\(^{th}\) October 2014.

Students are able to change Spring modules by completing a module change form; forms must be received by 4pm on 30\(^{th}\) January 2015.

During the spring term, you will start work on your project. A presentation covering the initial work on your project will take place at the end of the Spring term. The project will then be put on hold until after your exams, to be taken up again during the summer ready for completion in early September. More information about the project will be given nearer the time.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compulsory Modules</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA881</td>
<td>Probability and Classical Inference</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA882</td>
<td>Advanced Regression Modelling</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA883</td>
<td>Bayesian Statistics</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA886</td>
<td>Modelling of Time-dependent Data and Financial Econometrics</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA887</td>
<td>Stochastic Processes and Insurance Risk</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA890</td>
<td>Practical Statistics and Computing</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA867</td>
<td>Project</td>
<td>M</td>
<td>60</td>
</tr>
<tr>
<td><strong>Optional Modules</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA835</td>
<td>Portfolio Theory and Asset Pricing Models</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA837</td>
<td>Mathematics of Financial Derivatives</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA889</td>
<td>Analysis of Large Data Sets</td>
<td>M</td>
<td>15</td>
</tr>
</tbody>
</table>

For more detailed information about this and other aspects of the credit framework, see [http://www.kent.ac.uk/teaching/qa/credit-framework/](http://www.kent.ac.uk/teaching/qa/credit-framework/)

**Note on Pre-Requisites:**
There are no formal pre-requisites. Postgraduate students are assumed to cover the foundation in the compulsory modules, or to have the necessary knowledge from previous studies.
International MSc in Statistics and International MSc in Statistics with Finance

The International Masters is a 2 year programme: Stage 1 of the International MSc follows the Graduate Diploma (GDip) specification (see below) and Stage 2 of the International MSc follows the MSc in Statistics/Statistics with Finance specification (see pages 14 and 15).

Progression from Stage 1 to stage 2 is dependent on 120 credits being obtained with an overall average mark of 55% for Stage 1. The MSc degree classification is based solely on the marks achieved for Stage 2.

Composition of the Graduate Diploma in Statistics (Year 1 of International MSc in Statistics and Year 1 of International MSc in Statistics with Finance)

Students must register for **120 credits** (with at least 60 credits at level H). 75 credits are compulsory, and 45 credits are chosen from the optional modules.

Students are able to change Autumn modules by completing a module change form; forms must be received by 4pm on 10th October 2014.

Students are able to change Spring modules by completing a module change form; forms must be received by 4pm on 30th January 2015.

Depending on students' background at entry, the following module may be taken: LZ600 Advanced English for Academic Study (Science).

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA552</td>
<td>Analysis</td>
<td>I</td>
<td>15</td>
</tr>
<tr>
<td>MA553</td>
<td>Linear Algebra</td>
<td>I</td>
<td>15</td>
</tr>
<tr>
<td>MA629</td>
<td>Probability &amp; Inference</td>
<td>I</td>
<td>15</td>
</tr>
<tr>
<td>MA632</td>
<td>Regression</td>
<td>I</td>
<td>15</td>
</tr>
<tr>
<td>MA602</td>
<td>Dissertation/Project</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA636</td>
<td>Stochastic Processes</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA639</td>
<td>Time Series Modelling and Simulation</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA772</td>
<td>Analysis of Variance</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA781</td>
<td>Practical Multivariate Analysis</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>LZ600</td>
<td>Advanced English for Academic Study (Science)</td>
<td>H</td>
<td>15</td>
</tr>
</tbody>
</table>

The programme as laid out in terms of available modules is subject to change.

Note on Pre-Requisites:
There are no formal pre-requisites. Postgraduate students are assumed to cover the foundation in the compulsory modules, or to have the necessary knowledge from previous studies.
MSc in Mathematics and its Applications

Students must register for **180 credits** (at least 150 credits must be at level M).

Students are able to change Autumn modules by completing a module change form; forms must be received by 4pm on 10th October 2014.

Students are able to change Spring modules by completing a module change form; forms must be received by 4pm on 30th January 2015.

The MSc programme consists of two stages. Stage 1 is 90 credits of optional modules and the Mathematical Inquiry and Communications module (30 credits). Students must pass the Mathematical Inquiry and Communications module to progress to the Dissertation module. At the end of Stage 1, a Board of Examiners will consider the award of credits for the Stage 1 modules, and will make recommendations regarding progression to the dissertation or any requirements to resit. The registration of students on the PGDip programme is reviewed at this Board of Examiners meeting. If a student has passed the requisite modules, their registration may be changed to MSc if the student wishes to upgrade. The final Board of Examiners in October will consider the award of credits for the Dissertation and resit examination results, and will make recommendations for the final award of the degree.

Note: Students may not register for an H level optional module if they have already passed a module containing similar content, at this or another university. Some M level options are offered as reading modules, the contact hours for which may vary considerably.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA960</td>
<td>Dissertation</td>
<td>M</td>
<td>60</td>
</tr>
<tr>
<td>MA961</td>
<td>Mathematical Inquiry and Communication</td>
<td>M</td>
<td>30</td>
</tr>
<tr>
<td><strong>Compulsory Modules</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA562</td>
<td>Nonlinear Waves and Solitons</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA962</td>
<td>Geometric Integration</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA963</td>
<td>Poisson Algebras and Combinatorics</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA964</td>
<td>Applied Algebraic Topology</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA965</td>
<td>Symmetries, Groups and Invariants</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA968</td>
<td>Mathematics and Music</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA969</td>
<td>Applied Differential Geometry</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA971</td>
<td>Introduction to Functional analysis</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA972</td>
<td>Algebraic Curves in Nature</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA973</td>
<td>Basic Differential Algebra</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td><strong>Optional Modules</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA549</td>
<td>Discrete Mathematics</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA563</td>
<td>Calculus of Variations <em>(Not running 2014/15)</em></td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA572</td>
<td>Complex Analysis</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA574</td>
<td>Polynomials in Several Variables</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA576</td>
<td>Groups and Representations</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA577</td>
<td>Elements of Abstract Analysis</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA587</td>
<td>Numerical Solutions of Differential Equations</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA591</td>
<td>Nonlinear Systems and Mathematical Biology</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>CB600</td>
<td>Games and Networks</td>
<td>H</td>
<td>15</td>
</tr>
</tbody>
</table>

Note: The module code CB600 is offered as a reading module. The contact hours for which may vary considerably.
Note on Pre-Requisites:
MA961 is a pre-requisite for MA960
MA587 is a co-requisite for MA962

There are no other formal pre-requisites, but you should check with the module convenor if you are not sure that you have the necessary background for any module.
International MSc in Mathematics and its Applications

The International Masters is a 2 year programme: Stage 1 of the International Masters follows the Graduate Diploma (GDip) specification (see below) and Stage 2 of the International MSc follows the MSc in Mathematics and its Applications specification (see page 17). Progression from Stage 1 to stage 2 is dependent on 120 credits being obtained with an overall average mark of 55% for Stage 1. The MSc degree classification is based solely on the marks achieved for Stage 2.

Composition of the Graduate Diploma (and Year 1 of the International MSc in Mathematics and its Applications)

The programme is studied over nine months full-time. Students must register for **120 credits** (at least 60 credits must be at level H).

Students are able to change Autumn modules by completing a module change form; forms must be received by 4pm on 10th October 2014. Students are able to change Spring modules by completing a module change form; forms must be received by 4pm on 30th January 2015.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compulsory modules (unless equivalent modules have previously been studied)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA552</td>
<td>Analysis</td>
<td>I</td>
<td>15</td>
</tr>
<tr>
<td>MA553</td>
<td>Linear Algebra</td>
<td>I</td>
<td>15</td>
</tr>
<tr>
<td><strong>Please pick at least one of the following modules:</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>MA565</td>
<td>Groups and Rings</td>
<td>I</td>
<td>15</td>
</tr>
<tr>
<td>MA588</td>
<td>Mathematical Techniques &amp; Differential Equations</td>
<td>I</td>
<td>15</td>
</tr>
<tr>
<td><strong>Please pick the remaining credits from the following modules:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA549</td>
<td>Discrete Mathematics</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA563</td>
<td>Calculus of Variations <em>(Not running 2014/15)</em></td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA567</td>
<td>Topology</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA568</td>
<td>Orthogonal Polynomials and special functions</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA572</td>
<td>Complex Analysis</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA574</td>
<td>Polynomials in Several Variables</td>
<td>H</td>
<td>15</td>
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<tr>
<td>MA576</td>
<td>Groups and Representations</td>
<td>H</td>
<td>15</td>
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<td>MA577</td>
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<tr>
<td>MA587</td>
<td>Numerical Solutions of Differential Equations</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA591</td>
<td>Nonlinear Systems and Mathematical Biology</td>
<td>H</td>
<td>15</td>
</tr>
<tr>
<td>MA593</td>
<td>Topics in Modern Applied Mathematics</td>
<td>H</td>
<td>30</td>
</tr>
</tbody>
</table>

The following modules may be taken instead, subject to consultation with the Director of Studies:
Level H: MA599
Level I: MA564, MA566, MA584, MA590.

Where candidates have sufficient prior credit that they have already gained a satisfactory level in one of the above I level modules it is suggested that these could be substituted for other stage 3 (H) where timetabling allows.

Note on Pre-Requisites and Co-Requisites:
MA588 is a co-requisite for MA593

There are no other formal pre-requisites, but you should check with the module convenor if you are not sure that you have the necessary background for any module.
MSc in Finance, Investment and Risk

Students must register for **180 credits** (with at least 150 credits at level M). 120 credits are compulsory, and 60 credits are chosen from the optional modules.

Students are able to change Autumn optional modules by completing a module change form; forms must be received by 4pm on 10th October 2014.

Students are able to change Spring optional modules by completing a module change form; forms must be received by 4pm on 30th January 2015.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA826</td>
<td>Finance and Financial Reporting</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA930</td>
<td>Investment Analysis and Portfolio Management</td>
<td>M</td>
<td>30</td>
</tr>
<tr>
<td>MA931</td>
<td>Financial Risk Management</td>
<td>M</td>
<td>30</td>
</tr>
<tr>
<td>MA932</td>
<td>Financial Statements Analysis</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>MA934</td>
<td>Probability and Statistics for Finance</td>
<td>I</td>
<td>15</td>
</tr>
<tr>
<td>MA935</td>
<td>Mathematics of Finance</td>
<td>M</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Credit Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Economics</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>Portfolio Theory and Asset Pricing Models</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>Mathematics of Financial Derivatives</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>Fund Management</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>Financial Modelling and Analysis</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>Communication in Finance and Investment Writing</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>Fixed Income Analysis</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>Case Studies in Finance</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>Applied Financial Econometrics</td>
<td>M</td>
<td>15</td>
</tr>
</tbody>
</table>

Note on Pre-Requisites:
There are no formal pre-requisites. Postgraduate students are assumed to cover the foundation in the compulsory modules, or to have the necessary knowledge from previous studies.
Module Descriptions
**Attendance and Coursework**

**Timetables**
Lecture and class information is available via the Student Data System.

Lectures and classes are normally timetabled between the hours of 09:00 and 18:00 on Mondays, Tuesdays, Thursdays and Fridays, and between 09:00 and 13:00 on Wednesdays. However, there may be occasions when it will be necessary for teaching to take place on Wednesday afternoons, or from 18:00–19:00 on Mondays, Tuesdays, Thursdays or Fridays. Teaching begins at 5 minutes past the hour and ends at 5 minutes to the hour. No smoking, eating or drinking is allowed in any teaching room. Teaching Timetables for termly delivered programmes will be available by the start of the Autumn, Spring and Summer terms. Queries on the timetable should, in the first instance, be addressed to the Administrative Office.

**Attendance**
Attendance at supervisions, project meetings, seminar, terminal and other practical classes is compulsory under the general regulations for students. Attendance at compulsory classes is monitored and recorded on the Student Data System. During the project period supervisors will monitor student progress and failure to attend project meetings could result in academic discipline procedures. Students are also required to pursue diligently the programme of study selected from the list of modules as laid down in this handbook. In some cases, assessments will be carried out during class time, and the marks obtained here may be used as part of the coursework mark for the relevant module.

Attendance at lectures will be monitored in order to enable the school to remind students of the importance of attending lectures in support of their learning. Academic advisers and the Senior Tutor will be informed of absences in order to identify where there may be cause for concern in the case of repeated or prolonged absence, for instance, unreported illness. The school follow-up as a result of repeated absence will primarily be with the intention of promoting and recovering student progress; however, repeated absence may be taken as a possible indicator of lack of appropriate diligence when considering disciplinary processes.

**Submission of Coursework**
All coursework is compulsory and students are required to submit all work set by the deadline prescribed.

The School has a policy that all coursework should be submitted to the Administration Office before 12 noon on the day of the deadline. In order to allow students to get feedback on work: Work handed to the Administration Office after the deadline will be accepted but will clearly be identified as having been submitted late.

This work will then be passed to convenors. It is then within the convenors’ discretion as to whether they mark the work.

If convenors do mark the work the mark achieved will NOT replace the zero mark entered on SDS, the mark will be for the purpose of feedback to the student only.

Module Convenors will determine the deadlines for submission of coursework.
**Student Support**

**Moodle**
Moodle is Kent’s Virtual Learning Environment. It will give you access to teaching materials and other information associated with the modules for which you are registered. Further information will be provided by teaching staff at the start of a module. To access Moodle go to [http://moodle.kent.ac.uk](http://moodle.kent.ac.uk) and log-in as prompted.

Online training guides for Moodle and general information regarding e-learning are also available from the ‘New Students’ section of the e-learning website at: [http://www.kent.ac.uk/elearning](http://www.kent.ac.uk/elearning)

**Staff/Student Liaison**
Providing outstanding student representation is integral to Kent Union’s existence. There is student representation at all levels of University life. Every student will have a course representative who is elected to listen to the views of course mates and discuss them with staff at School consultative meetings. There are elected student representatives who sit on Faculty and University wide committees as well as full time Sabbatical Officers who represent students’ needs on issues such as academic, welfare and social matters at University, local and national level. All representatives are elected in elections which take place either in October or March so YOU can decide who represents your needs!
For more information on student representation and how to get involved visit [http://www.kentunion.co.uk/representation/](http://www.kentunion.co.uk/representation/).

Students elect representatives annually to represent their views. These students sit on the School Staff-Student Consultative Committee and on the Board of Studies, and representatives are chosen to sit on the School and Faculty Learning and Teaching Committees, Faculty Board and the Graduate Studies Committee. Matters raised by students are dealt with informally as they arise or they may be raised at the Staff-Student Liaison Committee. The Committee which has responsibility for staff-student liaison over all taught programmes in the school (both undergraduate and postgraduate) provides a constructive interface between the school and students aimed at improving:

a. the delivery of programmes and courses;
b. the quality of student feedback;
c. action times on dealing with problems such as access to facilities, delays in marking, overload problem, etc.

**Student Activities Centre**
The Activities Centre aims to provide opportunities for students to develop skills outside of their academic programme, and to try new activities. For example, they offer the Kent Student Certificate in Volunteering which is a scheme that recognises the hours you put in as a volunteer for which you receive a certificate that can be added to your CV. There is also the STAND OUT scheme which offers professional training sessions on different skills such as public speaking or event planning. There are over 100 different societies on offer at Kent and over 40 sports teams so you are sure to find something that matches your interest. You can look them up at [http://www.kentunion.co.uk/](http://www.kentunion.co.uk/)
**Employability and Careers**
We want you to be in a good position to face the demands of a tough economic environment. Our courses and volunteering opportunities allow you to develop transferable skills. We have an excellent Careers and Employability Service and our reward schemes enable you to consolidate and test your skills. With MyFolio, building your own online portfolio can help you reflect and prove your worth to employers.
For more information please see [http://www.kent.ac.uk/employability/](http://www.kent.ac.uk/employability/)

**The Registry**
There are some matters that are not dealt with in the School and for these students need to visit the relevant Registry department. These include:
- Name changes (Registry Student Reception)
- Status letters (Registry Student Reception)
- Fee payments and queries (Income Office, Registry)
- Immigration Office Application for Extension of Stay (Registry Student Reception)

Some matters are dealt with by Registry departments, but administered online. For example, Council Tax Exemption Certificates.

**The Templeman Library**
The Library, at the heart of the Canterbury campus, provides essential resources to support you throughout your studies. The building itself holds over a million items including books, journals, DVDs and other multimedia resources. It offers a variety of study and IT facilities: group and silent study areas, presentation practice rooms, networked PCs, as well as wireless access, laptop loans, and a café.

A vast range of resources is available online, including full-text journals and newspapers, reference material, databases and bibliographies; you can access these from wherever you are with your Kent username and password.

The Library houses two archives of rare and unique material: the British Cartoon Archive, and Special Collections, with significant holdings in Victorian and Edwardian theatre, the history of science, local history, and early printed books.

The Library also provides a training and support network to help you make the most of its resources, including a Help & Enquiry desk service. Academic liaison librarians, who are your subject specialists, deliver one-to-one and group training and produce online subject guides which highlight the resources that are likely to be most useful for your studies.
[www.kent.ac.uk/library](http://www.kent.ac.uk/library)

**Personal Development Planning (PDP)**
At University you should become an independent learner. Personal Development Planning helps students to take charge of their learning, recognize their strengths and weaknesses and plan for their short term and long term future. PDPs are an important tool used in industry for people to manage their career advancement, both in terms of providing evidence for people applying for promotion and for identifying future training and development requirements and getting realistic time frames and budgets agreed by employers. Experience of this at university will enable you fully to embrace development opportunities and to think broadly about where you can get relevant learning and support throughout your careers.
An advantage of an up-to-date PDP is that it will provide evidence of all the core competencies employers now base their recruitment on, enabling you to recognise that your technical degree also gives you wider skills such as teamwork, analytical and problem solving, planning and organisation, etc. The ability to learn new skills quickly is one of the basic reasons that employers target graduates, further technical skills are easily trainable if this foundation is in evidence. This is easily shown if you have an up-to-date PDP when applying for jobs, as well as providing your tutor with more detailed information on which to base any references you may require.

Personal Development Planning is available to every University student in the UK. At Kent it is a student-led activity supported by the School. Recording of PDP may take place in an e-portfolio. For more information see the PDP website at: http://www.kent.ac.uk/learning/PDP-and-employability/pdp/index.html/
**IT Services and Support**
The first-class IT facilities available on campus are supported by an online, telephone and in-person helpdesk to provide user support and help to get started. Over a thousand student PCs, located in college PC rooms and in the Templeman Library, offer a range of general and academic software and high-speed internet* access.

Find a PC on campus: [www.kent.ac.uk/itservices/pcs/index.html](http://www.kent.ac.uk/itservices/pcs/index.html)

**Your IT account**
To access services, you first need to claim your IT account to retrieve your username and password. Claim your IT account online at: [www.kent.ac.uk/gettingstarted/it.html](http://www.kent.ac.uk/gettingstarted/it.html)

**Connect your computer**
Your own PC can gain access to your files on the Kent network, and print to campus printers; simply connect to the Kent network using one of these services: wireless access: [www.kent.ac.uk/wireless](http://www.kent.ac.uk/wireless) the study bedroom service (to connect from campus bedrooms): [www.kent.ac.uk/itservices/sbs](http://www.kent.ac.uk/itservices/sbs)

**Maths Terminal Rooms**
Within SMSAS we have two Maths Terminal Rooms, Maths Terminal Room A and B (MTRA and MTRB). Both of these rooms are available for use outside of timetabling. They are also available in the evening until 7pm. All Taught Postgraduates should use their student card to gain access to the terminal rooms. If your card does not gain you access, please bring your student card to the Administration office in SMSAS.

**IT Welcome Desk**
There is an IT Welcome desk based in the Templeman Library on Level 1, it is open from 9am-5pm Monday to Friday. You can borrow software such as Maple to install on your PC. For more information please go to [http://www.kent.ac.uk/itservices/help/](http://www.kent.ac.uk/itservices/help/)

**Borrow a laptop**
The Templeman Library, which is fully wireless-enabled, allows you to borrow a laptop to use within the Library.

**Living off campus?**
You can connect to the Kent network via your home broadband service. Details of how to set up your connection are online: [www.kent.ac.uk/itservices/home](http://www.kent.ac.uk/itservices/home)

**Improve your IT skills**
Training opportunities are available to help you make the most of IT facilities to conduct research, write essays and produce academic papers. As a Kent student, you can access online learning materials, sign up for free workshops or choose to take a recognised IT qualification. For more information, visit [www.kent.ac.uk/student/skills](http://www.kent.ac.uk/student/skills)

**More details**
For details of all IT services or to contact the Helpdesk, visit [www.kent.ac.uk/itservices](http://www.kent.ac.uk/itservices)

* Internet access has some security restrictions.
Assessment and Examination
Credit Framework for Taught Programmes
The Credit Framework for Taught Programmes applies to all programmes of study taught at and by the University of Kent and leading to an award of the University. It sets out the requirements for all taught programmes of study, in order to ensure that successful students will be eligible for an award of the University of Kent.

More detailed information on aspects of the Credit Framework can be found on the University web pages http://www.kent.ac.uk/teaching/qa/credit-framework/

Coursework
There are two types of coursework: graded and ungraded. Graded coursework is given a numerical mark. Each such assessment has a weighting associated with it and this mark is used directly towards the calculation of the module mark.

Examiners may ask to see your coursework during the Summer Term and you should, therefore, keep your work until the end of your course. Students who are required to submit their work will be notified by the Chair of the Board of Examiners concerned during the Summer term.
Examination and Assessment Check
All students are required to confirm that they have been correctly registered for modules, examinations and assessments. You will be advised to do this at the start of the Spring term, using your account on SDS. If you do not check your registration and assessment details, you are at risk of finding that you are taking two examinations at the same time, or that you are being assessed on the incorrect module.

If you have good cause to request special arrangements to be made for your examinations, you must contact the Examinations Office in the Autumn Term.

Examination Timetable
Examinations take place in May/June and in August for some MSc programmes. The Examinations timetable for May/June is published during the Spring term and is made available on the University Web pages. The exam timetable for August is published in July. You may be required to sit examinations on a Saturday.

The Examination Room
It is important that all students are familiar with the examination instructions for candidates. These are available to view on the Examinations Office web page at:
http://www.kent.ac.uk/student-records/exams/index.html

You should particularly note that:
- you must take your student ID card with you to all examinations as you will be asked to produce your card to get into the Hall and you will be required to display it on the desk throughout the exam.
- you may not take bags, phones or unauthorised material into the Hall.
- you may not take food or drink into the Hall, except for documented medical reasons. Water will be available on request.

Cheating in the Examinations
Regulation 4(ii) of the General Regulations for Students states that ‘Except where allowed by the examination instructions, no candidate may introduce into the examination room any book, manuscript or other object or material relevant to the subject of the examination.’

THE UNIVERSITY REGARDS CHEATING OR ATTEMPTING TO CHEAT AS AN EXTREMELY SERIOUS OFFENCE. STUDENTS WHO ARE FOUND TO HAVE CHEATED MAY FAIL THE EXAMINATION OVERALL.
Calculators in Examinations

MSc in Finance, Investment and Risk
ONLY the following models of calculator will be allowed to be used in exams for modules MA819, MA826, MA835 and MA837:

Casio FX-83
Casio FX-85

ONLY the following models of calculator will be allowed to be used in exams for modules MA930, MA931, MA932, MA933, MA934, MA935 and MA937:

Texas Instruments BAII Plus
HP 12C
Casio FX-83
Casio FX-85

All other postgraduate programmes
ONLY the following models of calculator will be allowed to be used in examinations:

Casio FX-83
Casio FX-85

Dictionaries in Examinations
The use of dictionaries in the examination room is prohibited. However, Schools will ensure that an appropriate member of staff is present for the first minutes of an examination to answer questions from students. Non-native speakers of English in particular should read question papers carefully and ask about the meaning of words with which they are not familiar during this time.

Concessions and Coursework Extensions
The concessions process is there to support students who experience illness, bereavement or other personal circumstances not within the remit of everyday life that may impact academic work. If your performance in coursework and/or its submission are likely to be affected, please see the process for coursework extensions. If examination performance and/or attendance is affected, please see the concessions process.

Coursework Extensions
If you experience a minor ailment or short term illness that could affect performance or submission of coursework, you may wish to request an extension. Students should contact their lecturer directly via email to request an extension in advance of the deadline date. Extensions are given at the discretion of the lecturer and can only be approved in advance of a deadline, so please allow enough time for this to be considered. If an extension request is denied, or could not be approved in advance, you should still submit the coursework (for feedback purposes), but you may also wish to apply for a concession for consideration by the Board of Examiners (see the process below).
Rules for Extensions of Coursework in SMSAS Modules

Students are expected to submit all work by the date and time announced. Extensions will not be granted without good reason. Any extensions granted will be the minimum required to compensate the student for the misfortune which is the basis for the request. Requests for extensions to deadlines must be submitted in writing to the module lecturer before the deadline becomes due.

No extension will be allowed which enables a student to submit work after the time at which marked work is returned to other students or worked solutions are given (either in writing or orally) to the class.

In the case of assessed work contributing to the module mark, a proposed extension disallowed under the rule above, will result in the student being excused the work in question, and being allocated a mark equal to the weighted average of the remaining components of his/her coursework mark.

Concessions Process

If you experience a period of ill health or other personal problem not within the remit of everyday life and feel your academic performance in examinations or class tests has been affected you may wish to apply for a concession. If an extension for coursework is not likely to be sufficient (if the affected time period is significant) or an extension could not be approved in advance of the deadline, you may also wish to enter an application for concession. Please note that in cases where you have not been able to attend examinations because of illness or other personal circumstance, you must inform the Board of Examiners of this via the concessions process, as further resit opportunities may otherwise be denied.

How do I apply for a concession?

To apply for a concession you will need to submit the relevant concessions form (Exam/Coursework) to the Admin Office. Concession forms are located outside the Admin Office, or on our website: [http://www.kent.ac.uk/smsas/resources/index.html?tab=paperwork-requests-and-forms](http://www.kent.ac.uk/smsas/resources/index.html?tab=paperwork-requests-and-forms)

Do I need to provide any other information?

In addition to the completed concession form we also require evidence to support your request. This is so that the Board of Examiners are fully aware of the circumstances affecting your work. The type of evidence you provide will vary depending on your circumstances but for example, concessions regarding health must be supported by medical evidence.

When and where should I submit my concession?

The concessions form should be submitted within 5 days of an affected assessment deadline or examination. Supporting evidence should follow within 14 days. Paperwork should be submitted to the Admin Office, or by email to [SMSASsupport@kent.ac.uk](mailto:SMSASsupport@kent.ac.uk), clearly marked as ‘Concessions (plus your name)’.

What happens next?

Concessions are given at the discretion of the Board of Examiners and are considered at the end of each academic year. Therefore, penalty marks received for late assessments will remain on the system until this time.

Please contact [SMSASsupport@kent.ac.uk](mailto:SMSASsupport@kent.ac.uk) if you have any queries regarding this process.
Progression
The standard MSc programme, and the Graduate Diploma comprise one stage only and the requirements for award are set out below.

For students registered on the International Masters programmes, progression to Stage 2 is subject to achieving all credits for Stage 1 and the achievement of an overall average mark of at least 55% for the stage. Progression to Stage 2 with trailing credit will not be allowed. Students who achieve all the credit for Stage 1 but who do not meet the progression requirement for Stage 2 will be eligible for the award of a Graduate Diploma. Students who do not achieve all the credits for Stage 1 may be eligible for a Graduate Certificate.

Award
The minimum requirements for award are as follows:
- Graduate Diploma 120 credits (at least 60 credits of which must be at H level)
- Postgraduate Diploma 120 credits (at least 90 of which must be at Level M)
- MSc 180 credits (at least 150 of which must be at Level M)

Classification
For all programmes, students who obtain an overall classification mark of at least 70% will normally be awarded a Distinction; for an average of between 60% and 69.9% a Merit will be awarded; a pass will be awarded to students who pass all modules and achieve an average mark below 60%.

Resitting Examinations
If you do not pass examinations at the first attempt you will normally have the opportunity to sit the examination again either in August or May/June of the following academic year. A second resit attempt may be granted at the discretion of the Board of Examiners. Students who have failed to satisfy the criteria for progression to the next stage after the first resit examination normally withdraw pending the second resit examination the following summer, but you will also have the right to repeat any failed module provided the module is being taught in the year in question and a place is available. Students wishing to repeat will be required to pay tuition fees on a module-by-module basis. In exceptional circumstances, the Dean of the Faculty may give a student permission to repeat modules that have already been passed. For a fuller explanation please see “Progression” under the Credit Framework later in this handbook.

You will need to consider your financial situation carefully. Part-time students are unlikely to be eligible to live in University owned accommodation and may not receive Council Tax relief.

If you are an overseas student and are considering repeating failed modules you will need to determine, as a matter of priority and before leaving the country, how your immigration status may be affected by part-time study.
When considering resit candidates Boards of Examiners will look at the best overall mark on each module when determining whether a candidate should pass or fail. In determining whether a student should be awarded merit or distinction, the Board will use the following rules to attribute marks:

- a mark of 40% for each module passed after previous failure;
- the higher of the fail marks on modules which have not been passed;
- the actual mark for modules passed at the first attempt and not repeated;
- the first attempt mark for modules repeated but passed at the first attempt.

**Publication of Results**

PDip results will be confirmed and published in time for July congregation. Boards of Examiners will meet in June to consider results for the taught component of programmes, to consider Stage 1 results for International Masters students and to consider the Postgraduate Diploma results. These results will be made available to students at that time. Those required to attend resit examinations in August of the same year will be informed of this as soon as results are confirmed.

The Board of Examiners will meet again in September to consider final results. A transcript showing a breakdown of marks will be sent to candidates at their home address following the meeting of the Board. Results will also be available on-line via the Student Data System. Successful postgraduate students normally attend the Graduation Ceremony held in November following the release of results.

**Appeals Procedure**

Appeals procedures can be found in Annex 9 of the Credit Framework for Taught Programmes at: [http://www.kent.ac.uk/teaching/qa/credit-framework/](http://www.kent.ac.uk/teaching/qa/credit-framework/)

Information regarding the examination appeals procedure is available at: [http://www.kent.ac.uk/fso/appeals/](http://www.kent.ac.uk/fso/appeals/)
Academic Integrity and Honesty at the University

What is academic integrity?

While you are at university, you are expected and required to act honestly regarding the work you submit for assessment in your courses. General Regulation V.3: Academic Discipline states that: students are required to act with honesty and integrity in fulfilling requirements in relation to assessment of their academic progress.

General Regulation V.3 specifies that any attempts to:

- cheat
- plagiarise
- improperly influence your lecturer’s view of your grades
- copy other assignments (your own or somebody else’s) or
- falsify research data

will be viewed as a breach of this regulation.

The full details of this regulation including disciplinary procedures and penalties are available at: http://www.kent.ac.uk/teaching/qa/credit-framework/

Most students do not have any problems understanding the rules and expectations about acting honestly at university, although some are not familiar with academic expectations and plagiarism.

What is plagiarism?

General Regulation V.3 states that plagiarism includes: reproducing in any work submitted for assessment or review (for example, examination answers, essays, project reports, dissertations or theses) any material derived from work authored by another without clearly acknowledging the source.

In addition, certain schools or subjects may define plagiarism more narrowly. This means that if you read, study or use any other work in your assignment, you must clearly show who wrote the original work. This is called referencing and correct referencing will help you to avoid accusations of plagiarism.
What is referencing?

Referencing means acknowledging the original author / source of the material in your text and your
- reference list. Examples of source material which should be referenced include:
  - exact words (written or spoken)
  - summarised or paraphrased text
  - data
  - images (graph, tables, video, multimedia etc.)
  - pictures or illustrations
  - ideas or concepts
  - theories
  - opinion or analysis
  - music or other performance media
  - computer code
  - designs, drawings or plans

A variety of referencing styles are in use at the University of Kent. Specific style guides can be accessed from your school, library or UELT website. Good referencing and avoiding plagiarism are prerequisites to good writing.

If you are unsure about essay writing in general or want to make sure that you will receive the good marks you deserve, you can visit the Student Learning Advisory Service based in the UELT building.

For details see: [http://www.kent.ac.uk/learning/](http://www.kent.ac.uk/learning/)
Further information for students on Academic Integrity can be found at: [http://www.kent.ac.uk/ualt/ai/index.html](http://www.kent.ac.uk/ualt/ai/index.html)

Duplication of coursework

The Senate has agreed the following definition of duplication of coursework:

‘Duplication of material means the inclusion in coursework (including extended essays, projects and dissertations) of a significant amount of material which is identical or substantially similar to material which has already been submitted for the same or any other module at this University or elsewhere. Students should not duplicate material in this way. Where students are permitted to choose the title of a piece of coursework, they should be careful to avoid making a selection which might result in overlap between that and any other coursework. Students who feel that they might need to cover similar ground in two pieces of coursework should consult their supervisors in both modules.’

The University does not accept the duplication of material and will impose severe penalties if it occurs. Please see our policy on plagiarism on the website at: [http://www.kent.ac.uk/IMS/currentstudents/policyprocedures/plagiarism.pdf](http://www.kent.ac.uk/IMS/currentstudents/policyprocedures/plagiarism.pdf)
Complaints Procedure
The University welcomes comments and suggestions for improvements which should be addressed, as appropriate, to the member of staff concerned. There is a suggestion box in the Admin Office foyer which is checked regularly – if you have any comments or suggestions, please leave a note in the box.

If a student, or a group of students, has a complaint concerning the teaching of an SMSAS module, then the following procedure should be followed. Those submitting complaints should indicate clearly, at the outset, any remedy/remedies they are seeking.

1. In the first instance the student(s) should normally approach the lecturer concerned or the convenor of the module, either directly or through the student representative. If some students do not feel that this is appropriate then they should speak to their personal Academic Adviser or the School Administration Manager.

2. If the complaint cannot be resolved by the above measure, then the student(s) should approach the Senior Tutor, the Head of Subject (Actuarial Science – Mr JD Millett; Mathematics - Professor ANW Hone; Statistics - Professor MS Ridout), or the Interim Head of School (Professor PA Clarkson).

3. If all else fails, then the student(s) should use the mechanism of the SMSAS Staff-Student Consultative Committee (SSCC). The Chair of the SSCC should be given an outline of the complaint at least a week before the next meeting of the SSCC, either in writing or by email. The Chair of the SSCC will inform the lecturer(s) of the nature of the complaint and invite them to attend the relevant part of the SSCC meeting.

The aim is to negotiate a satisfactory solution prior to using the formal mechanism of the Staff/Student Consultative Committee. Complaints with respect to specific modules will not be discussed at the SSCC unless the above procedure has been adhered to.

If the student(s) do not feel that their complaint has been dealt with satisfactorily, then the matter should be dealt with in the manner prescribed in the Student Charter.
Intermission

It is important that you seek help if you are experiencing problems with your studies.

If you seek a period of intermission you are strongly advised to check the financial consequences with your sponsors. It is very important that your sponsor is consulted.

Students take time out from their degree (known as intermitting) for a variety of reasons, mainly personal, but sometimes academic or financial. If you feel you need some time out, go and see your School Senior Tutor or the University Counselling Service. Intermittting does not change the duration of your degree it just gives you the opportunity to take some time away from University should you need to. The University does not encourage students to take longer than normal to complete their studies but is willing to discuss this with you. Whatever is decided you will need to speak to your funding body to ensure that any funding you receive is not affected by intermission.

Intermission is normally given for a complete academic year, or occasionally part of an academic year. Your School Senior Tutor will ultimately be responsible for authorising your period of intermission. However, no intermission will be granted after the end of student examination/assessment confirmation

Possible reasons for leave to intermit are:

1. Personal Grounds - Family or personal reasons (other than illness) prevent you from continuing your studies.
2. Financial Grounds - Where your financial situation prevents you from continuing your studies.
3. Medical Grounds:
   a) Absence from the University due to medical or emotional reasons, or other such extenuating circumstances.
   b) Illness or extenuating circumstances, which are having a negative impact on your studies.
   c) Illness or extenuating circumstances that have interrupted your studies

When the reason for intermitting is medical, medical evidence will be requested from you. Before you return from intermission, you will be required to provide another medical certificate to testify that you are fit to return to your studies.

A few things to remember:
- Intermittting does not change the number of terms you will spend at the University, or your examination results.
- Intermittting is intended to relieve you of a disadvantage, not put you at an advantage to other students.
- You must check funding issues / implications with your Funding Body / the University Finance Office.
- If you subsequently want to change the period for which you have been permitted to intermit, you must seek approval from your School Senior Tutor.
- If you have to go out of residence quickly for medical reasons, make sure you are seen by a doctor at the time so they can give you a medical certificate that reflects the severity of your condition.
• Make sure that you complete a ‘Change of Circumstances Form’ for your sponsor if you intermit. If you wish to intermit you should discuss the matter with your academic adviser or senior tutor in the first instance. Final permission will be granted by the School Senior Tutor where there are good medical, financial or personal reasons, or where intermission can be shown to be in your academic interests.

If you wish to intermit you should discuss the matter with your Academic Adviser in the first instance. Final permission will be granted by the Director of Graduate Studies where there are good medical, financial or personal reasons, or where intermission can be shown to be in your academic interests. The form for intermitting can be found in the foyer outside the Admin Office.

PLEASE NOTE THAT IF YOU HAVE NOT HAD PERMISSION TO INTERMIT, YOUR FEES WILL NOT BE ADJUSTED – AND YOU WILL BE CHARGED FULL FEES FOR ACCOMMODATION AND TUITION.

Withdrawal

If you wish to withdraw you should seek an interview with the Director of Graduate Studies, to whom you must subsequently write confirming any decision to withdraw. Failure to follow these procedures will result in you being charged accommodation and tuition fees.

Graduate School

The Graduate School works across the University to enhance the quality of the graduate student experience at all our campuses in order to create a vibrant postgraduate community at Kent. It aims to ensure that the academic and social interests of graduate students, both taught and research, are appropriately provided for within the University.

The Global Skills Award Programme is designed to broaden your understanding of global issues and current affairs as well as to develop personal skills which will enhance your employability. The six-month programme runs from October to April. All students registered for a taught Master’s Degree are eligible to apply for a place, which is free of charge. Once accepted for the programme you will take part in a personal assessment which will help you reflect on your past experience and future development. A lecture series, Chaired by the Dean of the Graduate School will allow you to participate in discussion on issues of global importance such as the economy, the environment, the media, world politics and developments in science. A series of skills training workshops will offer you the chance to gain proficiency in job search and career development as well to develop the skills you need to succeed in the work place such as team working, networking and leadership.

The Global Skills Award Programme will give you the opportunity to broaden your experience, gain important skills whilst you are studying, and to meet and network with students from a wide variety of backgrounds and disciplines.

The Graduate School aspires to be the hub of graduate activity at Kent. It provides opportunities for graduate students to meet and socialise and is especially keen to support student driven initiatives such as workshops and conferences. Take a look at what’s on offer at: http://www.kent.ac.uk/graduateschool/

Location: Cornwallis South East Octagon
Contact Tel. (01227) 82 7838  Email: graduateschool@kent.ac.uk
The Centre for English and World Languages (CEWL) specialises in the delivery of internationally-focused programmes, modules and courses in English and other world languages. CEWL’s provision is driven by both the University’s Internationalisation Strategy and the University’s position in the sector as the UK’s European University. CEWL offers international learning opportunities which are designed to appeal to the full breadth of the University community and beyond, as follows:

A range of pathway programmes aimed at helping international students to enter full undergraduate or postgraduate degree programmes at the University the following academic year:

- International Foundation Programme (IFP) - designed to prepare international students for undergraduate degree study in Humanities, Social Sciences and Sciences (Biosciences, Computing, Electronic Engineering);
- Graduate Diploma (GDip) – one year programme where international students take a combination of Level H modules delivered by the Academic School and CEWL. Currently pathways include Biosciences, SECL (Humanities), Law (subject to approval), Politics and International Relations (subject to approval), Psychology. They also contribute to GDips in Computing/Computer Science and International Management;
- Pre-sessional – summer courses of between 6 and 18 weeks designed to improve the language proficiency and academic skills of students planning to join any University of Kent programme.

Language support aimed at encouraging current international students to reach their full academic potential:

- In-sessional English language Modules (credit bearing, available to students at all levels as wild modules);
- In-sessional language support (English Language Development Programme [http://www.kent.ac.uk/cewl/courses/in-sessional/eldp.html]) (non-credit bearing, free to all students whose first language is not English);
- One-to-one tutorials at all levels, including postgraduate;
- Bespoke language sessions in English for specific academic purposes for Kent Business School, Kent Law School, Computing, and Actuarial Science;
- Diagnostic language testing.

Supporting the employability agenda through offering credit bearing and non-credit bearing opportunities for language learning:

- World Languages (credit bearing): Mandarin, Japanese, Arabic, Danish and Russian
- CEWL’s Language Express ([http://www.kent.ac.uk/cewl/courses/language-express.html](http://www.kent.ac.uk/cewl/courses/language-express.html)) including English classes for partners of International students. Available at Canterbury and Medway campuses.

Bespoke short courses for visiting international students and academics.
| Where:         | Keynes College C Block | Email: | cewl@kent.ac.uk  
|               |                      |        | ifp@kent.ac.uk  
|               |                      |        | premasters@kent.ac.uk  
|               |                      |        | presessional@kent.ac.uk  
|               |                      |        | languageexpress@kent.ac.uk  
|               |                      |        | For ELDP, please email cewl@kent.ac.uk  
| Open:         | Monday – Friday 9.00 am – 5.00 pm | Web:  | www.kent.ac.uk/cewl  
| Phone:        | Ext. 4401 or direct line 01227 824401 |        |
Student Learning Advisory Service

The Student Learning Advisory Service (SLAS) is part of the Unit for the Enhancement of Learning and Teaching (UELT). This is a free, friendly advice service providing guidance and information on all aspects of effective learning and study skills to ALL students (from all subject disciplines and subject levels) from the minute they arrive at the university until they finish their studies. The service provides academic advice and guidance for students interested in strengthening their study skills or who wish to discuss a specific study problem. This is provided in addition to the subject-based support available within Schools. The Service works in close partnership with Schools in many of its initiatives and collaborates with other constituencies of the University, e.g. associate or partner colleges. They offer the following:

INDIVIDUAL AND CONFIDENTIAL ADVICE

Study guidance appointments: on topics such as time management, essay and report writing, effective reading and note-taking, revision and exam techniques, organisational skills and issues such as motivation and concentration.

Maths and Stats Support: In partnership with SMSAS, maths and stats support is provided for students. If you wish to obtain specific and individual support, please email: learning@kent.ac.uk for maths and stats enquiries.

PROGRAMMES AND INITIATIVES

Workshops: Each term, in partnership with the Library and Information Services, a series of generic workshops is offered on study skills that students from all levels and schools can attend. Please check the website: http://www.kent.ac.uk/uelt/learning

VALUE MaP: A programme for mature and/or part-time students consisting of a series of workshops on effective study. The workshops take place on Saturdays and at varying times of the week to allow for flexible attendance.

Academic Peer Mentoring (APM): The aim of this scheme is to enable Stage 2 or 3 students to support and help foundation or first year students to improve their learning and thus effectively improve their performance and retention.

VALUE Plus: This programme is for Stage 2 / Stage 3 students who want to make the best of their time at University and who - for whatever reason - are concerned that they are not fulfilling their academic potential.

LEARNING RESOURCES

A growing collection of study skills resources is located in the Templeman Library, for you to browse or borrow. A range of free study guides are available to students from SLAS in UELT.
If you have any problems affecting your studies, and do not know who to talk to or where to get help, contact SLAS and they will do their best to point you in the right direction.

<table>
<thead>
<tr>
<th>Canterbury</th>
</tr>
</thead>
<tbody>
<tr>
<td>✍️ Where:</td>
</tr>
<tr>
<td>🕓 Open:</td>
</tr>
<tr>
<td>☑️ Phone:</td>
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<tr>
<td>⬇️ Email:</td>
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</tbody>
</table>

For further information, please visit the website: [http://www.kent.ac.uk/uelt/learning](http://www.kent.ac.uk/uelt/learning)
Careers Planning: It’s never too early to think ahead

Nearly half of all the vacancies advertised through the Careers and Employability Service are open to graduates in any discipline, while even more careers may open up following a postgraduate vocational course. But, to discover what is available to you and what would suit your skills and interests, you must begin your career planning early.

Some of the Careers and Employability Service resources which you may find useful at this stage include:

**Online:**
- Main University of Kent Careers site [www.kent.ac.uk/careers](http://www.kent.ac.uk/careers)
- Career Planning Timeline [www.kent.ac.uk/careers/timeline.htm](http://www.kent.ac.uk/careers/timeline.htm)
- “What Can I Do With My Degree ...?” [www.kent.ac.uk/careers/degreein.htm](http://www.kent.ac.uk/careers/degreein.htm)
- Work Experience [www.kent.ac.uk/careers/vacwork.htm](http://www.kent.ac.uk/careers/vacwork.htm)
- Choosing a Career [www.kent.ac.uk/careers/Choosing/ChoosingCareer.htm](http://www.kent.ac.uk/careers/Choosing/ChoosingCareer.htm)
- “I Want To Work In …” [www.kent.ac.uk/careers/workin.htm](http://www.kent.ac.uk/careers/workin.htm)
- Employability Skills [www.kent.ac.uk/careers/sk/skillsmenu.htm](http://www.kent.ac.uk/careers/sk/skillsmenu.htm)
- My Folio [https://myfolio.kent.ac.uk/myfolio/](https://myfolio.kent.ac.uk/myfolio/)

In the Careers and Employability Service (see [http://www.kent.ac.uk/ces/locations/index.html](http://www.kent.ac.uk/ces/locations/index.html) for locations and opening times):

- Career Planning Guide
- Career Management Skills and Choosing a Career workbooks
- Computer-assisted guidance systems, to help you assess yourself and your aptitude for different careers
- Reference information on careers, graduate employers, work experience, applications and interviews and much more

You can drop in to the Careers and Employability Service at any time during office hours to use their information resources to research career options and employers or to see a careers adviser for any help that you need with career-related information or advice. As well as in-depth vocational guidance interviews they provide a “drop-in” service to help students with preliminary enquiries and quick queries and run a variety of talks and seminars. See [http://www.kent.ac.uk/ces/advice.html](http://www.kent.ac.uk/ces/advice.html) for more information.
Student Support
Depending on your specific needs, Student Support may be able to assist with the following:

- Applying for funding to pay for specialist equipment and helpers
- Arranging signers, notetakers and other support workers for you
- Helping you find out if you have dyslexia
- Talking to your lecturers about any particular help you may need in lectures and seminars
- Discussing any special arrangements you need for exams
- Contacting other departments about any specific assistance you may require

Students who require additional support must make contact with the Student Support and complete the registration form.

Contact Details:
Student Support, Keynes College, University of Kent, Canterbury, Kent CT2 7NP (Via Keynes main entrance, Rooms Hg 7-9)
Open Monday to Friday: 9.00am – 5.00pm
Phone: 01227 823158
Website: http://www.kent.ac.uk/studentsupport/index.html

Dignity at Work and Study Policy
The University of Kent is committed to developing a working and learning environment in which all have the right to be treated – and the responsibility to treat others – with dignity, courtesy, respect and consideration.

We aim to develop a culture that
- Values diversity
- Fosters respect for everyone
- Does not tolerate prejudice
- Is free from harassment and bullying

Personal harassment and bullying in all its forms, is unacceptable, therefore staff and students should ensure that they are familiar with the University Policy Document:

Dignity at Work and Study: Policy and Procedures

The full policy and procedure document is available to all staff on request from the Equality and Diversity Office, Human Resources, the Registry, who can supply alternative formats in large print if required.
It is also available on the web at
www.kent.ac.uk/hr-equalityanddiversity/pol-pro-guides/dignity.html
Equality and Diversity
The University is committed to the creation and support of a balanced, inclusive and diverse community which is open and accessible to all students, staff, visitors and members of the public. You can view the Equality and Diversity Policy on http://www.kent.ac.uk/hrequalityanddiversity/index.html

Counselling Service
The Counselling Service is an integral part of the Welfare Services offered on campus free of charge to part-time and full-time students. Counselling is valuable if you are feeling that your life, at work or at home, has become out of balance in some particular way. For example it may that you are experiencing the aftermath of a bereavement, difficulty in managing change, conflicts in relationships at work or at home, stress or burn out, difficulty with concentration, low self-esteem or low self-confidence, depression or anxiety, the after effects of childhood trauma or a recent crisis of some kind. It can really help to talk things over with a counsellor.
Contact in confidence:

UNIVERSITY COUNSELLING SERVICE, Keynes College
Tel. 01227 823206 or 01227 764000 ext. 3206
Email: Counselling@kent.ac.uk
Website: http://www.kent.ac.uk/counselling

Medical Centre
Attached to the University is a modern, well equipped Medical Centre that you are encouraged to register with as soon as possible. The Medical Centre is part of the National Health Service providing a full range of specialist medical services to students, staff and their families. Medical centre staff include doctors, nurses and therapists and there is access to a variety of specialist services including mental health, contraception and sexual health clinics.
The Medical Centre provides an entirely confidential service. It is situated on the campus in Giles Lane past Keynes College and behind the Woodlands building. The University Nursing Services, open to all students, is available in term time in Keynes college and has inpatient facilities if required.

To register with the Medical Centre visit www.kent.ac.uk/medical/ where you can also find further information on the University Medical Centre and the services it provides plus health advice on a variety of topics relevant to students.
## Dates of Terms and Teaching Weeks

<table>
<thead>
<tr>
<th>Term Name</th>
<th>Week No</th>
<th>Teaching Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTUMN 2014</td>
<td>Week 1</td>
<td>Begins on Monday</td>
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<td>Week 2</td>
<td>Begins on Monday</td>
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<td>Week 3</td>
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<td>Week 4</td>
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<td>Week 6</td>
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<td>Week 7</td>
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<td>Week 8</td>
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<td>Week 9</td>
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<td>Week 10</td>
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<td>Week 11</td>
<td>Begins on Monday</td>
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<td></td>
<td>Week 12</td>
<td>Begins on Monday</td>
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<tr>
<td>SPRING 2015</td>
<td>Week 13</td>
<td>Begins on Monday</td>
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<tr>
<td></td>
<td>Week 14</td>
<td>Begins on Monday</td>
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<tr>
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<td>Week 15</td>
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<tr>
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<td>Week 16</td>
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<tr>
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<td>Week 19</td>
<td>Begins on Monday</td>
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<td>Week 20</td>
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<td>Week 21</td>
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<tr>
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<td>Week 22</td>
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<td>Week 23</td>
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<tr>
<td></td>
<td>Week 24</td>
<td>Begins on Monday</td>
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<tr>
<td>SUMMER 2015</td>
<td>Week 25</td>
<td>Begins on Monday</td>
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<tr>
<td></td>
<td>Week 26</td>
<td>Begins on Monday</td>
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<td>Week 27</td>
<td>Begins on Monday</td>
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<tr>
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<td>Week 28</td>
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<tr>
<td></td>
<td>Week 29</td>
<td>Begins on Monday</td>
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<tr>
<td></td>
<td>Week 30</td>
<td>Begins on Monday</td>
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<tr>
<td>Please note:</td>
<td></td>
<td>Good Friday, 3 April</td>
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<td></td>
<td></td>
<td>Easter Monday, 6 April</td>
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<tr>
<td></td>
<td></td>
<td>May-Day Monday, 4 May</td>
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<tr>
<td></td>
<td></td>
<td>Spring Bank Holiday, 25 May</td>
</tr>
</tbody>
</table>

## Notes for Staff and Students

**TEACHING** begins at 5 minutes past the hour and ends at 5 minutes to the hour. Be courteous: be prompt.

**TEACHING HOURS** Students should note that they may be required to attend lectures, seminars or classes at this University between the hours of 9.00 a.m. and 7.00 p.m. on Mondays to Fridays. As far as possible, Wednesday afternoons are kept free of teaching to allow students to participate in sport and social events.

**NO SMOKING, EATING OR DRINKING** is allowed in any teaching room.
# Teaching Room Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Rooms/Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colyer-Fergusson Music Building</td>
<td>CFSR(24)</td>
</tr>
<tr>
<td>Cornwallis George Allen Wing</td>
<td>Knowledge Management Centre</td>
</tr>
<tr>
<td>Cornwallis Mathematical Institute</td>
<td>MATHSLT(123) McVittie Lib</td>
</tr>
<tr>
<td>Cornwallis North East</td>
<td>CNE08(50)</td>
</tr>
<tr>
<td>Cornwallis North West</td>
<td>CNWG34; CNWsr1(18); CNWsr10(18); CNWsr11(16); CNWsr12(18); CNWsr2(24); CNWsr3(16); CNWsr4(16); CNWsr5(30); CNWsr6(30); CNWsr7(30); CNWsr8(30); CNWsr9(30); MMLab1(36)</td>
</tr>
<tr>
<td>Cornwallis South</td>
<td>CC01(20); CC03(27); CC04(20); Comp SW101; KITC</td>
</tr>
<tr>
<td>Cornwallis South East (Octagon)</td>
<td>CC02(32); COLT2(114); COLT3(68); Maths Terminal Room A; Maths Terminal Room B</td>
</tr>
<tr>
<td>Cornwallis West</td>
<td>CWG35</td>
</tr>
<tr>
<td>Darwin College</td>
<td>D.PeterBrown(50); D.Tw.Rm(24); DLT1(100); DLT2(54); DLT3 (55); DS1(26); DS10(16); DS11(12); DS12(12); DS14 (22); DS2(18); DS7(20); DS8(17); DS9(17)</td>
</tr>
<tr>
<td>Drama Facilities</td>
<td>Apha Theatre; Design Workshop; Lumley</td>
</tr>
<tr>
<td>Eliot College</td>
<td>E.Barlow Rm(18); E.BC16(17); E.BC17(17); E.Bird(18); E.Chilver(18); E.Dr.St(40); E.Dr.Whitehouse(10); E.E3.W1 - Mentors room; E.Holland(18); E.Kennedy(22); E.Lyons Rm(30); E.Pollard Rm(18); E.Taylor(18); ECT1; (74); ELT2(112); ES1(20); ES2(18); ES3(16); EX7(18); EX8(20); EX9(30); KLS PGS Rm(20); KLS PGT Rm(25); Sound Studio</td>
</tr>
<tr>
<td>Grimond Building</td>
<td>GLT1(215); GLT2(147); GLT3(98); GS1(20); GS2(23); GS3(23); GS4(23); GS5(20); GS6(23); GS7(23); GS8(23); Lupino Screening Room (62)</td>
</tr>
<tr>
<td>Ingram Building</td>
<td>I316(17); ILT(60); PS G52; PS Lab 1; PS Lab 2; PS Lab 3; PS Lab 4; PS Research Labs; PS110</td>
</tr>
<tr>
<td>Jarman Building</td>
<td>Jarman Studio 1; Jarman Studio 2; Jarman Studio 3; Jarman Studio 4; Jarman Studio 5; Jarman Studio 6; Jarman Studio 7; Jarman Studio 8; Jarman Studio 9; Jarman Studio 10; Jarman Studio 11; Jarman Studio 12; Jarman Studio 13; Jarman Studio 14; Jarman Studio 15; Jarman Studio 16; Jarman Studio 17</td>
</tr>
<tr>
<td>Jennison Building</td>
<td>Engineering Lab Blue; Engineering Lab Green; Engineering Lab Orange; JCS1 Purple; JCS2 Red; JCS3 Blue; JCS4; JCS5; JLT(119); JS2(20); Photographic Studio; Production Studio</td>
</tr>
<tr>
<td>KBS Extension</td>
<td>KBSX1(26); KBSX2(28); KBSX3(20); KBSX4(28); KBSXBB(12)</td>
</tr>
<tr>
<td>Building</td>
<td>Rooms and Spaces</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Kent Business School</td>
<td>KBS IT Suite; KBS SR 1(12); KBS SR 2(22); KBS SR 3(16); KBS SR 4(12); KBS SR 5(30); KBS Symposium Room; KBSLT(160)</td>
</tr>
<tr>
<td>Kent Enterprise Hub</td>
<td></td>
</tr>
<tr>
<td>Keynes College</td>
<td>Keynes Seminar Room L1.9; KLT1(330); KLT2(60); KLT3(60); KLT4(80); KLT5(92); KLT6(92); KS1(24); KS11(32); KS12(40); KS13(45); KS14(45); KS15(50); KS16(56); KS17(50); KS2(17); KS20(30); KS21(26); KS23(50); KS24(20); KS26(16); KS3(14); KS4(40); KS5(16); KS6(20); KS7(24); KS9(20); KSA1(42); Psyc Comp Rm; Psyc Conf Rm</td>
</tr>
<tr>
<td>Marlowe Building</td>
<td>BA Model-making area; Drama Workshop; Ethnobiology Lab; Mar 113; Mar 116; Mar 119 (30); Mar 9 Visual Anthropology; Mar Crit Space; Mar Drawing Rm; Mar MA Comp Lab; Mar PC Lab; Mar Studio A; Mar Studio B; Mar Studio C; Mar Workshop; MarLT1(163); MarLT2(52); Stirling Library; Swingland Room</td>
</tr>
<tr>
<td>Parkwood</td>
<td></td>
</tr>
<tr>
<td>Research &amp; Development Centre</td>
<td>RDC-101B Mirror Lab; RDC-102(20); RDC-108(15); RDC-G22(40); RDC-G23(40)</td>
</tr>
<tr>
<td>Rutherford College</td>
<td>R.Cl.15(18); R.Cl.16(18); R.Cl.17(18); R.Cl.19(18); R.Cl.20(18); R.Cl.21(15); R.Rogers Rm (22); RLT1(196); RLT2(40); RS4(20); RS5(20); RS6(16); RS7(20); RX11(19); RX12(22)</td>
</tr>
<tr>
<td>Senate</td>
<td></td>
</tr>
<tr>
<td>Sports Centre</td>
<td>Dance Studio</td>
</tr>
<tr>
<td>Stacey Building</td>
<td>Biol Lab 1; Biol Lab 2; Biol Lab 3; Biosciences Research Labs; Howard Rogers Room; SLT1(120); SLT2(37)</td>
</tr>
<tr>
<td>Templeman Library</td>
<td>TR201; TR301; TR302</td>
</tr>
<tr>
<td>The Gulbenkian</td>
<td>CGUS(24); Cinema(303)</td>
</tr>
<tr>
<td>Tyler Court</td>
<td></td>
</tr>
<tr>
<td>UELT Building</td>
<td>UELT Seminar Room</td>
</tr>
<tr>
<td>Woodlands</td>
<td>Woodlands</td>
</tr>
<tr>
<td>Woolf College</td>
<td>W1-SR1(18); W1-SR2(18); W1-SR3(20); W1-SR4(20); W1-SR5(40); W1-SR6(40); W-LT (471)</td>
</tr>
</tbody>
</table>

Please see [http://www.kent.ac.uk/ettoffice/rooms/index.htm](http://www.kent.ac.uk/ettoffice/rooms/index.htm) for precise location and accessibility.

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Please see [http://www.kent.ac.uk/ettoffice/rooms/index.htm](http://www.kent.ac.uk/ettoffice/rooms/index.htm) for precise location and accessibility.
### SMSAS Teaching, Research and Administrative Staff

#### Actuarial Science/Finance Members

| Professors | Malcolm Brown, BSc (Kent) FIA, FIMA  
Paul Sweeting, PhD (Bristol), FIA, FCSI, CFA |
|---|---|
| Senior Lecturer | Clare Bellis, BA (Maccq), MA (Camb), FIAA  
Mark Heller, BSc (Sussex) FIA  
John Millett, BSc (Nottingham), FIA  
Dr Pradip Tapadar, Mstat (Calcutta), PhD, FFA, FASI  
Loba Van der Bijl, BSc (London), MSc (LSE) AMIA  
Nick Wood, BSc (Manchester), FIA |
| Lecturers | Dr Antonis Alexandridis, BSc (Crete), MSc (Heriot-Watt), PhD (Macedonia)  
Dr Daniel Alai, BMath (Waterloo), PhD (ETH Zürich)  
Guy Barker, FIA  
Roger Bevan, FIA  
Peter Duffett, MA (Oxford), FIA  
Andrew Jackson, MA (Oxford), MSc (Oxford), FIA  
Andrew James, BA (York), MA (Leeds), FIA  
Peter McQuire, BSc (Edinburgh), FIA  
Dr Jaideep Oberoi, BA (Delhi), MA (Concordia), PhD (McGill)  
Vaishnavi Srinivasan, MSc (Madras), FFA, FASI  
Jane Vessey, BA (Oxon), CFA, FIA  
Dr Humao Wang, BSc, MSc (Hunan), PhD (Leeds) |

### Mathematics Members

| Professors | Peter A Clarkson, MA, DPhil (Oxford), Peter Fleischmann, Diplom (Erlangen), PhD (Essen)  
Andrew N Hone, BA (Oxford), PhD (Edinburgh)  
Elizabeth L Mansfield, BSc, MSc, PhD (Sydney) |
|---|---|
| Readers | Dr Stéphane Launois, PhD (Rheims)  
Dr R James Shank, BSc (Simon Fraser), MSc, PhD (Toronto)  
Dr Jing Ping Wang, BSc, MSc (Beijing), PhD (Wiskunde) |
| Senior Lecturer | Dr T Clare Dunning, BSc (Bath), PhD (Durham)  
Dr Bas Lemmens, MSc (Amsterdam), PhD (Amsterdam)  
Dr Markus Rosenkranz, MSc, PhD (Linz)  
Dr Chris F Woodcock, MA, DPhil (Oxford) |
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Dr Dave Foster, MPhys (York), PhD (Durham)  
Dr Steffen Krusch, Part III (Cambridge), PhD (Cambridge)  
Dr Rowena Paget, MMath, DPhil (Oxford)  
Dr Constanze Roitzheim, Diplom (Bonn), Dr rer. nat. (Bonn)  
Dr Ana Soares Loureiro, BSc, MSc, PhD (Porto, Portugal)  
Dr Matthew Towers, MMath, DPhil (Oxford)  
Dr Joe Watkins, BSc, PhD (Kent)  
Dr Ian Wood, DipMaths (Darmstaadt), Dr. Rer. Nat (Darmstaadt) |
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Dr Marten Wortel, BSc, MSc (Delft), PhD (Leiden) |
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|                            | Martin Ridout, MSc (Reading)               
|                            | Jian Zhang, PhD (Chinese Academy of Sciences) |
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|                            | Dr Fabrizio Leisen, BSc (Padova) PhD (Modena and Reggio Emilia) |
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|                            | Dr Owen Lyne, BA, DipStat (Cambridge), PhD (Bath) |
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