

5th January 2017**To: Senior Mathematics Tutors (also to all college mathematics tutors)****Hilary Term 2017 – Teaching Information**

1. **PRELIMS AND CORE PART A COLLECTIONS** on Michaelmas term lecture material have been revised and new versions are now on the web in the restricted Information for Teaching Staff Restricted Materials.

You will need your Mathematical Institute IT username and password to access these and some other material at <https://www.maths.ox.ac.uk/members/teaching-staff/restricted/collections-directory>

If you have difficulty with this please contact the IT staff via help@maths.ox.ac.uk.

2. **Computational Mathematics**

Dr Thompson (Computational Mathematics Coordinator) will be giving two lectures, for all students taking the course, in L1 from 11am on Tuesday of Weeks 1 and 3.

Computational Mathematics Projects

The Computational Mathematics course will continue this term. All first-year undergraduates taking Mathematics or Mathematics & Statistics must complete two Computational Mathematics projects. These count towards Prelims. The deadlines for these projects are Monday 12 noon, Weeks 6 and 9. Project handbooks are available from reception at the Mathematical Institute or online at

<https://www0.maths.ox.ac.uk/courses/course/28830>

Late Submissions

Candidates who miss the above deadlines may ask their college to apply to the Proctors for permission for late submission. Please see the Examination Conventions for further detail.

Demonstration Sessions

This term, the Computational Mathematics slots in Week 1 and 2 will be the same as those for weeks 7 and 8, respectively, of Michaelmas term. From Week 3 onwards, there are no fixed hours for each college, so your students may use the timetabled classrooms at the Mathematical Institute whenever suits them at the following times:

- Weeks 3-8: Monday 3pm-4pm in C1, Thursday 3pm-4pm in C3.
- Weeks 5: Wednesday 3pm-5pm in C5, Friday 3pm-5pm in C5
- Week 8: Friday 3pm-5pm in C5.

Please note that if students need to borrow a laptop they should inform Nia Roderick (roderick@maths.ox.ac.uk) well in advance of their chosen sessions to ensure availability.

3. **Hilary Term Lecture List**

The lecture list can be found on the website;

<https://www.maths.ox.ac.uk/members/students/lecture-lists>

4. **Intercollegiate Classes**

In some areas there is a shortage of tutors and we may have to run classes with more than 12 students. Where this seems likely Jasmine Smith will email you to

alert you. She will ask colleges if they wish to withdraw their students. If the students DO attend, the college will be billed at the usual rate.

The report on classes for 2015/16 is posted at
<https://www.maths.ox.ac.uk/members/teaching-staff/restricted>

5. Intercollegiate Class Sign Up

Part B and C students will be able to sign up to intercollegiate classes through the online sign up tool on the Mathematical Institute website for Hilary term.

We have asked class tutors to input their class times and weeks into Minerva by **Wednesday of Week 0 of Hilary term**. Students will then have from Thursday noon of week 0 till Monday noon of week 1 to sign up to the classes they would like to take they can sign up to 5 classes through the online sign up and if they wish to sign up to more they will need to email acadadmin@maths.ox.ac.uk and we will sign them up manually.

6. Exam Entry

Prelims students are entered automatically at registration.

All Part A, B and C students will be expected to enter for examinations on-line. All students will be notified of this via email from the Academic Records Office.

For Part A, students should enter for their examinations by noon Friday 10th February 2017. Whilst we cannot confirm individual dates of exams at this point, the Part A exams will be timed for Weeks 8 and 9 in Trinity.

For Parts B and C, students should enter for their examinations by noon on Friday 27th January 2017.

In due course an email will be sent to each candidate by the Academic Records Office.

As examination entry is now dealt with electronically it is no longer possible for Part B students to declare on their exam entry form their intention to take either the three-year (BA) or four-year (MMath/MMathPhil/MMathStats) course. **Therefore we will be writing to all Part B students in week 3 asking them to declare their intention to either take the three-year or four-year course.** Once we have received the results will circulate them to college offices.

7. Part A Structure – Long Options – REMINDER

Second year Mathematicians need to offer papers A0, A1, A2 and Paper ASO (on the Short Options). *They also need to offer 5 or 6 of the Long Option papers.* Previously 5 was the only possibility, and it is expected that this will remain the case for most students with perhaps some selection of high-achieving students taking on the extra workload.

If a student wishes to be examined in 6 long options they should fill in the exam entry form accordingly in due course. When 6 long options are taken the student's best four papers will count with a unit's weight and the worst two papers with half a unit's weight. (This is so that taking an extra paper is not lightly decided upon but at the same time students are not disadvantaged in taking an extra option). All exam marks will appear on a student's transcript. If in doubt, students should discuss this further with their college mathematics tutors.

Only Mathematics and Mathematics & Statistics students are currently eligible to take an additional long option.

8. FHS Maths & Philosophy Second Years –Part A structure

If any candidate wishes to apply to the Joint Committee for Mathematics & Philosophy for approval of other optional subjects as listed for Part A of Mathematics – beyond the standardly permitted Rings and Modules, Integration, Topology, Probability, Short Options – the application should be made through the candidate's college to the Chairman, Joint Committee for Mathematics & Philosophy, c/o Academic Administrator, Mathematical Institute, to arrive by **5pm on Monday of week 2 Hilary term.**

9. History of Mathematics

Please note that the extended essays must be handed in to the Examination Schools by noon on **Monday of week 10 this term.** Students need to submit two hard copies and one electronic copy. Further details will be communicated to candidates via the Notices.

10. Undergraduate Ambassadors Scheme

Please note the deadline for journals and reports for the Undergraduate Ambassadors Scheme is noon on Monday of 1st week Trinity term. Students need to submit two hard copies and one electronic copy.

11. Extended Essays, Dissertations and Structured Projects

The deadline for extended essays and dissertations is 12 noon Monday week 10 of Hilary term. Students need to submit two hard copies and one electronic copy. This year supervisors will be one of the assessors for the projects they have supervised. The project will also be independently examined by another assessor. Details of the electronic submission will be included on the Notices to candidates.

There will be a lecture from the Chair of Projects Committee (Dr Earl) at 10am Thursday 26th January (Week 2) in L5 on presenting and typesetting a dissertation. This will largely be a repeat of last term's lecture.

12. MMathPhys – DEADLINE REMINDER

MMath students entering their third year (but not joint schools) will have the option of applying to transfer to a fourth year in Mathematical and Theoretical Physics, and completing their degree with an MMathPhys. The deadline for applications is **noon on 20th January 2017.** Full details can be found at <https://www-thphys.physics.ox.ac.uk/MMathPhys/MMathPhysweb/index.html>

Students wishing to transfer to the MMathPhys must apply by following the link below by noon on 20th January 2017 applications received after this date will not be considered.

<https://www.maths.ox.ac.uk/members/students/undergraduate-courses/mmathphys-msc-mtp/mmathphys-applications-2016-entry>

All references must also be received by this date references can be emailed to mathematical.physics@maths.ox.ac.uk

The course is challenging and it is anticipated that most students transferring to the course will achieve first class marks in Parts A/B. Students who unsuccessfully apply to transfer will be permitted to continue to Part C (if they wish and achieve the required 2.1).

13. Examiners Reports

All examination reports including external examiners' reports are now posted on-line and can be found at:

<https://www.maths.ox.ac.uk/members/students/undergraduate-courses/examinations-assessments/examiners-reports>

14. Teaching Register

The teaching register for graduate students and Post docs is available at:

<https://www.maths.ox.ac.uk/members/teaching-staff/teaching-assistants>

15. Summer Projects 2017

Please note that the deadline for students to apply for funding from the Mathematical Institute for a summer project is 9am on Monday week 3 (30th January 2017). Please also encourage students to apply for other sources available funding such as such as the Wellcome Trust Vacation Scholarships, LMS Undergraduate Research Bursaries 2016 and EPSRC Vacation Bursaries.

Further information has already been circulated to students but if you have any queries please contact Helen Lowe (helen.lowe@maths.ox.ac.uk)

**Dr R Earl
(Director of Undergraduate Studies)**