
COURSEWORK MASTERS STUDENT HANDBOOK

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1 Introduction

Welcome to the School of Mathematical Sciences. We hope your postgraduate studies with us are exciting and rewarding.

This information booklet is designed to provide you with lots of useful information and a little advice on undertaking a postgraduate coursework degree with us, but it is not exhaustive. If you have further questions, page 7 lists a number of people in the school whom you can approach for advice.

Dr. Trent Mattner
Postgraduate Coordinator
School of Mathematical Sciences

2 Structure

The structure of the Master of Mathematical Sciences (M.MathSci) is described at http://www.adelaide.edu.au/programfinder/2011/mmsc_mmhsc.html. Program rules can be downloaded from http://www.adelaide.edu.au/calendar/pg/ecms_pgrules.pdf.

The M.MathSci is equivalent to one year of full-time study. However, it can be undertaken on a part-time basis. The expectation is that part-time students will take between two to four years to complete the requirements.

Candidates for the M.MathSci must present a total of 24 units to qualify for the degree. All candidates must complete a Masters project worth 9 units, with the remaining 15 units composed of coursework. At least 9 units must be Level IV courses in the School of Mathematical Sciences. Subject to approval by the Postgraduate Coordinator, up to 6 units may be presented from other relevant Level III or higher courses.

3 Courses

A complete list of courses in the School of Mathematical Sciences is given at <http://www.maths.adelaide.edu.au/courses/level.html>. Clicking on any of the courses will direct you to a description of the course and a link to the university course planner, which includes information about class schedules and course fees.

Before enrolling in any course, contact the Postgraduate Coordinator to discuss your choices (pgc.maths@adelaide.edu.au). **You must obtain approval for your proposed enrolment from the Postgraduate Coordinator each semester.**

4 Examinations

Information about examinations can be found at <http://www.adelaide.edu.au/student/exams/>. This page includes information about exam timetables, alternative exam arrangements and supplementary exams. Note that you are expected to be available to sit an exam over the supplementary exam period should the need arise.

5 The Masters project

Students must complete a project as part of their Masters degree. The project gives students insight into working independently on a topic in mathematics or statistics, as well as producing a written report (thesis) on that topic in a given time frame. Students

Code	Course	Units
APP MTH 7109A/B	Masters Applied Mathematics Project Pt A/B	3/6
PURE MTH 7109A/B	Masters Pure Mathematics Project Pt A/B	3/6
STATS 7109A/B	Masters Statistics Project Pt A/B	3/6

Table 1: Masters project course codes. Part A is taken in Semester 1 and Part B in Semester 2.

not only increase their mathematical knowledge, but develop skills such as the ability to read and critically analyse journal articles, structure a written mathematical document, reference literature, etc.

The project is to be completed over two semesters. Table 1 lists the relevant course codes for the project. Students must enrol in both Part A (Semester 1) and Part B (Semester 2) in order to complete a total of nine units. **Your thesis must be submitted by the last day of teaching in the second semester of your project.**

A staff member will be appointed as a supervisor to guide you in your project. You should discuss potential supervisors with the Postgraduate Coordinator when you first plan to enrol. Normally, the supervisor is chosen with your mathematical interests in mind. The topic of the project is decided by the supervisor in conjunction with the student.

Students document their work in the form of a thesis. The format of the thesis is similar to that of theses submitted by Honours students in the School. The thesis must be typeset (preferably using \LaTeX). The thesis will be marked by two examiners, who will consider presentation, exposition and mathematical content. The material in the project does not have to be original. However, students need to be aware of plagiarism rules of the University, and all sources/references must be correctly cited

Students are also required to present a seminar to the School. Your seminar will normally be included in the timetable for the seminars given by Honours students. These normally occur over the mid-semester break of your final semester. Further details concerning the format and assessment of the seminar will be given. The seminar topic should be chosen in consultation with your supervisor, who will also give advice on the preparation of the talk. You are strongly encouraged to have a few trial runs of your seminar with your supervisor, prior to the School presentation.

5.1 Project management

Soon after you enrol, your supervisor should discuss with you your respective roles, responsibilities and expectations during your project. Your supervisor will be able to guide you on the standard expected of your project. You should also agree on a date by which you will submit a substantially complete draft of your report.

Regular meetings between supervisors and students are encouraged in the School. Most supervisors arrange a standing appointment with full-time coursework postgraduates on a weekly basis, though this can and does vary between supervisors, and between students. A record of meeting outcomes and progress must be maintained by each student (a form is available from http://www.maths.adelaide.edu.au/media/record_of_meetings.pdf).

Students must inform the Postgraduate Coordinator of any difficulties which may affect the timely completion (such as illness or supervision) of the project as soon as possible. Students must submit a brief, informal progress report to the Postgraduate Coordinator halfway through the semester (an e-mail will suffice).

6 Seminars

You are encouraged to attend School seminars, which are advertised at <http://www.maths.adelaide.edu.au/news/>.

7 Role of the Postgraduate Coordinator

The School Postgraduate Coordinator is:

Dr. Trent Mattner
Room 6.41
Innova 21
E-mail: pgc.maths@adelaide.edu.au
Telephone: 8313 3712

The primary duty of the Postgraduate Coordinator is to act as the School representative, and as go-between for the University (including the School) and the postgraduate students in the School. You must obtain approval from the Postgraduate Coordinator for your enrolment each semester. The Postgraduate Coordinator, together with senior staff, will organise the appointment of your supervisor.

The coordinator is also the person you should approach if any difficulties arise during your candidature, since the coordinator's role is also one of pastoral care. These difficulties might concern resource issues, administrative procedures, supervisory conflicts, etc.

8 Faculty Office

The Faculty Office is responsible for many of the administrative details of your program. Their staff can offer advice and assistance with forms, details of awards, scholarships and fees, etc. Contact details are:

Faculty of Engineering, Computer & Mathematical Sciences (ECMS)
Level 1
Innova 21
Web: <http://www.ecms.adelaide.edu.au/>
E-mail: ecms_office@adelaide.edu.au
Telephone: +61 8 8303 4148
Facsimile: +61 8 8303 6492

Please read all literature sent to you by the University very carefully, and note the date when any forms are due. Sometimes, late submission of a form can lead to a fine being imposed. You cannot graduate if there are outstanding fines or fees, so it is better to get things in on time!

Whenever you submit a form to the University, keep a photocopy for yourself, and file it, together with any copies sent back to you from the Faculty.

9 Facilities

9.1 Location

The School is currently located on Levels 6 and 7 of the Innova 21 building. The School Office is on Level 6. The Staff Common Room is on Level 6.

10 Office

Space permitting, each student is given access to the hot-desks located in Room 7.21. Access can be arranged by contacting Sarah Park in the School Office (admin.maths@list.adelaide.edu.au). These desks are a shared resource. Students are free to use any spare desk. Students are not to leave personal possessions on an otherwise vacant desk, nor are they to claim a desk as their own.

Please be considerate of the other students in your office. The space available is limited and it is essential that you be mindful of your own usage relative to that of others. Please do not touch other students belongings without their permission. Similarly, be considerate with telephone usage and noise levels, as your conversations could distract other students. When using a mobile phone, please leave the office so as not to disturb other students.

10.1 Library

Library tours and advice on library usage are available at the Barr Smith Library (<http://www.adelaide.edu.au/library/help/orientation.html>). If you are not familiar with the Barr Smith Library, you should participate in a tour.

Make yourself familiar with the rules for borrowing books and journals, and with the process for obtaining inter-library loans. If you are doing a project, you may need to organise an inter-library loan. To do this, you need to obtain permission from the School (normally your supervisor) and written authorisation from Stephanie Lord (admin.maths@list.adelaide.edu.au). Express inter-library loans are very expensive, and are not permitted by the School. Please take this into account and allow plenty of time to get copies of papers from other places.

10.2 Tea Room

The School tea room is in Room 6.52 on Level 6. You are welcome to join staff and other postgraduates for tea, coffee, lunch, etc. This is a good way to meet staff and other students in a more informal setting. The room is equipped with a microwave, refrigerator and sandwich toaster. There is also a kitchenette on Level 7.

Nobody is employed to wash dishes or clean the refrigerator and microwave. Users of the tea room must clean up their own mess.

10.3 Computing

The School's computing facilities are supported by Information Technology Services (ITS) and all queries should be directed to the ITS Helpdesk by either email to helpdesk@adelaide.edu.au or by phoning 33000.

On enrolment, a university computing account is created for you. This gives you access to the computers in the university's labs. You will also need your password to get past the proxy server when you are web browsing on any machines.

The computing labs in Innova 21 are available for use by postgraduates. You should be aware that these rooms are undergraduate teaching labs. Consequently, lecturers and tutors may wish to use them exclusively for that purpose and you may be asked to leave, even if there are ‘free’ machines. Please respect such a request. Please do not use any locking facility on these machines.

A basic summary of University policies covering IT facilities (and links to the detailed versions of these policies) is available from http://www.adelaide.edu.au/its/it_policies/.

10.4 Printers

Postgraduate coursework students are provided with a University funded printing quota of \$36 (<http://www.adelaide.edu.au/student/current/printing/>). Note that you can purchase additional quota from the Student Centre, level 4, Wills Building.

11 Occupational Health and Safety, First Aid, Security

The School Health and Safety representative is

Ms Sarah Park
School Office
L6 Innova 21
E-mail: s.park@adelaide.edu.au
Telephone: 8313 5407

You must complete the School Occupational Health and Safety Induction. The induction consists of a brief information leaflet and a short test. Your test answers must be lodged with Sarah Park in the School Office..

There is a private medical practice on campus, situated on the bottom level of the Horace Lamb Building (<http://www.adelaide.edu.au/student/health/>).

The University is a popular target for thieves. Please be careful with your personal belongings. Ensure that the doors to your office and the Resource Room are locked when vacant. Please report anyone you see behaving suspiciously. If you have a laptop which you bring to university, you are strongly advised to buy a security cable and use it at all times.

Be mindful of your personal security. During the academic year, the University Security Service provides a free evening shuttle bus service covering an area within 2.5 km of the campus. They also provide an after-dark escort to car parks and near-campus residences when no alternative means of secure transport is available. For further details, see <http://www.adelaide.edu.au/security/students/>.

12 Professional Societies

Postgraduate students are eligible to join a number of professional societies at reduced rates.

Australian Mathematical Society (AustMS)

Web: <http://www.austms.org.au>

Australian and New Zealand Industrial and Applied Mathematics (ANZIAM)

Web: <http://www.anziam.org.au>

The Statistical Society of Australia Inc.

Web: <http://www.statsoc.org.au>

13 Where do you go with queries?

Postgraduate Coordinator	For general academic matters.
Faculty Office	For questions regarding your enrolment.
International Office	For questions regarding visas, fees, etc.
School Office	For questions regarding school administration.
Your supervisor	For questions regarding your project.
Prof. Nigel Bean	For school-related questions in Applied Mathematics.
Dr. Nick Buchdahl	For school-related questions in Pure Mathematics.
Assoc. Prof. Gary Glonek	For school-related questions in Statistics.

A OHS Induction

See following pages.



FACULTY OF ENGINEERING, COMPUTER AND MATHEMATICAL SCIENCES
SCHOOL OF MATHEMATICAL SCIENCES

Occupational Health and Safety Induction

(Please retain for future reference)

The University of Adelaide recognises and accepts it has an obligation under OHS legislation to provide a healthy and safe working environment.

This obligation extends to staff and students and to all visitors with business on the University campus. As a casual employee/user of this campus you too have a duty to act safely while you are here and ensure that you don't endanger others.

If you are a casual employee who is supervising others, obligations and responsibilities under the Legislations may extend to you. Discuss this with your manager and if applicable training will be provided on these OHS responsibilities.

Hazards in the Workplace

In order to proactively identify issues of potential harm in the environment all staff are asked to report hazards, incidents and accidents to their supervisor.

- Information on the reporting of hazards within the university is on the University web site [Health, Safety & Wellbeing | Hazard Management](#).
- Report all accidents/incidents/near misses using the Accident/Incident Reporting and Investigation Form ('yellow card') to your supervisor/host, Health and Safety Officer or other staff member immediately.

<p>First Aid A network of trained first aid providers and first aid kits are located in the University. First Aid officers for the School are:</p> <p>First Aid Officers</p> <p>Dr Trent Mattner Phone 33712 Room 641</p> <p>Ms Sarah Park Phone 35407 School Office</p> <p>Ms Cheryl Tilbury Phone 35418 Room 631</p> <p>Dr Alison Wolff Phone 33245 Room 632</p> <p>Dr Joshua Ross Phone 36420 Room 660</p> <p>Mr Jono Tuke Phone 33028 Room 656</p> <p>Should you require any emergency first aid while working on the North Terrace Campus call Security on 8303 5444 or (Ext) 35444</p> <p><i>Please note that out of regular business hours you will have to contact Security for first aid treatment.</i></p> <p>So that Security can respond to your request as soon as possible make sure you know the following information</p> <p>- Building Name - Floor No. - Room No. - Name - Phone No.</p>	<p>Emergency Contingencies The University has procedures in place to deal with a range of contingencies such as: personal threats; bomb threats; external threats; medical emergencies and fire and smoke. Emergencies charts are displayed in all building foyers with information on procedures.</p> <p>It is important you that you are aware of your surroundings and nearest emergency exit. All foyers of building have emergency evacuation plans with details of floor wardens, first aiders and evacuation points.</p> <p>The two stage emergency evacuation alarm system is as follows</p>	
	<p>When Alert Signal Sounds (Beep...Beep...)</p> <p>Cease inter/across floor movement. Secure equipment/property (if applicable). Await further instructions via the PA or from the Warden.</p> <p>If In no Immediate Danger DO NOT EVACUATE</p>	<p>When Evacuation Signal Sounds (Whoop...Whoop...)</p> <p>Proceed via the safest route to the Assembly Area. Follow the directions of the Warden(s). Do not re-enter the building until instructed to do so by persons in authority.</p> <p>Evacuate safely DO NOT USE LIFTS.</p>

Potential Hazards in the Environment.

Manual Handling

The School has many tasks that require manual handling of chairs, desks, equipment, which, if not properly managed, have the potential to cause serious injury to both staff and students.

Injuries sustained through manual handling tasks are one of the major areas of concern in terms of the overall proportion of accidents, human suffering and financial cost.

The University has manual handling guidelines (available at <http://Health, Safety & Wellbeing | Manual Handling> that outlines a strategy to address these concerns through the system of identification, assessment and control, supported by appropriate training and education for members of the University Community.

Electrical Equipment

Exposure to electrical hazards and risks has potentially fatal consequences even with a very short exposure to everyday 240 volt supply. (ie The average-sized human will be exposed to approximately 0.2 amps when exposed to 240 volts ac. This can be potentially fatal within 1-10 seconds). It is therefore necessary to manage workplace electrical safety as an integral part of day-to-day operations to ensure the integrity of electrical installations and electrical plant.

All electrical equipment used on University premises is required to be electrically tested and tagged. Before you bring personal electrical equipment on to University premises you need to have a discussion with your supervisor to arrange for testing.

Further information on Health and safety in the University.

For more information on issues such as OHS for individuals, Training, Hazard Management, Healthy University newsletter go to the Health Safety and Wellbeing website at - <http://www.adelaide.edu.au/hr/ohs/> .

Rehabilitation Services and Workers Compensation

The Health, Safety and Wellbeing team are responsible for providing rehabilitation and claims management services to injured University employees.

Should you have an injury at work or require information in relation to lodging a Worker's Compensation Claim please contact: Louise Dunn, Wellbeing Specialist, telephone: 8303 5904, Level 13, 115 Grenfell Street, Adelaide 5005.

Further information can be found at <http://Health, Safety & Wellbeing | Wellbeing and Injury Management>

School of Mathematical Sciences
Occupational Health and Safety Induction record

(To be filled out, detached and given to Sarah Park in the School Office to place with records)

Comprehension test:

1. If you need to report an accident, injury or near miss you should:

- a) Make a note of the issue and send an email to Human Resources later
- b) Report to your supervisor, host or another staff member immediately using the Accident/Incident Reporting and Investigation Form ('yellow card')
- c) Do not report, this is not necessary

2. List the first aid officers for the School.

Name:

Name:

Name:

Name:

Name:

Name:

3. If you require first aid treatment out of regular business hours you should contact:

- a) Jim Denier in the School Office
- b) State Emergency Services
- c) Campus Security on 8303 5444 or (Ext) 35444

4. When the alert signal sounds Beep.....Beep..... you should:

- a) Evacuate immediately and safely to the assembly area, follow the directions of Wardens
- b) Do not evacuate but cease inter/across floor movement, await instructions
- c) Do not evacuate and continue to use lifts as normal

5. If the alert signal sounds Whoop.....Whoop..... you should:

- a) Evacuate immediately and safely to the assembly area, follow the directions of Wardens
- b) Do not evacuate but cease inter/across floor movement, await instructions
- c) Do not evacuate and continue to use lifts as normal

Name: Position:

Signature: Date: