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Staff and Key Contacts
Head of Department: Dr Assaf Libman, a.libman@abdn.ac.uk, Fraser Noble 136
Head of UG Teaching: Dr Alexey Sevastyanov, a.sevastyanov@abdn.ac.uk, Fraser Noble 165
Head of PG Teaching: Prof Ran Levi, r.levi@abdn.ac.uk, Fraser Noble 138
School Office: Meston Building G05d, ncs.office@abdn.ac.uk

The department’s webpage, which includes a list of staff, can be found at https://www.abdn.ac.uk/ncs/departments/mathematics/index.php

Institutional Policy
Students are asked to make themselves familiar with the information on key institutional policies which been made available within MyAberdeen (https://abdn.blackboard.com/bbcswebday/institution/Policies). These policies are relevant to all students and will be useful to you throughout your studies. They contain important information and address issues such as what to do if you are absent, how to raise an appeal or a complaint and how seriously the University takes your feedback.

These institutional policies should be read in conjunction with this programme and/or course handbook, in which School and College specific policies are detailed. Further information can be found on the University's Infohub webpage or by visiting the Infohub.

The information included in the institutional area for 2017/18 includes the following:

- Absence
- Academic Appeals & Complaints
- Assessment (Common Grading Scale)
- Codes of Practice on Student Discipline (Academic and Non-Academic)
- Class Certificates
- Recording of Lectures
- Exam Results
- Transcripts
- MyAberdeen
- TurnitinUK
- Feedback
- Communication
- Aberdeen Graduate Attributes
- The Co-Curriculum

Catalogue of Courses
The Catalogue of Courses can be found at https://www.abdn.ac.uk/registry/courses/ and contains the following information, and more, for each course:

- Course Overview and Description
- Course Co-ordinator
- Course Requisites
- Course Aims
- Learning Objectives
- Assessment and Feedback

Teaching Timetable
Once you have registered, your timetable can be found at https://www.abdn.ac.uk/mytimetable/courses/index
If you aren’t yet registered or would like to find out if courses clash you should check [https://www.abdn.ac.uk/mytimetable/courses/index](https://www.abdn.ac.uk/mytimetable/courses/index)

**Attendance and Monitoring Progress**
You should attend classes regularly and do the work of the course. The University operates a monitoring system throughout the academic year to identify students who may be experiencing difficulties with their studies and to ensure that students remain on track for their degree and satisfy the minimum attendance requirements.

If you miss two tutorials without good reason or fail to complete a continuous assessment you will be entered as C6 At Risk. Please read [http://www.abdn.ac.uk/infohub/study/student-monitoring.php](http://www.abdn.ac.uk/infohub/study/student-monitoring.php) for full information.

**Absence from Class**
You should submit an absence report (via your MyAberdeen homepage) every time you miss a class for good reason. You will need to provide supporting evidence if you are absent for more than 7 consecutive days.

**Absence from Exams/Impaired Performance**
If you believe that illness and/or other personal circumstances may have affected your performance in an examination, or you have been unable to attend an examination, you must submit details through MyAberdeen Absence Reporting on the day of the exam and certainly no later than three days following the date on which you were expected to appear for the exam concerned. This is as per the University’s Policy and Procedure of Student Absence. The policy, linked below, contains information on when supporting evidence (e.g. medical certificates) is required.

Absence policy [https://www.abdn.ac.uk/infohub/study/medical-extenuating-circumstances.php](https://www.abdn.ac.uk/infohub/study/medical-extenuating-circumstances.php)

Further information on Impaired Performance [https://www.abdn.ac.uk/infohub/study/impaired-performance-595.php](https://www.abdn.ac.uk/infohub/study/impaired-performance-595.php)

**MyAberdeen**
MyAberdeen is the University’s Virtual Learning Environment where you can access learning materials and resources associated with your courses. Access at [http://www.abdn.ac.uk/myaberdeen](http://www.abdn.ac.uk/myaberdeen)

A number of resources have been developed to help you make effective use of MyAberdeen. See [http://abdn.ac.uk/eLearning/myaberdeen/help-and-support/](http://abdn.ac.uk/eLearning/myaberdeen/help-and-support/)

Each course will have its own MyAberdeen page containing information you need for the course. It’s important you check MyAberdeen regularly.

**Deadlines**
Your Course Co-ordinator will notify you of submission dates at the beginning of the course.

**Assessment Submission**
The submission boxes for assessments can be found next to the stairs in the Meston Building foyer (entrance opposite Fraser Noble Building).
Marking
The University Common Grading Scale, CGS, provides a common marking scale which is used across the University. You can find full information at https://www.abdn.ac.uk/infohub/study/CAS.php

Some courses are marked in percentage or “marks out of”. Please see appendix 1 for the Percentage to CGS conversion table used in the School.

Exams
First half session course exams are held in December and second half session course exams are held in May. There is another opportunity in the summer for those who fail, fail to attend or are unable to attend. Deadlines and dates can be found at https://www.abdn.ac.uk/infohub/study/assessment.php

Degree Classification
Information on how your degree will be classified can be found at
Undergraduate - https://www.abdn.ac.uk/staffnet/teaching/ug-degree-classification-2897.php
Postgraduate - https://www.abdn.ac.uk/staffnet/teaching/pg-progression-award-2898.php

Undergraduate degrees are equally weighted across 3rd and 4th year.

Student Support
If you have a problem related to the course please speak to the lecturer or course co-ordinator in the first instance. If you feel unable to discuss the problem with them, and it affects the whole class, you can raise the issue with the Class Rep. Otherwise, you can arrange to meet with the Head of Department.

If you have personal problems please talk to your Personal Tutor or the member of staff you feel most comfortable with. If you would prefer to talk to a non-academic member of staff you can contact the Advice and Support Office.

Advice and Support Office
Based in the Students’ Union Building, the Student Advice and Support team offers impartial and confidential advice and support on a range of issues, including finance, disability information and more. Further information at https://www.abdn.ac.uk/infohub/support/advice.php

Class Representatives
Student representatives (class reps) are elected on an annual basis. Any students registered within a course/year or programme that wishes to represent a given group of students can stand for election as a class representative. You will be informed when the elections for class representative will take place.

You can ask your class rep at any time to bring up matters of concern with any member of staff.

What will it involve?
It will involve speaking to your fellow students about the course/year you represent. This can include any comments that they may have. You will attend a Staff-Student Liaison Committee and you should represent the views and concerns of the students within this meeting. As a representative you will also be able to contribute to the agenda. You then feed back to the students after this meeting with any actions that are being taken.

Class reps are encouraged to meet with course co-ordinators early in each half-session to introduce themselves and to ensure an effective channel of communication is established between the class and the teaching staff.
Training
Training for class representatives will be run by the Students Association. Training will take place in the fourth or fifth week of teaching each semester.

For more information about the class representative system visit [http://www.ausa.org.uk](http://www.ausa.org.uk).

Staff-Student Liaison Committees
These meet twice a year to discuss matters of joint concern. If there are any matters that you would like discussed, take the initiative and see your class rep. Minutes of the meetings are available in MyAberdeen.

Course Evaluation
Towards the end of each course, you will be invited to complete a Student Course Evaluation Form (SCEF). Once completed, SCEFs are considered by the relevant course co-ordinator and Head of School. Ultimately, the University will consider the points raised in all SCEFs to ensure teaching is of a high quality. The University greatly values your comments and they do help when we are working on ways to improve what we are able to offer.

Prizes
The Department offers various prizes and information can be found [here](#).

External Examiners
The External Examiners are:

Michael Bate, University of York
Brendan Owens, University of Glasgow

You should note that this is for information only and under no circumstances are students allowed to contact external examiners directly.
Appendix 1 - Percentage to Common Grade Scale Conversion

<table>
<thead>
<tr>
<th>% From</th>
<th>% To</th>
<th>CGS</th>
</tr>
</thead>
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</tr>
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<td>89.4</td>
<td>21  A2</td>
</tr>
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<td>84.4</td>
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<td>74.5</td>
<td>79.4</td>
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<tr>
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