To: Senior Mathematics Tutors (also to all college mathematics tutors)

Hilary Term 2013 – Teaching Information

1. PRELIMS AND 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/teaching-staff/restricted/past-collections.

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

2. Computational Mathematics

Dr Macdonald (Computational Mathematics Coordinator) will be giving a lecture for all students taking MATLAB. It will be held in L1 from 11am on Friday 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 http://www.maths.ox.ac.uk/courses/course/23071

• Late Submissions

Candidates who miss the above deadlines may ask their college to apply to the Chairman of Mathematics for permission for late submission. Where there is a valid reason, the Chairman would normally approve the late submission without penalty. Where it is deemed that there is no valid reason the Chairman of Mathematics will advise the Moderators to apply a penalty of at least 5% of the Computational Mathematics project mark.

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, 4, and 7: Monday-Friday 3pm-4pm in C2
• Weeks 5 and 8: Monday, Tuesday, Wednesday 3pm-4pm in C2; Thursday 3pm-5pm in C1, Friday 3pm-5pm in C2.
• Week 6: Monday 10am-noon; Tuesday-Friday 3pm-4pm in C2.

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/notices/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 Jessica Sheard 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 2012/13 is posted at [https://www.maths.ox.ac.uk/teaching-staff/restricted](https://www.maths.ox.ac.uk/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 again 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 signup 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. **New arrangement this year**: For Part A, students should enter for their examinations via the college office by noon Friday 14th February 2014. 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 exams via the college office by noon on Friday 31 January 2014.

   In due course an exam entry form for each candidate will be sent out by the Academic Records Office to the college offices.

   Part B students should also declare on their exam entry form their intention to take either the three-year (BA) or four-year (MMath/MMathPhil/MMathCom/MMathStats) course. From that point onwards the registration will be stored officially in the University Student Records system (OSS), and if the college wishes to check/change the registration after that date they will have to do it via that system.

7. **History of Mathematics**

   Please note that mini-projects must be handed in to the Examination Schools by noon on Monday of week 10 this term. Further details will be communicated to candidates via the Notices.

8. **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.

9. **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 four hard copies and one electronic copy. Supervisors continue to be involved in assessing projects. Details of the electronic submission will be included on the Notices to candidates.
10. 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/notices/exam-reports

11. Teaching Register
   The teaching register for graduate students and Post docs is available at:
   https://www.maths.ox.ac.uk/notices/committees/teaching/reports/restricted/teaching-
   register

Dr R Earl
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